



# CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760  
Phone: (541) 923-6776 | Fax: (541) 923-5247  
[www.crrfire.org](http://www.crrfire.org)

## Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, November 15, 2018. The Board Meeting will start at 3:00 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

### Board of Directors

Bob Bengtson, President (Position 5)  
Dennis Kirk, Vice President, (Position 3)  
Barbara Oakley, Secretary (Position 4)  
John Meredith, Treasurer (Position 2)  
James Dille, Director (Position 1)

### District Staff

Fire Chief, Harry Ward  
Asst. Fire Chief, Mark Wilson  
Asst. Fire Chief, Sean Hartley  
Admin. Asst., Dana Schulke

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### Board Meeting Agenda

1. Call to Order - Director Bengtson
  - 1.1. Roll Call by Director Oakley
  - 1.2. Flag Salute – Director Kirk
2. Review of Agenda
3. Approval of Board meeting minutes
  - 3.1. Approval of October 18, 2018 Board meeting minutes
4. Financial Reports
  - 4.1. Acknowledge receipt and approval of the financial reports for October 2018 – Director Meredith
  - 4.2. Appointment of Board members to sign checks for Monday, December 10th and Friday, December 21st, 2018.
5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
  - 6.1 Follow-up discussion on new Radio's/911 System – Asst. Fire Chief, Sean Hartley
7. New Business (consideration, discussion, and possible action on the following items):
  - 7.1 Active shooter threat protocol – Fire Chief, Harry Ward
  - 7.1 Review of SDAO Educational Board Assessment by Rob Moore – Director Bengtson
  - 7.4 Draft of 2017/2018 Audit Update – Fire Chief, Harry Ward and Asst. Chief, Sean Hartley
8. Fire Chief's Report - Fire Chief, Harry Ward

9. Operations Report - submitted by Asst. Fire Chief, Mark Wilson
10. Correspondence & Recognitions – Director Bengtson
11. Comments/Questions
  - 11.1. Public
  - 11.2. Chief, Staff, and/or Volunteers
  - 11.3. Board of Directors
12. Adjournment – Director Bengtson

Reminder:

December, January and February Board Meeting times are at 3:00 pm

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(In accordance with ORS 192.660, the Crooked River Ranch Rural Fire Protection District Board of Directors may convene in executive session at any time)

**Crooked River Ranch RFPD  
6971 SW Shad Rd  
Terrebonne, OR 97760-9250**

**Board Meeting Minutes  
October 18, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 18, 2018 at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

**Board Meeting Minutes**

1. Called to Order by Director Bengtson at 6:32 p.m. Directors Dille, Meredith, Oakley and Bengtson were present. Director Kirk was excused from the meeting. Also present was Fire Chief, Harry Ward and Assistant Fire Chief, Mark Wilson. Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke were excused from the meeting. Also in attendance, Captain Tom Fast, volunteer Dennis Senko and members of the public, Tina Wilson, Patricia Hayes, and Dick Stevens.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add. At this time, Director Meredith spoke on behalf of the Car Club. They had a very successful car show this year. Due to the success of the Car Show they were able to draw funds from the Car Club to the Volunteer Fire Association. A check in the amount of \$1,500 was presented by Dick Stevens. He wanted to thank everyone for participating in the Car Show and stated they brought in about \$10,000 this year, compared to last year which was \$7,500. He presented the check to the President of the Association (Dennis Senko) and left the Board meeting.
3. **Approval of the Board Meeting Minutes.**
  - 3.1. September 20, 2018 Board meeting minutes – minutes were reviewed by the Board and a few corrections had to be made. Under 4.1, the word “why” was to be added in front of the Worker’s Comp line item. Under 8.0 (Fire Chief’s report), the last sentence is to read “There was no further discussion on this topic”. Under 11.2, need to add how the students were presented with checks from the yard sale we had behind the Station and thanked the Board. Under 11.3, need to correct Director Dille’s comment to say, “Alternate Exit should be paved in the third week of October”. Director Dille made a motion to approve the September 20, 2018 Board meeting minutes as amended, Director Oakley seconded the motion, and all were in favor and the motion passed, (4-0).
4. **Financial Reports -**
  - 4.1. Director Meredith presented the financial report as of the end of September 2018. In the First Interstate Bank general account, there was \$9,830.54. In the First Interstate Bank-Payroll account, we had \$2,810.58. In the Jefferson County Treasury the account balances were: Bond Fund \$13,519.91, Capital Reserve Fund \$184,172.82, General Fund \$7,715.19, Local Option Levy Fund \$74,429.94. Accounts Receivable there was \$545.00. Director Bengtson stated that our cash on hand as of September looked very weak,

however, as of October we have received some income from Fire Med, property taxes, etc., which has increased it some. Patricia Hayes questioned the payroll line amount as well as the utilities amounts, as it appeared that only ½ of the monthly expense amounts were included in the monthly report. There was much discussion in regards to these line items. Director Bengtson stated he will get the questions answered by Dana and Sean and get back to everyone at the next Board meeting. Director Dille made a motion to approve the September financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (4-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Bengtson and Director Meredith will sign checks on Friday, November 9th and Director Oakley and Director Meredith will sign checks on Monday, November 26th, 2018.

**5. Comments from the public** – none

**6. Unfinished Business** –

**6.1 Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley had typed up a status report on the new radios for the Board, which was given to the Board by Chief Ward at the beginning of the meeting. Chief Ward stated that last week Communications Northwest was out to work on the installation, however they brought the wrong mounting faceplates for some of the radios. There is a software update that needs to be done and the portable radios are still at 911 being programmed. We hope to get them at the end of this month. Training on the new radios will be done over several drill nights to show our personnel how to use them. Also, 911 is taking our current channel/frequency and meshing it into a digital format so dispatch can hear us and vice versa. We are not going live with the new system until everything is complete, including training. There was no further discussion on this topic.

**6.2 Update on advertising for Local Option Levy Renewal** – Fire Chief, Harry Ward stated trifold brochures were mailed out to the residents. Also, Captain Fast brought in the signs, and there will be a booth at the Farmers Market this Saturday. Chief Ward also stated that he attended the last Lions Club meeting to answer any questions they may have about the district. There was no further discussion on this topic.

**7. New Business** –

**7.1 Discussion on SDAO Board Assessment on November 6th** – Director Bengtson stated that he wanted to remind everyone when the assessment was. Also it was stated by the email included in the Board packet that the start time is 9:00 am. The assessment will be done in the training room. There was no further discussion on this topic.

**7.2 Discussion/Approval of Resolution 2018-04 to Receive Unanticipated Conflagration revenue to the General Fund** - Fire Chief, Harry Ward stated that we had a mutual aid fire early in the season, which turned into a conflagration (Graham Fire). The State paid us for assisting and helping on this fire. We had some staff and volunteers there, along with some of our apparatus. There was much discussion by the Board and members and the public on the amounts not being correct on the Resolution. Chief Ward wrote down the corrected amounts and will have Assistant Chief Hartley revise the figures tomorrow before the Board signs the Resolution. Director Bengtson read the Resolution with the corrected figures. Director Dille made a motion to approve Resolution 2018-04 to receive unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection

District, as amended. Director Meredith seconded the motion, all were in favor and the motion passed, (4-0).

**8. Fire Chiefs Report** – Chief Ward stated he had a Chief’s meeting today and as a group they decided to tentatively open burning on November 1<sup>st</sup>. However, it will depend on each county and their conditions, if they are favorable or not. He will put the information on the reader board when we find out. Our Open House was not well attended, due to the weather, but we were able to do some live demonstrations for some residents. Next year we will probably have it during the week of the community yard sale for better attendance. He, Chief Hartley and Chief Wilson have been reviewing our Volunteer application process, as it will be changing. There will be more ride-a-longs, attending of drill nights, etc. by the applicant. After the applicants attend the drill nights and do ride-a-longs, they will be interviewed again to see if this is something they really want to commit to doing, along with talking to their families about the time commitments. We have had lots of back-to-back calls, a very busy month. We are at approximately 488 calls right now. Chief Ward had an Eagle Scout come out to our Station and clean up the bricks by the flag pole as one of his badge projects. The bricks did not come out as clean as they hoped, but most of them look good. Our training area is coming along and Knife River is coming out to donate concrete for it. So far we have spent zero funds on this training grounds project, it has all been by donation to the Station.

**9. Operations Report** – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

**10. Correspondence/Recognitions** – none

**11. Comments/Questions:**

**11.1 Public** – none

**11.2 Chief, Staff and/or Volunteers** – Per Assistant Chief Wilson, the volunteers had a special meeting last Monday and they discussed the Food/Toy Drive, Shop with a Firefighter and the Trunk or Treat event coming up on October 26<sup>th</sup>. They decided that at the Shop with a Firefighter event, they will up the limit to \$100 for each kid for their Clothing and keep the limit at \$50 for each kid for their toys. He stated that they will need help for all events as there will be a lot to do for them.

**11.3 Board** – Director Meredith reminded everyone that the next four Board meetings will start at 3:00 pm.

**12. Adjournment** by Director Bengtson at 7:25 pm

Respectfully,  
Dana Schulke  
Administrative Assistant



# Balance Sheet

Crooked River Ranch Fire & Rescue  
As of October 31, 2018

OCT 31, 2018

## Assets

### Current Assets

#### Cash and Cash Equivalents

Bond Fund	27,070.78
Capital Reserve Fund	184,434.40
FIB - Checking	13,065.85
FIB - Payroll	2,975.45
General Fund	61,762.36
Local Option Levy Fund	51,820.15
<b>Total Cash and Cash Equivalents</b>	<b>341,128.99</b>

Accounts Receivable	500.00
<b>Total Current Assets</b>	<b>341,628.99</b>

<b>Total Assets</b>	<b>341,628.99</b>
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## Liabilities and Equity

### Liabilities

#### Current Liabilities

Accounts Payable	3,841.13
FIB - Credit Cards	389.22
<b>Total Current Liabilities</b>	<b>4,230.35</b>
<b>Total Liabilities</b>	<b>4,230.35</b>

### Equity

Current Year Earnings	324,930.26
Unrestricted Net Assets	12,468.38
<b>Total Equity</b>	<b>337,398.64</b>

<b>Total Liabilities and Equity</b>	<b>341,628.99</b>
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**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**General Fund**  
**For the month ended 31 October 2018**  
**Cash Basis**

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Ambulance Billing	\$52,814.79	\$150,000.00	-\$97,185.21	-64.7901%
Beginning Fund Balance:General/LO Levy Fund	\$263,282.29	\$239,987.00	\$23,295.29	9.7069%
Conflagration Revenue	\$2,019.68	\$1,000.00	\$1,019.68	101.968%
Deschutes County: General Fund	\$652.92	\$49,235.00	-\$48,582.08	-98.6739%
Deschutes County: Local Option Levy	\$390.69	\$18,485.00	-\$18,094.31	-97.8864%
Emergency Address Signs	\$260.00	\$500.00	-\$240.00	-48.0%
FireMed	\$5,085.00	\$12,375.00	-\$7,290.00	-58.9091%
Interest	\$1,117.39	\$3,500.00	-\$2,382.61	-68.0746%
Jefferson County: General Fund	\$59,306.82	\$580,575.00	-\$521,268.18	-89.7848%
Jefferson County: Local Option Levy	\$21,840.01	\$205,763.00	-\$183,922.99	-89.3858%
Misc. Income	\$531.90	\$5,000.00	-\$4,468.10	-89.362%
Sale of Assets/Apparatus	\$6,644.00	\$0.00	\$6,644.00	
Training Income	\$0.00	\$500.00	-\$500.00	-100.0%
<b>Grant Revenue</b>				
AFG Grant Revenue	\$1,789.00	\$0.00	\$1,789.00	
Grants Funds	\$0.00	\$45,922.00	-\$45,922.00	-100.0%
SAFER Grant Revenue	\$3,823.00	\$0.00	\$3,823.00	
<b>Total Grant Revenue</b>	<b>\$5,612.00</b>	<b>\$45,922.00</b>	<b>-\$40,310.00</b>	<b>-87.8%</b>
<b>Total Revenue</b>	<b>\$419,557.49</b>	<b>\$1,312,842.00</b>	<b>-\$893,284.51</b>	<b>-68.042%</b>
<b>Gross Profit</b>	<b>\$419,557.49</b>	<b>\$1,312,842.00</b>	<b>-\$893,284.51</b>	<b>-68.042%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Debt Services & Contingency:Contingency	\$0.00	\$3,359.00	-\$3,359.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$3,359.00</b>	<b>-\$3,359.00</b>	<b>-100.0%</b>
<b>Materials &amp; Services</b>				
Materials & Services:Administration	\$4,475.24	\$15,000.00	-\$10,524.76	-70.1651%
Materials & Services:Building & Maint.	\$1,541.31	\$10,000.00	-\$8,458.69	-84.5869%
Materials & Services:Department Services	\$291.28	\$5,000.00	-\$4,708.72	-94.1744%
Materials & Services:Dispatch Services	\$1,462.65	\$58,115.00	-\$56,652.35	-97.4832%
Materials & Services:EMS Operations	\$7,914.74	\$32,950.00	-\$25,035.26	-75.9795%
Materials & Services:Fire Suppression	\$2,719.45	\$16,705.00	-\$13,985.55	-83.7207%
Materials & Services:Fuel	\$5,243.18	\$10,000.00	-\$4,756.82	-47.5682%
Materials & Services:Insurance	\$2,425.00	\$30,000.00	-\$27,575.00	-91.9167%
Materials & Services:Prevention	\$127.07	\$1,000.00	-\$872.93	-87.293%
Materials & Services:Professional Services	\$7,938.66	\$20,000.00	-\$12,061.34	-60.3067%
Materials & Services:Radios/Communications	\$618.18	\$4,611.00	-\$3,992.82	-86.5934%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$1,573.00	\$9,422.00	-\$7,849.00	-83.305%
Materials & Services:Training	\$799.84	\$7,389.00	-\$6,589.16	-89.1753%
Materials & Services:Travel	\$0.00	\$9,105.00	-\$9,105.00	-100.0%
Materials & Services:Tuition Reimbursement	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Materials & Services:Uniforms	\$88.00	\$5,713.00	-\$5,625.00	-98.4597%
Materials & Services:Utilities	\$5,383.37	\$22,250.00	-\$16,866.63	-75.8051%

Materials & Services:Vehicle/Equipment Maint.	\$3,065.79	\$18,000.00	-\$14,934.21	-82.9678%
Materials & Services:Volunteer Incentives	\$4,725.00	\$29,400.00	-\$24,675.00	-83.9286%
Materials & Services:Wellness Program	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
<b>Total Materials &amp; Services</b>	<b>\$50,391.76</b>	<b>\$347,660.00</b>	<b>-\$297,268.24</b>	<b>-85.5%</b>
<b>Personnel Services</b>				
Personnel Services: Employee Benefits	\$47,910.00	\$168,753.00	-\$120,843.00	-71.6094%
Personnel Services:Administrative Assistant:Overtime	\$116.28	\$1,224.00	-\$1,107.72	-90.5%
Personnel Services:Administrative Assistant:Regular Wage	\$11,130.24	\$34,729.00	-\$23,598.76	-67.9512%
Personnel Services:Assistant Fire Chief:Salary	\$18,000.00	\$55,558.00	-\$37,558.00	-67.6014%
Personnel Services:Fire Chief	\$25,463.92	\$79,800.00	-\$54,336.08	-68.0903%
Personnel Services:Mechanic	\$855.00	\$12,480.00	-\$11,625.00	-93.149%
Personnel Services:Part-Time Employees	\$19,289.62	\$35,280.00	-\$15,990.38	-45.3242%
Personnel Services:Payroll Taxes	\$11,976.04	\$38,248.00	-\$26,271.96	-68.6885%
Personnel Services:PERS	\$30,939.97	\$98,419.00	-\$67,479.03	-68.563%
Personnel Services:Shift Personnel: Regular Wage	\$56,689.96	\$174,032.00	-\$117,342.04	-67.4256%
Personnel Services:Shift Personnel:Overtime	\$13,874.26	\$34,894.00	-\$21,019.74	-60.2388%
Personnel Services:Volunteer Conflag Reimbursement	\$0.00	\$515.00	-\$515.00	-100.0%
Personnel Services:Volunteer Shift Stipends	\$1,700.00	\$36,500.00	-\$34,800.00	-95.3425%
Personnel Services:Workers Comp. & Group Accident	\$18,851.50	\$18,500.00	\$351.50	1.9%
<b>Total Personnel Services</b>	<b>\$256,796.79</b>	<b>\$788,932.00</b>	<b>-\$532,135.21</b>	<b>-67.5%</b>
<b>Total Operating Expenses</b>	<b>\$307,188.55</b>	<b>\$1,139,951.00</b>	<b>-\$832,762.45</b>	<b>-73.0525%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$112,368.94</b>	<b>\$172,891.00</b>	<b>-\$60,522.06</b>	<b>-35.0059%</b>
<b>Net Income</b>	<b>\$112,368.94</b>	<b>\$172,891.00</b>	<b>-\$60,522.06</b>	<b>-35.0059%</b>
<b>Total Comprehensive Income</b>	<b>\$112,368.94</b>	<b>\$172,891.00</b>	<b>-\$60,522.06</b>	<b>-35.0059%</b>



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Capital Reserve Fund**  
 For the month ended 31 October 2018  
 Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Beginning Fund Balance:Capital Reserve Fund	\$183,404.57	\$182,864.00	\$540.57	0.2956%
<b>Jefferson County: Capital Reserve Fund</b>				
Jefferson County: Capital Reserve Fund:Interest	\$1,029.83	\$750.00	\$279.83	37.3107%
<b>Total Jefferson County: Capital Reserve Fund</b>	<b>\$1,029.83</b>	<b>\$750.00</b>	<b>\$279.83</b>	<b>37.3%</b>
<b>Total Revenue</b>	<b>\$184,434.40</b>	<b>\$183,614.00</b>	<b>\$820.40</b>	<b>0.4468%</b>
<b>Gross Profit</b>	<b>\$184,434.40</b>	<b>\$183,614.00</b>	<b>\$820.40</b>	<b>0.4468%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Capitol Outlay & Grant Awards:AFG Grant Expenditures	\$0.00	\$13,614.00	-\$13,614.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$13,614.00</b>	<b>-\$13,614.00</b>	<b>-100.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$13,614.00</b>	<b>-\$13,614.00</b>	<b>-100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$184,434.40</b>	<b>\$170,000.00</b>	<b>\$14,434.40</b>	<b>8.4908%</b>
<b>Net Income</b>	<b>\$184,434.40</b>	<b>\$170,000.00</b>	<b>\$14,434.40</b>	<b>8.4908%</b>
<b>Total Comprehensive Income</b>	<b>\$184,434.40</b>	<b>\$170,000.00</b>	<b>\$14,434.40</b>	<b>8.4908%</b>



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Bond Fund**  
**For the month ended 31 October 2018**  
**Cash Basis**

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Beginning Fund Balance: Bond Fund	\$12,090.46	\$7,432.00	\$4,658.46	62.6811%
Deschutes County: Bond Fund	\$118.44	\$0.00	\$118.44	
<b>Jefferson County: Bond Fund</b>				
Jefferson County: Bond Fund: Current Year Taxes	\$13,271.77	\$160,609.00	-\$147,337.23	-91.7366%
Jefferson County: Bond Fund: Interest	\$103.50	\$0.00	\$103.50	
Jefferson County: Bond Fund: Other Income	\$23.06	\$0.00	\$23.06	
Jefferson County: Bond Fund: Prior Year Taxes	\$1,463.55	\$0.00	\$1,463.55	
<b>Total Jefferson County: Bond Fund</b>	<b>\$14,861.88</b>	<b>\$160,609.00</b>	<b>-\$145,747.12</b>	<b>-90.7%</b>
<b>Total Revenue</b>	<b>\$27,070.78</b>	<b>\$168,041.00</b>	<b>-\$140,970.22</b>	<b>-83.8904%</b>
<b>Gross Profit</b>	<b>\$27,070.78</b>	<b>\$168,041.00</b>	<b>-\$140,970.22</b>	<b>-83.8904%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Capital Outlay & Grant Awards: Bond Payment	-\$342.72	\$158,404.00	-\$158,746.72	-100.2164%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>-\$342.72</b>	<b>\$158,404.00</b>	<b>-\$158,746.72</b>	<b>-100.2%</b>
<b>Total Operating Expenses</b>	<b>-\$342.72</b>	<b>\$158,404.00</b>	<b>-\$158,746.72</b>	<b>-100.2164%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$27,413.50</b>	<b>\$9,637.00</b>	<b>\$17,776.50</b>	<b>184.4609%</b>
<b>Net Income</b>	<b>\$27,413.50</b>	<b>\$9,637.00</b>	<b>\$17,776.50</b>	<b>184.4609%</b>
<b>Total Comprehensive Income</b>	<b>\$27,413.50</b>	<b>\$9,637.00</b>	<b>\$17,776.50</b>	<b>184.4609%</b>

# Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period October 1, 2018 to October 31, 2018

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Adam Wiley</b>						
Oct 23, 2018	Cell Phone Stipend for Adam Wiley	Cell Phone Stipend for Adam Wiley (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Adam Wiley</b>			<b>3</b>	<b>90.00</b>		
<b>Aflac</b>						
Oct 16, 2018	EFT	Premiums from: Tom, Alysha, Sean, David, Dana and Harry	1	599.88	599.88	Payroll Liabilities
<b>Total Aflac</b>			<b>1</b>	<b>599.88</b>		
<b>AirMedCare Network - AirLink</b>						
Oct 1, 2018	5703-2018830	AirLink memberships	28	1,540.00	1,540.00	Personnel Services:Employee Benefits
<b>Total AirMedCare Network - AirLink</b>			<b>28</b>	<b>1,540.00</b>		
<b>Amazon</b>						
Oct 4, 2018	XXXX 4382	Mo. Prime Membership — FOR OCT <sub>2</sub>	1	12.99	12.99	Materials & Services:Administratio n:Memberships
Oct 30, 2018	XXXX 4382	Mo. Fee for Prime membership — FOR NOV <sub>2</sub>	1	12.99	12.99	Materials & Services:Administratio n:Memberships
<b>Total Amazon</b>			<b>2</b>	<b>25.98</b>		
<b>Amy Weddle</b>						
Oct 10, 2018	Mileage Stipend for Amy Weddle Ck#10706	Mileage Stipend for Amy Weddle	1	135.00	122.25	Materials & Services:Volunteer Incentives
Oct 10, 2018	Mileage Stipend for Amy Weddle Ck#10706	Tax Liabilities	1	(12.75)	122.25	Payroll Liabilities
Oct 23, 2018	Cell Phone Stipend for Amy Weddle	Cell Phone Stipend for Amy W. (July-Sept)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Amy Weddle</b>			<b>5</b>	<b>212.25</b>		
<b>Arrow</b>						
Oct 22, 2018	PO-0113 / 9500628509	EZ-10 25MM Needle (Box of 5)	1	550.00	612.50	Materials & Services:EMS Operations:Supplies
Oct 22, 2018	PO-0113 / 9500628509	EZ-Stabilizer (Box of 5)	1	50.00	612.50	Materials & Services:EMS Operations:Supplies
Oct 22, 2018	PO-0113 / 9500628509	Shipping	1	12.50	612.50	Materials & Services:EMS Operations:Supplies
<b>Total Arrow</b>			<b>3</b>	<b>612.50</b>		

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Baker Equipment</b>						
Oct 8, 2018	68925	Trouble Shoot and repair Concrete Saw	1	35.00	35.00	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total Baker Equipment</b>			1	35.00		
<b>BendTel</b>						
Oct 22, 2018	0346010	Telephone Charges, Recurring Service Charges, Taxes, Surcharges and Fees	1	444.48	444.48	Materials & Services:Utilities:Telecommunications
<b>Total BendTel</b>			1	444.48		
<b>BIOMED</b>						
Oct 16, 2018	66264	Background Check for Kacey Epplett	1	29.00	29.00	Materials & Services:Professional Services:Background Checks
<b>Total BIOMED</b>			1	29.00		
<b>Bobby Edwards</b>						
Oct 23, 2018	Cell Phone Stipend for Bobby Edwards	Cell Phone Stipend for Bobby E. (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Bobby Edwards</b>			3	90.00		
<b>BoundTree Medical, LLC</b>						
Oct 2, 2018	82987094	Various medications, IV Catheter, etc for Ambulances	1	478.77	478.77	Materials & Services:EMS Operations:Supplies
Oct 2, 2018	82989596	Ondansetron 4Mg 2 Ml Vials (25 to a box)	1	18.50	18.50	Materials & Services:EMS Operations:Supplies
Oct 3, 2018	82992143	Diltiazem, 25mg 5ml vials 10/box	2	5.36	5.36	Materials & Services:EMS Operations:Supplies
Oct 3, 2018	82994908	Ondansetron 4mg Orally Disintegrating Tablets	1	29.49	29.49	Materials & Services:EMS Operations:Supplies
Oct 3, 2018	82992144	Amiodarone 150mg 3ml	8	16.80	16.80	Materials & Services:EMS Operations:Supplies
Oct 16, 2018	83007338	C4 Midazolam 5 mg, 10/bx	1	14.32	26.27	Materials & Services:EMS Operations:Supplies
Oct 16, 2018	83007338	Shipping	1	11.95	26.27	Materials & Services:EMS Operations:Supplies
Oct 22, 2018	PO-0111 / 83008310	Medical Supplies for Ambulances (Electrodes, Ibuprofen, Epinephrine, IV Flush Syringes, Supraglottic Airway Tubes, etc.)	1	660.66	660.66	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			16	1,235.85		
<b>Carson Oil Company, Inc.</b>						
Oct 2, 2018	CP-00156718	Fuel for all apparatus	1	448.86	448.86	Materials & Services:Fuel

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
Oct 16, 2018	CP-00159984	Fuel for all apparatus	1	739.58	739.58	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>2</b>	<b>1,188.44</b>		
<b>Cayla Forsythe</b>						
Oct 23, 2018	Cell Phone Stipend for Cayla Forsythe	Cell Phone Stipend for Cayla Forsythe (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Cayla Forsythe</b>			<b>3</b>	<b>90.00</b>		
<b>City of Redmond - Public Works Department</b>						
Oct 23, 2018	Cell Phone Stipend (Mark Wilson)	Cell Phone Stipend for Mark Wilson (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total City of Redmond - Public Works Department</b>			<b>3</b>	<b>90.00</b>		
<b>Colton Steinke</b>						
Oct 23, 2018	Cell Phone Stipend for Colton S.	Cell Phone Stipend for Colton Steinke (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Colton Steinke</b>			<b>3</b>	<b>90.00</b>		
<b>Crooked River Ranch Water Company</b>						
Oct 1, 2018	94	Base Rate	1	34.59	165.39	Materials & Services:Utilities:Water
Oct 1, 2018	94	Water	1	130.80	165.39	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>2</b>	<b>165.39</b>		
<b>Crooked River Sanitary</b>						
Oct 16, 2018	00014	Sanitation services fro September	1	69.92	69.92	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>1</b>	<b>69.92</b>		
<b>Dan Marsh</b>						
Oct 23, 2018	Cell Phone Stipend for Dan Marsh	Cell Phone Stipend for Dan Marsh (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Dan Marsh</b>			<b>3</b>	<b>90.00</b>		
<b>Dennis Senko</b>						
Oct 23, 2018	Cell Phone Stipend for Dennis Senko	Cell Phone Stipend for Dennis Senko (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Dennis Senko</b>			<b>3</b>	<b>90.00</b>		
<b>Deschutes County 911 Service District</b>						
Oct 2, 2018	608	Police/Fire RMS User Fees	1	92.90	92.90	Materials & Services:Dispatch Services
Oct 16, 2018	628 / PO-106	Equipment upgrades, Antenna, Modems, Programming for new Radios	1	1,090.96	1,090.96	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>			<b>2</b>	<b>1,183.86</b>		

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Digital Employment/Streamline</b>						
Oct 23, 2018	98556	Web hosting services for October	1	100.00	100.00	Materials & Services:Professional Services:Computer Services
<b>Total Digital Employment/Streamline</b>			1	100.00		
<b>FASTENAL Company</b>						
Oct 1, 2018		Supplies to make Emergency Address signage	1	20.35	20.35	Materials & Services:Department Services:Emergency Address Signs
Oct 8, 2018	173766	Nuts/Bolts and signs to make Address Signs	1	20.35	20.35	Materials & Services:Department Services:Emergency Address Signs
<b>Total FASTENAL Company</b>			2	40.70		
<b>Fieldprint</b>						
Oct 9, 2018	XXXX 4382	Fingerprinting Fee for Nolan W	1	12.50	12.50	Materials & Services:Professional Services
Oct 9, 2018	XXXX 4382	Fingerprinting Fee for Ethan Brown	1	12.50	12.50	Materials & Services:Professional Services
Oct 15, 2018	XXXX 4382	Fingerprinting fee for Garrett Schweigert	1	12.50	12.50	Materials & Services:Professional Services
<b>Total Fieldprint</b>			3	37.50		
<b>Frank Day</b>						
Oct 23, 2018	Cell Phone Stipend for Frank Day	Cell Phone Stipend for Frank Day (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Frank Day</b>			3	90.00		
<b>Fred Meyers</b>						
Oct 15, 2018	XXXX 4382	Cake for Retirement Party	1	25.99	25.99	Materials & Services:Department Services:Events
<b>Total Fred Meyers</b>			1	25.99		
<b>Gary White</b>						
Oct 23, 2018	Cell Phone Stipend for Gary White	Cell Phone Stipend for Gary White (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Gary White</b>			3	90.00		
<b>Grainger</b>						
Oct 16, 2018	9922064168	Light Duty Switch Foot for Hose Roller	1	67.00	77.98	Materials & Services:Fire Suppression:Supplies/Equipment
Oct 16, 2018	9922064168	Shipping	1	10.98	77.98	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total Grainger</b>			2	77.98		



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>High Desert Auto Supply</b>						
Oct 2, 2018	437006	4 Dome Lamps for 521	1	11.99	11.99	Materials & Services:Vehicle/Equipment Maintenance:510165
Oct 8, 2018	438350	20inch Exact Fit Blade	2	18.88	18.88	Materials & Services:Vehicle/Equipment Maintenance:511848
Oct 16, 2018	674700	Napa Oil Seal for 532	1	11.65	11.65	Materials & Services:Vehicle/Equipment Maintenance:516092
Oct 16, 2018	674772	Fitting for 532	1	9.99	21.83	Materials & Services:Vehicle/Equipment Maintenance:516092
Oct 16, 2018	674772	80 W90 for 532	2	11.84	21.83	Materials & Services:Vehicle/Equipment Maintenance:516092
<b>Total High Desert Auto Supply</b>			<b>7</b>	<b>64.35</b>		
<b>Home Depot</b>						
Oct 19, 2018	XXXX 4382	Nails for forms at new training site behind Station	1	16.97	16.97	Materials & Services:Training
Oct 29, 2018	XXXX 4382	Steel Wire Mesh for Cement Slab (Training area behind Station)	1	79.76	79.76	Materials & Services:Training
Oct 31, 2018	XXXX 4382	Toilet Float to replace in Lobby Toilet	1	7.98	7.98	Materials & Services:Building & Maintenance:Maintenance
<b>Total Home Depot</b>			<b>3</b>	<b>104.71</b>		
<b>HR Answers</b>						
Oct 16, 2018	41563	Professional Services rendered: Onsite review and evaluation of positions for Pay Equity Analysis	1	360.00	360.00	Materials & Services:Professional Services
<b>Total HR Answers</b>			<b>1</b>	<b>360.00</b>		
<b>HRA VEBA Trust</b>						
Oct 16, 2018	Oct. Contribution - ACH	Contributions for: Tom, Alysha, David, Sean, Harry and Dana	6	1,500.00	1,500.00	Personnel Services:Employee Benefits:HRAVEBA
<b>Total HRA VEBA Trust</b>			<b>6</b>	<b>1,500.00</b>		
<b>Hughes Fire Equipment</b>						
Oct 8, 2018	530288	Valve, Heater Control Part for 521	1	37.24	50.39	Materials & Services:Vehicle/Equipment Maintenance:510165
Oct 8, 2018	530288	Freight	1	13.15	50.39	Materials & Services:Vehicle/Equipment Maintenance:510165
<b>Total Hughes Fire Equipment</b>			<b>2</b>	<b>50.39</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>IAFF 3650 - Redmond Firefighters Union</b>						
Oct 8, 2018	Union Dues - ACH	Union Dues from: Tom, Alysha, David	3	100.50	100.50	Payroll Liabilities
Oct 8, 2018	PAC Donation - ACH	PAC Donations to Union, from: Tom, Alysha, David	3	12.00	12.00	Payroll Liabilities
Oct 24, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha, David	3	100.50	100.50	Payroll Liabilities
Oct 24, 2018	PAC Donation to Union-ACH	PAC Donation to Union, from: Tom, Alysha, David	3	12.00	12.00	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>12</b>	<b>225.00</b>		
<b>Jeff Scheetz</b>						
Oct 23, 2018	Cell Phone Stipend for Jeff Scheetz	Cell Phone Stipend for Jeff Scheetz (July-Sept)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Jeff Scheetz</b>			<b>3</b>	<b>90.00</b>		
<b>Jesse West</b>						
Oct 23, 2018	Cell Phone Stipend for Jesse West	Cell Phone Stipend for Jesse West (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Jesse West</b>			<b>3</b>	<b>90.00</b>		
<b>Joe Woodriff</b>						
Oct 23, 2018	Cell Phone Stipend for Joe Woodriff	Cell Phone Stipend for Joe Woodriff (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Joe Woodriff</b>			<b>3</b>	<b>90.00</b>		
<b>Jordan Construction</b>						
Oct 22, 2018	1432	Load of Gravel for new training area (used from \$1,000. training donation)	1	250.00	250.00	Materials & Services:Training
<b>Total Jordan Construction</b>			<b>1</b>	<b>250.00</b>		
<b>Justin Abts</b>						
Oct 23, 2018	Cell Phone Stipend for Justin Abts	Cell Phone Stipend for Justin A. (July-Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Justin Abts</b>			<b>3</b>	<b>90.00</b>		
<b>Lowes</b>						
Oct 10, 2018	XXXX 4382	Hangers for airhose to dry and extension cords	1	12.36	12.36	Materials & Services:Building & Maintenance:Supplies
Oct 10, 2018	XXXX 4382	Parts purchased to connect Ice Machine in Bay	1	19.66	19.66	Materials & Services:Building & Maintenance:Supplies
<b>Total Lowes</b>			<b>2</b>	<b>32.02</b>		
<b>Marta McGovern-Philpott</b>						
Oct 23, 2018	Cell Phone Stipend for Marta McGovern Philpott	Cell Phone Stipend for Marta McGovern-Philpott (July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Marta McGovern-Philpott</b>			<b>3</b>	<b>90.00</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Michaels</b>						
Oct 14, 2018	XXXX 4382	Shawdow Box for Jeff Green's Retirement gift	1	23.27	23.27	Materials & Services:Department Services:Events
<b>Total Michaels</b>			<b>1</b>	<b>23.27</b>		
<b>Myrsideys Steward</b>						
Oct 23, 2018	Cell Phone Stipend for Myrsideys S.	Cell Phone Stipend for Myrsideys Steward ( July - Sept.)	3	90.00	90.00	Materials & Services:Volunteer Incentives
<b>Total Myrsideys Steward</b>			<b>3</b>	<b>90.00</b>		
<b>National Hose Testing Specialties, Inc.</b>						
Oct 16, 2018	47693	2018 Ground Ladder Testing	115	460.00	460.00	Materials & Services:Fire Suppression:Hose/Ladder Testing
<b>Total National Hose Testing Specialties, Inc.</b>			<b>115</b>	<b>460.00</b>		
<b>Nationwide Retirement Solutions</b>						
Oct 8, 2018	Def Compensation - EFT	Deferred Compensation from: Tom, Alysha, David, Sean and Dana	1	215.00	215.00	Payroll Liabilities
Oct 24, 2018	Def. Comp - EFT	Deferred Compensation for: Tom, Alysha, David, Sean and Dana	1	215.00	215.00	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>2</b>	<b>430.00</b>		
<b>Norco</b>						
Oct 1, 2018	24735712	Small Cylinders of Oxygen for Ambulances	5	88.10	113.10	Materials & Services:EMS Operations:Supplies
Oct 1, 2018	24735712	Handling Charge	1	25.00	113.10	Materials & Services:EMS Operations:Supplies
Oct 2, 2018	24789941	Oxygen for Ambulances	1	20.40	20.40	Materials & Services:EMS Operations:Supplies
Oct 22, 2018	24337465	Oxygen for Ambulances (Invoice was not received back at the end of July)	1	26.86	26.86	Materials & Services:EMS Operations:Supplies
Oct 22, 2018	24911830	Oxygen for Ambulances	1	113.10	113.10	Materials & Services:EMS Operations:Supplies
Oct 24, 2018	24961021	Large Cylinder of Oxygen for Station	1	65.41	90.41	Materials & Services:EMS Operations:Supplies
Oct 24, 2018	24961021	Handling Charge	1	25.00	90.41	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>11</b>	<b>363.87</b>		
<b>Oregon PERS</b>						
Oct 8, 2018	PERS - EFT	Employer Contributions	1	2,664.26	3,602.93	Personnel Services:PERS
Oct 8, 2018	PERS - EFT	Employee Contributions, paid by Employer	1	938.67	3,602.93	Personnel Services:PERS
Oct 29, 2018	EFT	Employer Contributions	1	2,479.53	3,353.12	Personnel Services:PERS

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
Oct 29, 2018	EFT	Employee Contributions, paid by Employer	1	873.59	3,353.12	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>4</b>	<b>6,956.05</b>		
<b>Pacific Power</b>						
Oct 2, 2018	24712171-001 3	Basic Charges, Load Size Charges, Demand Charge, Kilowatt usage	1	552.27	552.27	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>1</b>	<b>552.27</b>		
<b>Septic Pros</b>						
Oct 4, 2018	1323852	Septic Pump (2,000 Gal)	1	480.00	545.00	Materials & Services:Building & Maintenance:Maintenance
Oct 4, 2018	1323852	Clean Filter	1	65.00	545.00	Materials & Services:Building & Maintenance:Maintenance
<b>Total Septic Pros</b>			<b>2</b>	<b>545.00</b>		
<b>Solutions Yes</b>						
Oct 22, 2018	164236	Black/White copies	1558	10.13	95.13	Materials & Services:Administration:Copier Expenses
Oct 22, 2018	164236	Color copies	1700	85.00	95.13	Materials & Services:Administration:Copier Expenses
<b>Total Solutions Yes</b>			<b>3258</b>	<b>95.13</b>		
<b>Special Districts Association of Oregon</b>						
Oct 2, 2018	Membership Dues	Annual Membership Dues for SDAO	1	1,800.89	1,800.89	Materials & Services:Administration:Memberships
<b>Total Special Districts Association of Oregon</b>			<b>1</b>	<b>1,800.89</b>		
<b>Special Districts Insurance Services</b>						
Oct 4, 2018	03-0052514	Health Benefits for November	1	9,001.44	9,952.50	Personnel Services:Employee Benefits:Health Insurance
Oct 4, 2018	03-0052514	Dental Benefits for November	1	862.62	9,952.50	Personnel Services:Employee Benefits:Health Insurance
Oct 4, 2018	03-0052514	Long-Term Premium for November	1	88.44	9,952.50	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>3</b>	<b>9,952.50</b>		
<b>Springfield Fire &amp; Life Safety</b>						
Oct 1, 2018		Ambulance Billing Fee for July/August 2018	1	1,040.00	1,040.00	Materials & Services:EMS Operations:Ambulance Billing Fees
<b>Total Springfield Fire &amp; Life Safety</b>			<b>1</b>	<b>1,040.00</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Stamps.com</b>						
Oct 9, 2018	XXXX 4382	Purchase of Stamps	1	50.00	50.00	Materials & Services:Administration:Postage & Shipping
Oct 16, 2018	XXXX 4382	Mo. Fee for Stamps.com	1	17.99	17.99	Materials & Services:Administration:Postage & Shipping
<b>Total Stamps.com</b>			<b>2</b>	<b>67.99</b>		
<b>Swift Steel</b>						
Oct 16, 2018	904411	Sign Post for Green Address Signs	1	61.30	61.30	Materials & Services:Department Services:Emergency Address Signs
<b>Total Swift Steel</b>			<b>1</b>	<b>61.30</b>		
<b>Terminix</b>						
Oct 4, 2018	117146	Maintenance of spraying for rodents, ants, flies, etc.	1	95.00	95.00	Materials & Services:Building & Maintenance:Maintenance
<b>Total Terminix</b>			<b>1</b>	<b>95.00</b>		
<b>Tom Fast</b>						
Oct 4, 2018	Reimbursement	Reimbursement of items needed for Open House Demonstration ( Fog Machine/Acrylic Cutting Knife - split with 2 different line items in budget, per Chief.)	1	38.46	76.93	Materials & Services:Prevention
Oct 4, 2018	Reimbursement	Reimbursement of items needed for Open House Demonstration ( Fog Machine/Acrylic Cutting Knife)	1	38.47	76.93	Materials & Services:Building & Maintenance:Supplies
<b>Total Tom Fast</b>			<b>2</b>	<b>76.93</b>		
<b>UPS</b>						
Oct 12, 2018	XXXX 4382	Shipping charges	1	18.27	18.27	Materials & Services:Administration:Postage & Shipping
<b>Total UPS</b>			<b>1</b>	<b>18.27</b>		
<b>US Bank Equipment Finance</b>						
Oct 16, 2018	368267654 - EFT	Copier Contract Payment	1	139.99	164.39	Materials & Services:Administration:Copier Expenses
Oct 16, 2018	368267654 - EFT	Property Damage Surcharge for Copier	1	24.40	164.39	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>2</b>	<b>164.39</b>		
<b>Verizon Wireless</b>						
Oct 3, 2018	9815173445	Telephone connection for Zoll Machines	1	20.80	20.80	Materials & Services:Utilities:Telecommunications
<b>Total Verizon Wireless</b>			<b>1</b>	<b>20.80</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	INVOICE TOTAL	ACCOUNT
<b>Vern Samples Landscaping</b>						
Oct 16, 2018	27773	Fall Sprinkler System Weatherization/Blow-out)	1	65.00	65.00	Materials & Services:Building & Maintenance
<b>Total Vern Samples Landscaping</b>			<b>1</b>	<b>65.00</b>		
<b>WHA Insurance</b>						
Oct 23, 2018	723884 / 1383	1st Installment of Life & Accident Insurance for 1/1/2019 - 1/1/2022	1	1,919.00	1,919.00	Materials & Services:Insurance
<b>Total WHA Insurance</b>			<b>1</b>	<b>1,919.00</b>		
<b>Xero</b>						
Oct 19, 2018	XXXX 4382	Mo. Subscription fee for Accounting software	1	22.50	22.50	Materials & Services:Professional Services:Accounting/Payroll Services
<b>Total Xero</b>			<b>1</b>	<b>22.50</b>		
<b>Your Care, LLC</b>						
Oct 8, 2018	1693	Flucelvax Quadrivalent 4 yrs shots for Amy & Nolan	2	40.00	229.00	Materials & Services:SAFER Grant Expenditures
Oct 8, 2018	1693	Firefighter Lab Physical w/o PSA for Kacey Epplert	1	189.00	229.00	Materials & Services:SAFER Grant Expenditures
<b>Total Your Care, LLC</b>			<b>3</b>	<b>229.00</b>		
<b>Zoll Medical</b>						
Oct 22, 2018	PO-0112 / 2762325	Adult and Pediatric Defib Pads	1	236.20	236.20	Materials & Services:EMS Operations:Supplies
<b>Total Zoll Medical</b>			<b>1</b>	<b>236.20</b>		
<b>Zoll Medical Corporation</b>						
Oct 1, 2018	PO-0109/ 2748992	Recorder Paper 90 MM Fan Fold for Zoll Machine	1	30.00	30.00	Materials & Services:EMS Operations:Supplies
<b>Total Zoll Medical Corporation</b>			<b>1</b>	<b>30.00</b>		
<b>Total</b>			<b>3570</b>	<b>36,786.55</b>		

**DATE:** November 10, 2018

**TO:** Bob Bengston, Board President  
Crooked River Ranch Fire and Rescue

**SUBJECT:** **Consultant's Impressions and Recommendations**  
CRR Fire and Rescue Board Practices Assessment  
Conducted November 06, 2018

**FROM:** Rob Mills  
SDAO Consulting Services

It was a pleasure meeting with you and your board members and conducting the Board Practices Assessment for your district. Accompanying this memo is your board's **Assessment Summary**. I trust you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60/90 day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

#### **Impressions**

CRR Fire and Rescue is overseen by dedicated board members who bring years of business and community service experience to their roles. Board members enjoy an excellent rapport with each other and management and express admiration and respect for the district's competent staff members. Frequently mentioned in the Assessment conversation was the climate of trust that exists in the organization – an absence of personal agendas and a mutual focus on the operation's well-being. Sound financial management, enterprising leadership, and a stable workforce are keys to making CRRF&R a highly successful district.

#### **Recommendations**

The board and management seem keenly aware of the successful track record they have established for the district. Wisely, they express concern about their overdependence on key personnel hindering future success – "We ask one person to do stuff, then they end up owning it" – and acknowledge there is no succession plan in place to make up for the loss of key individuals. While this is a common problem, particularly in smaller special districts, the board may want to develop options for minimizing the disruption caused by the loss of key employees.





**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**CROOKED RIVER RANCH FIRE AND RESCUE  
 November 6, 2018**

**Board: Jim Dille; John Meredith; Dennis Kirk; Barb Oakley; Bob Bengston; Chief: Harry Ward Admin. Ass't: Dana Schulke**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				Board members feel they are doing "very well" in this area – they are "in tune" with community and in-house policies are in place. Past issues have been corrected and the district's financial management is now "streamlined". With help from the auditor processes have been improved and "all parts are now in right order". The Board reports they "look closely at the dollars" citing as examples going out for bids on auditing services and enlisting SDAO's help in securing a better bond rate.
Demonstration of good governance practices				The "proper chain of command" is observed by the Board resulting in the Chief "being allowed to do my job" collaboratively but without interference. Mutual trust, no personal agendas, and interacting on a "civil basis" characterize the governance practices.
<b>Operational Compliance</b>				Board members report being "very comfortable" with

Overall regulatory compliance				the district's compliance status. They attend SDAO trainings to understand regulatory issues and pay close attention to their own practices – their discussion about this meeting complying with public meeting laws, as an example. Their Chief cites a need for regularly scheduled safety committee meetings as an item to be added to the strategic plan.
Timeliness of compliance reporting				No specific issues are reported in this area.
Potential compliance challenges				The Board and staff stay alert to issues and attend conferences and trainings to "have a pretty good idea in advance" about compliance challenges. "We jumped on it" (equal pay law) and "on top of it" (preparing for the levy) characterize the Board's approach to managing new compliance issues.
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				Beginning with input from staff – "they do a great job separating wants from needs" – a draft is developed by management and the Board follows standard budgeting protocols recommended for special districts with reviews, approvals, and public hearing. The process is clear and comprehensive and "there's never a need for more than one hearing".
Soundness of financial practices				Board members exercise "tight control", describing their approach to fiscal management as one with "very few loose ends". Transparency and "treating every dollar as if it were our own" are guiding principles that enable them to consistently adhere to budget with "appropriate flexibility".
<b>Customer Relations</b>				

Management of service problems					<p>"No complaints, lots of compliments" is how the Board describes the district's service experience. Sufficient manpower for effective coverage has not jeopardized service, but it takes a special effort to ensure it is not a problem in the event of multiple calls.</p>
Improvements to customer service					<p>As is common in the industry, the district would be able to enhance its customer service with "more" – money for equipment, personnel, etc. – but still maintain its record of reliable, effective service to the community.</p>
<b>Personnel Administration</b>					
Staff morale and work climate					<p>Collaborative work relationships and an absence of micro-managing account for the work environment Board members describe as "excellent". Efforts are made to attract and retain employees and volunteers with career development, social events, recognition awards and maintaining a culture that values people.</p>
Management of employee performance					<p>The Board follows an established format for conducting annual reviews of the Chief's performance in a collaborative process based on specific goals and measures of accomplishment. A similar process is followed throughout the organization.</p>
Alignment of positions with work assignments					<p>Care is taken to maintain position descriptions that are current and accurate. The Admin. Ass't. description has been revised to reflect changes in an expanding role – one that is viewed as key in the organization. The Board acknowledges their lack of a succession plan creates a vulnerability if the incumbent should "jump ship".</p>
<b>Policies and Procedures</b>					

Soundness of administrative policies					The Board, Chief, and staff have been actively involved in an on-going process of review, updating, and writing policies and procedures to reflect changes in regulations and industry standards.
Consistency between work practices and policies					
Efficiency of staff and work systems					

## CRR Fire & Rescue Operations Report November 2018

- Staff meeting this month was held on 5 November. A planned training class was cancelled due to technical difficulties.
- Staff updates:
  - Harry:
    - Building training tower out back. Concrete completed. Talking with Todd Nace about moving two connex units for base and donated ones hopefully before after the first of the year.
    - Three new potential volunteers (Two are from Redmond Fire; one retired and one current employee who also worked for us part time in the summer.) Third is a COCC student who lives in Bend.
    - Explorer program has not grown as planned. Most likely will be disbanded and one member will be moved to volunteer program with limited abilities. May talk one last time to Redmond School to see if they want to help support the program.
    - Chaplain Dave Kell will be retiring this spring and we want to do something for him as a thank you.
    - Been using the Chaplains a lot lately.
  - Alysha:
    - Nothing out of ordinary to report
  - Tom:
    - Training records are almost completed with the State.
    - Working with Sean for radio training ideas.
  - David:
    - Been out on leave.
    - Central Oregon Community College has new EMS Director. Moved EMS program completely into Cascade Building and Fire program is in Ponderosa building.
  - Gary:
    - AFG grant paperwork been submitted for 2 new Zoll Heart Monitors and a new SCBA filling station. Paperwork was entered early this year.
    - Title 3 grant money is almost gone. Has sent in four more applications for review and payment still has one more. There are several outstanding but if there is no money left they can be carried over to next year for payment.
  - Dana: No report
  - Sean:
    - Radio discussion about working with Tom on training. New radios are still not being used due to training and system set up at DC911.
    - Possible "Blue Tooth" in works for radios to SCBA packs. Researching costs and possibilities.
    - CAD Update will not be released until all requirements have been put into place that have been required by Central Oregon Departments and Districts.
  - Mark:
    - Pump testing on four required units completed. The two structure engines have failed testing and are being scheduled for major repairs.
    - Both the SWAFF and Food & Toy programs have begun. Paperwork has been sent out as well as collection buckets have been placed at CRR Reality; The Sand Bagger; CRR Administration office and the station entry area.
    - CERT (Community Emergency Response Team) has been started in Central Oregon and will be headed up by Deschutes County and COCC. I had a meeting with CRR HOA President and Ranch Managers at 14:00 05 November 2018 to explain the role of CERT and how it interacts with CRR Fire and also other first responder agencies. Meeting went well.

- Next Blood Drive January 16, 2019 Time: 11:00 to 5:00.
- Call report:
  - From Image Trend reports for month of October:
    - Rescue & Emergency Medical Service Incident-38
    - Fire Calls-0
    - Public Assist Service Calls-7
    - Good Intent Calls-6
    - False Alarm-7
    - Total All Calls-58
  - We are getting more calls closer together however, we are getting more non emergent calls that do not require transport, as well as mutual aid requests only to be cancelled.

Respectively Submitted.

Mark W. Wilson

Assistant Chief / NREMT

Master Emergency Vehicle Technician

(Ambulance; Fire; Law Enforcement)

12-Nov-18

Annual Alarm Report - Month & Year

Basic Incident Type Category (FD1.21)

Total Alarms

Basic Incident Year-Month Number (FD1.3): 2018-01

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	1
4 - Hazardous Condition (No Fire)	44
5 - Service Call	2
7 - False Alarm & False Call	8
9 - Special Incident Type	2
	1

**Total: 58**

Basic Incident Year-Month Number (FD1.3): 2018-02

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	1
4 - Hazardous Condition (No Fire)	22
5 - Service Call	1
6 - Good Intent Call	4
	5

**Total: 33**

Basic Incident Year-Month Number (FD1.3): 2018-03

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	4
5 - Service Call	34
6 - Good Intent Call	2
7 - False Alarm & False Call	9
	2

**Total: 51**

Basic Incident Year-Month Number (FD1.3): 2018-04

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	3
5 - Service Call	22
6 - Good Intent Call	8
	5

**Total: 38**

Basic Incident Year-Month Number (FD1.3): 2018-05

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	7
5 - Service Call	30
6 - Good Intent Call	13
7 - False Alarm & False Call	3
	1

**Total: 54**

Basic Incident Year-Month Number (FD1.3): 2018-06

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	5
5 - Service Call	32
6 - Good Intent Call	7
7 - False Alarm & False Call	3
	1

**Total: 48**

Basic Incident Year-Month Number (FD1.3): 2018-07

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	2
4 - Hazardous Condition (No Fire)	32
5 - Service Call	1
6 - Good Intent Call	21
	7

**Total: 63**

Basic Incident Year-Month Number (FD1.3): 2018-08

1 - Fire	
3 - Rescue & Emergency Medical Service Incident	6
5 - Service Call	34
6 - Good Intent Call	7
	3

Basic Incident Type Category (FD1.21)

Total Alarms

7 - False Alarm & False Call

4

Total: 54

Basic Incident Year-Month Number (FD1.3): 2018-09

1

3 - Rescue & Emergency Medical Service Incident

5 - Service Call

6

6 - Good Intent Call

1

7 - False Alarm & False Call

1

Total: 50

Basic Incident Year-Month Number (FD1.3): 2018-10

3 - Rescue & Emergency Medical Service Incident

38

5 - Service Call

7

6 - Good Intent Call

6

7 - False Alarm & False Call

7

Total: 58

Total: 507

Report Filters

Basic Incident Date Time: is between '11/1/2018 12:00 AM' and '11/1/2018 12:00 AM'

Agency Name: is in 'Crooked River Ranch RFPD Ambulance'

Aggregate Function Criteria

Total Alarms: Is Greater Than 0

**Number of new Fire Med Memberships for October: 5**

**Number of Fire Med Memberships District has lost, due to moving off the Ranch, Death, or no payment received: 3**