



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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, February 20, 2020. The Board meeting will start at 6:30 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

Barbara Oakley, President (Position 4)
Brad Pahl, Vice President, (Position 1)
Mark Wilson, Secretary (Position 5)
Jeff Green, Treasurer (Position 3)
John Meredith, Director (Position 2) – via phone

District Staff

Fire Chief, Harry Ward
Assistant Fire Chief, Sean Hartley
Administrative Assistant, Dana Schulke

Board Meeting Agenda

1. Call to Order – Director Oakley
 - 1.1 Roll Call by Director Wilson
 - 1.2 Flag Salute – Director Pahl
2. Review of Agenda
3. Approval of Board Meeting Minutes
 - 3.1 Approval of January 16, 2020 Board meeting minutes
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for January 2020 – Director Green
 - 4.2 Appointment of Board members to sign checks for Monday, March 9th and Wednesday, March 25th, 2020.
5. Comments from the public on the current meeting agenda – (Please limit your comment 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 Discussion/Approval of the Board's Anti-Harassment Policy – Director Pahl
 - 6.2 Follow-up on PERS for Volunteers – Director Wilson
 - 6.3 PERS 6% makeup plan for employees – Director Wilson
 - 6.4 FLSA – Director Wilson
7. New Business (consideration, discussion, and possible action on the following items): -
 - 7.1 Discussion/Approval to move funds from Capital Fund to General Fund to complete training grounds project– Fire Chief, Harry Ward

- 7.2 Review of Section 1 of the Board policies – Director Oakley
- 7.3 Discussion on scheduling quarterly workshops to review Board policies
– Director Oakley
- 8. Fire Chief's Report - submitted by Fire Chief, Harry Ward
- 9. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 10. Correspondence & Recognitions – Director Oakley
- 11. Comments/Questions
 - 11.1 Public input for next month's agenda – (Please limit to one topic)
 - 11.2 Public comments pertaining to this meeting's covered material
 - 11.3 Chief, Staff, and/or Volunteers
 - 11.4 Board of Directors
- 12. Adjournment – Director Oakley

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

Board Meeting Minutes
16 January 2020

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 16 January 2020 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

Board Meeting Minutes:

1. **Meeting Called to Order at:** 06:30 pm by Director Barbara Oakley, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

1.1. Roll Call by: Director Mark Wilson: Director's Brad Pahl, Jeff Green and John Meredith were all present. Also, at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley and Administrative Assistant Dana Schulke. Also, in attendance was: Staff Captain; Alysha Delorto. Responding Volunteers; Marta McGovern Philpott and Nolan Wironen. Support Volunteers; Kay Norberg, Pat Hayes and Tina Wilson. Public in attendance was; Bob Bengtson, Bill Burt, John Hayes and Jerry Davis.

1.2. Flag Salute Led by: Director Pahl

2. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or removed from the Agenda. Director Pahl asked if we could do the all the Resolutions prior to doing the Chief's review. It was agreed to move all three Resolutions up to the start of the New Business and do Chiefs review afterwards.

3. **Approval of Board Meeting Minutes:**

3.1: Director Oakley asked for approval of the 19 December 2019 Regular Board meeting minutes. Director Wilson stated there was a correction Chief Ward had made known to him via email on the SDIS Grant about the \$5000.00 amount that we would be required to make that it was actually they would only match a maximum amount of \$5000.00 regardless of the project cost that was in the Chiefs report. Director Green made a motion to accept the Board Meeting minutes for 19 December 2019 as corrected. Director Meredith seconded the motion. A unanimous voice vote passed the motion.

4. **Financial Reports:**

4.1: Director Green read the financial report into the record. (See attached) Director Oakley had a question on the Freightliner line items in the check register about an item labeled as "Customer Good Will" about if it was a credit. Chief Ward stated he saw it as well and Administrative Assistant Schulke stated that is what was written on the paperwork from Freightliner so that is what she wrote. Director Pahl made a motion to

accept the financial statements for 19 December 2019. The motion was seconded by Director Meredith. A unanimous voice vote approved the motion.

4.2 Board Members to sign checks in February. Monday 10 February 2020 and Monday 24 February 2020. Director Wilson offered to sign on the 10th with Director Green. Director Oakley will sign on the 24th with Director Green.

5. Comments from the Public on current meeting agenda- None.

6. Unfinished Business

6.1 Review of LOSAP Program Chief Ward stated they had been in contact with OFDDA and they verified all the funds are where they need to be. He stated in 2015 they had called Valic and told them they needed to get them this money and Valic said yes send it to us and it should not have gone to them it should have gone to OFFDA. Chief then stated Laurel from OFDDA said they knew better and since it did not have a plan to go into it went into "Plan 1" and it should have gone into "Plan 10". Chief then read an email from Laurel of OFDDA stating she had accounted for all the contributions for the LOSAP program from 2015 to 2018. In this email Laurel stated she is happy to report she has verified all the LOSAP contributions made from 2015 to 2018. Since the earlier contributions were sent directly to Valic with no plan number assigned they were then named as plan one. She continued stating she will work to change the plan number designation for those folks, but the most important thing is the contributions have been made to those individuals accounts and they were, so all is good here. Chief stated what is happening now is Assistant Chief Hartley and Laurel are going to go back through for days of separation and vesting and any of that money will be redistributed so they will be making sure everything is squared away. Director Wilson asked if that would be retroactive to any member's accounts who were there then. Chief stated yes for whatever accounts that are there and added he is not sure of everything that is going on. Director Green stated he is still trying to get his account activated. Chief offered the Valic paperwork to Director Green to remove his funds adding it will get squared away. Director Wilson asked if we should go back to other volunteers who are not here anymore to make sure they have their accounts. Chief stated if they didn't know they could get ahold of him to find out. Director Wilson asked how they would know who is no longer here that left four years ago, adding it's been four years since this started. He used a former student as an example and asked how they would know if they needed to get ahold of Chief, adding we should reach out to them. Chief stated if they were not vested then they won't have an account. Then added if they look at anyone not vested they would look at their account and distribute the money. Director Green asked if Chief and staff would be contacting anyone who needed to be reached. Assistant Chief Hartley stated yes they would be reaching out to everyone who has any money in the program and said that is what we are working on with OFDDA. Director Wilson thanked them for doing this. Director Oakley asked if there were any other questions for the Chief on LOSAP. There were none.

6.2 Discussion and approval on Anti-Harassment Policy. There was discussion about how we are changing the policy to fit the necessary requirements of the State yet keep a lot of

our existing policy since it was already good. After some discussion from Director Pahl and Wilson it was decided to forego any approval tonight. Director Oakley stated that we would then wait until February to approve the policy.

7. New Business:

- 7.1** Approval of Resolution 2020-01 receiving unanticipated funds for Safety and Security Grant. Director Pahl moved to accept the Resolution and Director Wilson seconded the motion. A unanimous voice vote approved Resolution 2020-01.
- 7.2** Approval of Resolution 2020-02 receiving unanticipated funds for General Fund from DPSST in the amount of \$40000.00 for the training building. Director Pahl moved to approve the Resolution 2020-02 and Director Green seconded. A unanimous voice vote approved the motion.
- 7.3** Approval of Resolution 2020-03 to surplus the existing District SCBA compressor which listed as aged and no longer useful to the District. Director Pahl made the motion to approve Resolution 2020-03 to surplus and sell the SCBA compressor to Lowell Fire District. Director Meredith seconded the motion and a unanimous voice vote approved the motion. Director Oakley stated the Board needs to sign all the Resolutions prior to leaving tonight so don't leave.
- 7.4** Executive session for Fire Chief Review and Evaluation. Director Oakley asked the Chief if he wanted to have it in open session and he replied no. The regular meeting was adjourned at 07:00 p.m. to allow the Executive session to take place.

The regular Board Meeting was called back to order at 07:51 p.m. by Director Oakley. Director Meredith announced the outcome of the Executive session. We conducted the review and concluded it and will be written up and we're done with it.

8. Fire Chiefs Report- Chief Ward reported the following-

- Chief stated Director Wilson had asked who was going to the SDAO conference. He stated Administrative Assistant Schulke was going and his schedule would not allow him to go adding that most of the Board members are not going. Administrative Assistant Schulke is enrolled in an academy through SDAO and she will be able to complete a lot of the requirements by going to this conference.
- Chief stated that Director Green had brought up a good question a while ago and he was glad he did. He stated they had started the stipend stuff and looked at the grant, they had gotten a lot of information from attorneys and auditors and not one of them had anything to say about PERS. He had gone back and looked at all the documents and there was no information from anybody about PERS. So, he called PERS and they were very helpful, and Director Green was correct and we should have been boarded onto the PERS system and all of the Volunteers should have been added onto the PERS program. PERS said yes, all the volunteers need to be enrolled.

- Chief stated Director Pahl had a question about Norco and Freightliner credits and asked if his questions had been answered sufficiently. Director Pahl stated yes they had been.
- The question of AED's from last month was they had done some research for nonprofits but could not find any funds for public and said you can buy them on Amazon for about \$1500.00. If the businesses could call us we could give them some direction on how to proceed.
- Cell phone reimbursements criteria he has written in his report. In order to be eligible they have to be an EMT, a Fire Fighter 1 or a Wildland Fire Fighter.
- Chief said he made a call to FLSA and they said if you are a first responder you have to get FLSA.
- Chief stated the Board has approved the Resolution to get grant funds from DPSST and he called them to find out the procedure and in the past the entity paid for the work and then contacted DPSST for reimbursement.
- Budget meeting is 7 May at 06:00 p.m. and is the first budget meeting.
- Chief said he talked with the ambulance company and they have a tentative date of 15 April for delivery.
- 25 April we are going to do an Emergency preparedness Open House adding in the kids challenge and since we get better attendance in the spring than the fall he decided to put it all together at one time. During this event he explained a tradition of housing a new piece of apparatus by being pulled in by men or horses into the station allowing the board and the staff with volunteers to do it a couple of times.
- Captain Fast is back to work and pulled his first shift earlier this past Monday.
- Director Green asked if he would get back to us with any financial impact the PERS thing may cause. He stated once they had all the numbers plugged into the form and have a good idea, they can do that. Director Wilson asked if we should keep it in "Old Business" and Chief said we could.

9. Operations Report-

- Chief stated that our new monitors are here.
- Director Oakley questioned the call report and was corrected about January being 2019 numbers and not 2020. We had less calls than last year which was attributed to the low numbers of wildland fire calls.

10. Correspondence and Recognitions-

- Director Oakley stated the Terrebonne School had sent a nice thank you about the Christmas program (Referring to SWAFF and Food & Toy Drive).
- Director Wilson had a note that had two questions about the grants. He stated he believes both were answered already but to clarify the first question was the \$5000.00 SDIS grant for fencing was how much we would have to provide to get that which was \$5000.00 and the DPSST is a non-matching grant so we are hoping we will get the money back quickly. The other question was where in our budget was the matching money coming from and that had been explained of coming out of our Capital Reserve contingency money and how much and that was the \$5000.00.
- The other correspondence he had received was from the Oregon State Treasury and it was a form showing Bond obligations and it is only showing our general obligation

but then it talks about our ambulance bond and he believes we need to contact them to submit this new bond on the form to make the necessary corrections. He said he would get with Chief and staff to get this completed after the meeting.

11. Comments / Questions-

- None from Public or volunteers and staff.
- Chief stated he could have brought it up in correspondence, but we had three people come in this week and wanted to thank us for taking care of them or family members.
- Director Wilson thanked the Chief for his list of answering all the items he had brought forward to close them or put them into "Old Business"

12. Adjournment- With no further business, Director Oakley adjourned the meeting at 08:09 pm.

Respectively submitted by,

Mark W. Wilson
Secretary, Director Position # 5
Crooked River Ranch Rural Fire Protection District Fire Board

FATTACHMENT TO
FOR JANUARY MINUTES

Balance Sheet

Crooked River Ranch Fire & Rescue

As of December 31, 2019

Cash Basis

	DEC 31, 2019
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	23,350.14
Capital Reserve Fund	99,883.87
FIB - Checking	82,109.48
FIB - Payroll	2,009.71
General Fund	482,325.20
Local Option Levy Fund	331,739.88
PayPal	88.27
US Bank	7,321.79
Total Cash and Cash Equivalents	1,028,828.34
Total Current Assets	1,028,828.34
Total Assets	1,028,828.34
Liabilities and Equity	
Liabilities	
Current Liabilities	
FIB - Credit Cards	1,017.69
Payroll Liabilities	494.63
Total Current Liabilities	1,512.32
Total Liabilities	1,512.32
Equity	
Current Year Earnings	1,027,316.02
Total Equity	1,027,316.02
Total Liabilities and Equity	1,028,828.34

Balance Sheet

Crooked River Ranch Fire & Rescue

As of January 31, 2020

Cash Basis

JAN 31, 2020

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	24,767.01
Capital Reserve Fund	100,074.09
FIB - Checking	18,556.22
FIB - Payroll	2,347.72
General Fund	400,430.54
Local Option Levy Fund	334,725.73
PayPal	305.64
US Bank	2,135.11
Total Cash and Cash Equivalents	883,342.06

Total Current Assets

883,342.06

Total Assets

883,342.06

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	1,580.91
Payroll Liabilities	494.63
Total Current Liabilities	2,075.54

Total Liabilities

2,075.54

Equity

Current Year Earnings	881,266.52
Total Equity	881,266.52

Total Liabilities and Equity

883,342.06

\$758,500.96
-\$ 2,075.54
General Fund YTD Net Income \$756,425.42



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 January 2020
Cash Basis

	January Acutual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$8,313.48	\$120,664.50	\$165,000.00	-\$44,335.50	-26.87%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$328,766.72	\$234,000.00	\$94,766.72	40.4986%
Contractual Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Deschutes County: General Fund	\$664.25	\$52,863.88	\$52,671.00	\$192.88	0.3662%
Deschutes County: Local Option Levy	\$308.96	\$25,581.50	\$24,803.00	\$778.50	3.1387%
Emergency Address Signs	\$20.00	\$220.00	\$500.00	-\$280.00	-56.0%
FireMed	\$990.00	\$8,280.00	\$12,600.00	-\$4,320.00	-34.2857%
Interest	\$1,635.31	\$4,903.89	\$5,000.00	-\$96.11	-1.9222%
Jefferson County: General Fund	\$4,439.15	\$554,370.67	\$595,248.00	-\$40,877.33	-6.8673%
Jefferson County: Local Option Levy	\$2,047.14	\$267,041.29	\$277,338.00	-\$10,296.71	-3.7127%
Misc. Income	\$0.00	\$7,722.74	\$4,000.00	\$3,722.74	93.0685%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue					
AFG Grant Revenue	\$0.00	\$66,480.24	\$121,818.00	-\$55,337.76	-45.4266%
Grants Funds	\$5,000.00	\$5,000.00	\$55,922.00	-\$50,922.00	-91.059%
SAFER Grant Revenue	\$11,185.00	\$34,117.00	\$0.00	\$34,117.00	
VFA Grant Revenue	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Total Grant Revenue	\$16,185.00	\$105,597.24	\$187,740.00	-\$82,142.76	-43.8%
Total Revenue	\$34,603.29	\$1,476,012.43	\$1,559,900.00	-\$83,887.57	-5.3778%
Gross Profit	\$34,603.29	\$1,476,012.43	\$1,559,900.00	-\$83,887.57	-5.3778%
Operating Expenses					
General Fund, Transfer Out	\$0.00	\$0.00	\$13,909.00	-\$13,909.00	-100.0%
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:EMS Purchase	\$66,480.24	\$66,480.24	\$0.00	\$66,480.24	
Capitol Outlay & Grant Awards:Fire Purchases	\$272.00	\$9,530.01	\$137,909.00	-\$128,378.99	-93.0896%
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$66,752.24	\$76,010.25	\$142,909.00	-\$66,898.75	-46.8%
Materials & Services					
Materials & Services:Administration	\$2,327.75	\$10,492.58	\$15,520.00	-\$5,027.42	-32.3932%
Materials & Services:Building & Maint.	\$125.97	\$8,731.22	\$10,000.00	-\$1,268.78	-12.6878%
Materials & Services:Department Services	\$146.62	\$1,314.45	\$4,000.00	-\$2,685.55	-67.1388%
Materials & Services:Dispatch Services	\$209.99	\$1,631.51	\$63,390.00	-\$61,758.49	-97.4262%
Materials & Services:EMS Operations	\$1,499.79	\$11,210.64	\$29,584.00	-\$18,373.36	-62.1057%
Materials & Services:Fire Suppression	\$1,080.64	\$9,585.80	\$27,180.00	-\$17,594.20	-64.7322%
Materials & Services:Fuel	\$707.76	\$7,011.90	\$12,000.00	-\$4,988.10	-41.5675%
Materials & Services:Insurance	\$25,948.00	\$29,616.00	\$27,500.00	\$2,116.00	7.6945%
Materials & Services:Prevention	\$0.00	\$780.73	\$1,000.00	-\$219.27	-21.927%
Materials & Services:Professional Services	\$571.23	\$13,884.76	\$22,190.00	-\$8,305.24	-37.4279%
Materials & Services:Radios/Communications	\$12.99	\$1,244.91	\$3,455.00	-\$2,210.09	-63.9679%
Materials & Services:Rope Rescue Operations	\$1,188.84	\$1,404.75	\$1,500.00	-\$95.25	-6.35%
Materials & Services:SAFER Grant Expenditures	\$0.00	\$4,894.00	\$9,422.00	-\$4,528.00	-48.0577%
Materials & Services:Training	\$2,317.81	\$6,187.14	\$8,558.00	-\$2,370.86	-27.7034%
Materials & Services:Travel	\$918.00	\$3,778.79	\$12,572.00	-\$8,793.21	-69.9428%
Materials & Services:Tuition Reimbursement	\$0.00	\$9,681.49	\$31,500.00	-\$21,818.51	-69.2651%
Materials & Services:Uniforms	\$665.65	\$4,055.36	\$5,713.00	-\$1,657.64	-29.0152%
Materials & Services:Utilities	\$3,411.14	\$11,591.22	\$22,250.00	-\$10,658.78	-47.9046%
Materials & Services:Vehicle/Equipment Maint.	\$5,568.47	\$21,293.13	\$25,000.00	-\$3,706.87	-14.8275%
Materials & Services:Volunteer Incentives	\$1,890.00	\$4,950.00	\$19,000.00	-\$14,050.00	-73.9474%
Materials & Services:Wellness Program	\$2,893.40	\$2,893.40	\$10,000.00	-\$7,106.60	-71.066%
Total Materials & Services	\$51,484.05	\$166,233.78	\$361,334.00	-\$195,100.22	-54.0%

Personnel Services					
Personnel Services:Admin. Asst.: O/T	\$88.25	\$394.74	\$1,261.00	-\$866.26	-68.6963%
Personnel Services:Admin. Asst: Reg Wage	\$3,193.91	\$21,040.56	\$35,973.00	-\$14,932.44	-41.5101%
Personnel Services:Assistant Fire Chief:Salary	\$4,635.00	\$32,377.50	\$57,224.00	-\$24,846.50	-43.4197%
Personnel Services:Employee Benefits	\$12,100.42	\$87,842.15	\$174,477.00	-\$86,634.85	-49.654%
Personnel Services:Fire Chief	\$6,695.00	\$46,684.17	\$82,194.00	-\$35,509.83	-43.2025%
Personnel Services:Part-Time Employees	\$0.00	\$18,192.25	\$23,520.00	-\$5,327.75	-22.652%
Personnel Services:Payroll Taxes	\$3,072.66	\$22,751.10	\$40,461.00	-\$17,709.90	-43.7703%
Personnel Services:PERS	\$9,504.38	\$67,348.09	\$119,051.00	-\$51,702.91	-43.4292%
Personnel Services:Shift Personnel: Reg. Wage	\$14,612.40	\$102,667.50	\$180,099.00	-\$77,431.50	-42.9939%
Personnel Services:Shift Personnel:Overtime	\$4,102.65	\$31,757.40	\$43,698.00	-\$11,940.60	-27.3253%
Personnel Services:Student Volunteer Stipends	\$810.00	\$4,050.00	\$7,290.00	-\$3,240.00	-44.4444%
Personnel Services:Volunteer Shift Stipends	\$2,900.00	\$26,500.00	\$36,500.00	-\$10,000.00	-27.3973%
Personnel Services:Workers Comp. & Grp Acc.	\$2,157.00	\$15,737.49	\$15,000.00	\$737.49	4.9166%
Total Personnel Services	\$63,871.67	\$477,342.95	\$816,748.00	-\$339,405.05	-41.6%
Total Operating Expenses	\$182,107.96	\$719,586.98	\$1,334,900.00	-\$615,313.02	-46.0943%
Net Income / (Loss) before Tax	-\$147,504.67	\$756,425.45	\$225,000.00	\$531,425.45	236.1891%
Net Income	-\$147,504.67	\$756,425.45	\$225,000.00	\$531,425.45	236.1891%
Total Comprehensive Income	-\$147,504.67	\$756,425.45	\$225,000.00	\$531,425.45	236.1891%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 31 January 2020
 Cash Basis

	January Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$173,181.57	\$186,500.00	-\$13,318.43	-7.1412%
Other financing sources	\$0.00	\$0.00	\$159,876.00	-\$159,876.00	-100.0%
Grant Revenue					
Grants Funds	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Total Grant Revenue	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Jefferson County: Capital Reserve Fund					
Jefferson County: Capital Reserve Fund:Interest	\$190.22	\$1,892.52	\$2,750.00	-\$857.48	-31.1811%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
Total Jefferson County: Capital Reserve Fund	\$190.22	\$1,892.52	\$27,750.00	-\$25,857.48	-93.2%
Total Revenue	\$190.22	\$175,074.09	\$419,126.00	-\$244,051.91	-58.2288%
Gross Profit	\$190.22	\$175,074.09	\$419,126.00	-\$244,051.91	-58.2288%
Operating Expenses					
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:Apparatus Purchases	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.0683%
Capitol Outlay & Grant Awards:Building Purchases	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Capitol Outlay & Grant Awards:Training Purchases	\$0.00	\$0.00	\$40,000.00	-\$40,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.7%
Total Operating Expenses	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.6728%
Net Income / (Loss) before Tax	\$190.22	\$100,074.09	\$134,250.00	-\$34,175.91	-25.4569%
Net Income	\$190.22	\$100,074.09	\$134,250.00	-\$34,175.91	-25.4569%
Total Comprehensive Income	\$190.22	\$100,074.09	\$134,250.00	-\$34,175.91	-25.4569%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 January 2020
Cash Basis

	January Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Bond Fund	\$0.00	\$9,837.30	\$4,213.00	\$5,624.30	133.4987%
Deschutes County: Bond Fund	\$166.91	\$13,424.37	\$0.00	\$13,424.37	
Jefferson County: Bond Fund	\$1,249.96	\$140,087.34	\$171,703.00	-\$31,615.66	-18.413%
Total Revenue	\$1,416.87	\$163,349.01	\$175,916.00	-\$12,566.99	-7.1%
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Gross Profit	\$1,416.87	\$163,349.01	\$175,916.00	-\$12,566.99	-7.1437%
<hr/>					
Operating Expenses					
Debt Service					
Debt Service: Bond Payment	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Total Debt Service	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4%
<hr/>					
Total Operating Expenses	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
<hr/>					
Net Income / (Loss) before Tax	\$1,416.87	\$24,767.01	\$10,116.00	\$14,651.01	144.8301%
<hr/>					
Net Income	\$1,416.87	\$24,767.01	\$10,116.00	\$14,651.01	144.8301%
<hr/>					
Total Comprehensive Income	\$1,416.87	\$24,767.01	\$10,116.00	\$14,651.01	144.8301%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period January 1, 2020 to January 31, 2020

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Adam Wiley					
Jan 16, 2020	Cell Phone Reimb/Adam W.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Adam Wiley			90.00		
Aflac					
Jan 16, 2020	EFT	Premiums from: Tom, Alysha, David, Dana, Sean and Harry	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Jan 20, 2020	xxxx 4382	Wireless Presenter Rechargeable Power Point Clicker for Classroom presentations	8.95	Deleted	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2020	XXXX 4382	HDMI Cable	8.99	Paid	Materials & Services:Training
Jan 21, 2020	XXXX 4382	HDMI coupler	5.99	Paid	Materials & Services:Training
Jan 21, 2020	XXXX 4382	Tripod quick release plate	8.95	Paid	Materials & Services:Training
Jan 21, 2020	XXXX 4382	Powerpoint clicker	26.99	Paid	Materials & Services:Training
Jan 21, 2020	XXXX 4382	Wireless microphone	49.99	Paid	Materials & Services:Training
Jan 28, 2020	XXXX 4382	3' Charger Cable, 3 Pack compatible with iPhone	12.99	Paid	Materials & Services:Radios/Communications
Jan 30, 2020	XXXX 4382	Super Bright LED replacement bulbs for indoor of vehicles (20 pk)	29.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Jan 30, 2020	XXXX 4382	Mo. membership fee for Prime	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			165.83		
Amy Weddle					
Jan 16, 2020	Cell Phone Reimb/Amy W.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Amy Weddle			90.00		
BendTel					
Jan 21, 2020	0387970	Charges for telephone use, outbound long distance, recurring service charges, taxes, surcharges	450.26	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			450.26		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
BoundTree Medical, LLC					
Jan 21, 2020	83473227	Supplies for EMS room and ambulances: Gloves (s/m/l), Control Solution, Intravenous administration set, bandages, King LTS-D Supraglottic Airway Kits, sharps containers, Electrodes (med size), syringes with luer locks, Curaplex Fluff Bandage rolls	443.33	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			443.33		
Brodie Blok					
Jan 16, 2020	Cell Phone Reimb/Brodie B.	Cell Phone Reimbursement for Nov/Dec 2019	60.00	Paid	Materials & Services:Volunteer Incentives
Total Brodie Blok			60.00		
Carson Oil Company, Inc.					
Jan 2, 2020	CP-00231525	Fuel for all apparatus	331.20	Paid	Materials & Services:Fuel
Jan 16, 2020	CP-00234501	Fuel for all apparatus	376.56	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			707.76		
CoEnergy -Central Oregon					
Jan 2, 2020	33482	Propane	190.46	Paid	Materials & Services:Utilities:Propane
Total CoEnergy -Central Oregon			190.46		
Colton Steinke					
Jan 16, 2020	Cell Phone Reimb/Colton S.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Colton Steinke			90.00		
Crooked River Ranch Water Company					
Jan 1, 2020	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Jan 1, 2020	94	Water	19.62	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			54.21		
Crooked River Sanitary					
Jan 2, 2020	00014	Sanitation services for December	70.24	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			70.24		
Dan Marsh					
Jan 16, 2020	Cell Phone Reimb/Dan M.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dan Marsh			90.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dennis Senko					
Jan 16, 2020	Cell Phone Reimb/Dennis S.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dennis Senko			90.00		
Deschutes County 911 Service District					
Jan 1, 2020	1332	911 Police-Fire RMS User Fees	209.99	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			209.99		
Digital Employment/Streamline					
Jan 23, 2020	103336	Mo. Fee for website	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		
Ethan Brown					
Jan 16, 2020	Cell Phone Reimb/Ethan B.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Ethan Brown			90.00		
Fire Pro, LLC					
Jan 24, 2020	6278646	Service call for Annual Servicing of Station's Fire Extinguishers	327.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total Fire Pro, LLC			327.00		
Frank Day					
Jan 16, 2020	Cell Phone Reimb/Frank D.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Frank Day			90.00		
Freightliner Northwest					
Jan 8, 2020	SR253005112:01	532 Labor repairs: removed/replaced oil filter, filled engine with 15W40, removed/replaced fuel filter, greased chassis, inspected and found potential leak at rear wheels seals, air horn INOP, fan belt was worn - needs replacing, belt tensioner failing - needs replacing. Replaced water/fuel separator, internal seals were failing on park brakes, removed panel to obtain part number. Removed and installed new MV3/Park Brake Valve. Belt to be replaced once part arrives. Removed old serpentine belt, and replaced with new belt.	(678.00)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 8, 2020	SR253005112:01	Parts	(498.51)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 8, 2020	SR253005112:01	Miscellaneous Parts	(70.59)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 8, 2020	SR253005112:01	Miscellaneous Charges for freight of air valve and credit for labor to install belt	(46.95)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 8, 2020	SR253005112:01	**Note: Computer Hookup Charge of \$59.95 will be "refunded" to customer as computer was not used during labor repairs. Will be on next invoice.	-	Paid	
Total Freightliner Northwest			(1,294.05)		
Garrett Schweigert					
Jan 16, 2020	Cell Phone Reimb/Garrett S.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Garrett Schweigert			90.00		
Gary White					
Jan 16, 2020	Cell Phone Reimb/Gary W.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Gary White			90.00		
HRA VEBA Trust					
Jan 16, 2020	EFT	Contributions for: Tom, Alysha, David, Dana, Sean and Harry	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
Hughes Fire Equipment					
Jan 2, 2020	545989	Pump test on 531	495.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jan 2, 2020	545990	Pump Test on 522	495.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Jan 2, 2020	545988	Pump Test on 521	495.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 2, 2020	545987	Pump Test for 532	495.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Total Hughes Fire Equipment			1,980.00		
IAFF 3650 - Redmond Firefighters Union					
Jan 10, 2020	Union Dues - ACH	Union Dues for: Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Jan 10, 2020	PAC Donations to Union - ACH	PAC Donations to Union from: Tom, Alysha and David	12.00	Paid	Payroll Liabilities
Jan 27, 2020	Union Dues - ACH	Union Dues for: Tom, Alysha and David	102.00	Paid	Payroll Liabilities
Jan 27, 2020	PAC Donation to Union - ACH	PAC Donations to Union from: Tom, Alysha & David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			228.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jeff Scheetz					
Jan 16, 2020	Cell Phone Reimb/Jeff S.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Jeff Scheetz			90.00		
Kay Norberg					
Jan 23, 2020	Reimbursement	Reimbursement for purchase of food items for Red Cross Blood drive	8.99	Paid	Materials & Services:Department Services:Events
Total Kay Norberg			8.99		
L.N. Curtis & Sons					
Jan 6, 2020	XXXX 4382	Proseries Brite ULA Screw-lock D Carabiner	180.00	Paid	Materials & Services:Rope Rescue Operations
Jan 6, 2020	XXXX 4382	Black Kong Trapezium Quick-Link	20.00	Paid	Materials & Services:Rope Rescue Operations
Jan 6, 2020	XXXX 4382	Shipping	16.97	Paid	Materials & Services:Rope Rescue Operations
Total L.N. Curtis & Sons			216.97		
Marta McGovern-Philpott					
Jan 16, 2020	Cell Phone Reimb/Marta Mc	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Marta McGovern-Philpott			90.00		
MES NW - Municipal Emergency Services					
Jan 23, 2020	IN1417655	Career Tracking/Training Software	2,670.00	Paid	Materials & Services:Training
Jan 23, 2020	IN1417655	Annual Maintenance Fee	395.00	Paid	Materials & Services:Training
Total MES NW - Municipal Emergency Services			3,065.00		
Motion & Flow Control Products, Inc.					
Jan 16, 2020	7497608	Check Valve Smc Brass Poppet 1/2 Fnpt for 522	24.64	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Jan 16, 2020	7497608	Ft 1/2 Brass 1/2 Mnpt Close Nipple for 522	5.04	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Total Motion & Flow Control Products, Inc.			29.68		
Myrsideys Steward					
Jan 16, 2020	Cell Phone Reimb/Myrsideys S.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Myrsideys Steward			90.00		
Nationwide Retirement Solutions					
Jan 10, 2020	Deferred Comp - EFT	Deferred Compensation contributions from: Tom, David and Sean	80.00	Paid	Payroll Liabilities
Jan 21, 2020	Deferred Comp - EFT	Deferred Compensation contributions from: Tom, David and Sean	80.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			160.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Nolan Wironen					
Jan 16, 2020	Cell Phone Reimb/Nolan W.	Cell Phone Reimbursement for Oct/Nov/Dec 2019	90.00	Paid	Materials & Services:Volunteer Incentives
Total Nolan Wironen			90.00		
Norco					
Jan 23, 2020	28386249	OX DM small bottles of oxygen	70.48	Paid	Materials & Services:EMS Operations:Supplies
Jan 23, 2020	28386249	Handling/Delivery charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			95.48		
Northwest Safety Clean					
Jan 9, 2020	19-25716	SR-71 Turnout Cleaner: Case of (24) 1-ounce blister packs	53.90	Paid	Materials & Services:Fire Suppression:PPE
Jan 9, 2020	19-25716	SR-71 Turnout Cleaner: 5 Gal	162.95	Paid	Materials & Services:Fire Suppression:PPE
Jan 9, 2020	19-25716	Shipping	36.79	Paid	Materials & Services:Fire Suppression:PPE
Total Northwest Safety Clean			253.64		
Oregon PERS					
Jan 8, 2020	PERS - EFT	Employer contributions	3,575.97	Paid	Personnel Services:PERS
Jan 8, 2020	PERS - EFT	Employee contributions, paid by Employer	971.73	Paid	Personnel Services:PERS
Jan 27, 2020	PERS - EFT	Employer Contributions	3,782.67	Approved	Personnel Services:PERS
Jan 27, 2020	PERS - EFT	Employee Contributions, paid by Employer	1,027.90	Approved	Personnel Services:PERS
Total Oregon PERS			9,358.27		
Pacific Power					
Jan 3, 2020	247112171-001 3	Basic Charges, Load size, Delivery Charges, and Kilo watt usage	2,624.67	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			2,624.67		
Quill Corporation					
Jan 16, 2020	3849909	Copy paper, ruled paper pads, pens	142.76	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			142.76		
SeaWestern Fire Fighting Equipment					
Jan 1, 2020	INV3979	Rental Fee associated with Portaccount	500.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 2, 2020	INV4101	Lion Nomex Duty Pants, 6.0 oz/yd2, Plain Weave (Navy-Male in various sizes)	1,088.55	Paid	Materials & Services:Uniforms
Jan 2, 2020	INV4101	Lion Heavyweight Nomex Duty Pants, 7.5 oz/yd1 Plain Weave (Navy-Male in various sizes)	365.85	Paid	Materials & Services:Uniforms
Jan 2, 2020	INV4101	Lion Deluxe Uniform Trousers, 6.5 oz/yd2 Twill Weave (Navy-Male in various sizes)	401.85	Paid	Materials & Services:Uniforms

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 2, 2020	INV4101	Shipping	28.90	Paid	Materials & Services:Uniforms
Jan 27, 2020	INV2338	Key Fire Hose #DP40-600, 4" ECO 10 Polyester Double Jacket Fire Hose Rubber Lines with 4" Storz Couplings, 100' length-blue (272.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Total SeaWestern Fire Fighting Equipment			2,657.15		
Solutions Yes					
Jan 23, 2020	INV223859	B/W copies	15.42	Paid	Materials & Services:Administration:Copier Expenses
Jan 23, 2020	INV223859	Color copies	56.60	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			72.02		
Special Districts Insurance Services					
Jan 6, 2020	03-0052514	Insurance added to tractor & trailer	22.00	Paid	Materials & Services:Insurance Personnel
Jan 6, 2020	03-0052514	Health Premium for Staff - February	9,451.53	Paid	Services:Employee Benefits:Health Insurance Personnel
Jan 6, 2020	03-0052514	Dental Premium for Staff - February	876.41	Paid	Services:Employee Benefits:Dental Insurance Personnel
Jan 6, 2020	03-0052514	Long-Term Care Premium for Staff - February	132.48	Paid	Services:Employee Benefits:Long Term Disability Insurance
Jan 6, 2020	35P52514-672	Property & Auto Insurance Renewal for 1/1/2020 - 12/31/20	28,083.00	Paid	Materials & Services:Insurance
Total Special Districts Insurance Services			38,565.42		
Speer Hoyt, LLC					
Jan 13, 2020	54292	Service Rendered to review materials and applicable HIPPA regulations to related to insurance investigator's request, confer regarding same and follow-up correspondence to Sean	211.50	Paid	Materials & Services:Professional Services:Legal
Total Speer Hoyt, LLC			211.50		
Stamps.com					
Jan 20, 2020	XXXX 4382	Mo. Fee for Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			17.99		
Swift Steel					
Jan 8, 2020	941712	1 x 1/2 x 1/8 c 20 steaks for emergency address signs	92.63	Paid	Materials & Services:Department Services:Emergency Address Signs
Jan 8, 2020	941712	Cut into 48" pc	45.00	Paid	Materials & Services:Department

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
					Services:Emergency Address Signs
Total Swift Steel			137.63		
Terminix					
Jan 27, 2020	142851	Quarterly maintenance for trapping of spiders, rodents, etc.	98.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			98.00		
Tom Fast					
Jan 2, 2020	Reimbursement	Reimbursement for purchase of Angle Grinders & Cut-off wheels to use on new training grounds	243.98	Paid	Materials & Services:Building & Maintenance:Supplies
Total Tom Fast			243.98		
US Bank Equipment Finance					
Jan 16, 2020	403951791 / EFT	Contract payment for copier	139.99	Paid	Materials & Services:Administration:C opier Expenses
Jan 16, 2020	403951791 / EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:C opier Expenses
Total US Bank Equipment Finance			164.39		
Verizon Wireless					
Jan 3, 2020	9844830729	Phone line to Zoll Machine	21.30	Paid	Materials & Services:Utilities:Telecom munications
Total Verizon Wireless			21.30		
Walmart					
Jan 17, 2020	XXXX 4382	Bags Ice Melt for Sidewalks	39.76	Paid	Materials & Services:Building & Maintenance:Supplies
Jan 29, 2020	XXXX 4382	WD40 for Station	11.64	Paid	Materials & Services:Building & Maintenance:Supplies
Total Walmart			51.40		
Xero					
Jan 21, 2020	XXXX 4382	Mo. Fee for accounting software	22.50	Paid	Materials & Services:Professional Services:Accounting/Payro ll Services
Total Xero			22.50		
Your Care, LLC					
Jan 16, 2020	0130	Firefighter limited lab panel w/o PSA for Marta McGovern-Philpott	210.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter limited lab panel with PSA for Dan Marsh	230.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter limited lab panel w/o PSA for Robert Edwards	210.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter limited lab panel w/PSA	230.00	Paid	Materials & Services:Wellness Program

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 16, 2020	0130	Firefighter Physical Basic Package for Jesse West	300.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter Physical Basic Package for Jeff Scheetz	300.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter Physical Basic Package for Marta McGovern-Philpott	300.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter Physical for Robert Edwards	300.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Hep B Shot/Dan Marsh	85.00	Paid	Materials & Services:Wellness Program
Jan 16, 2020	0130	Firefighter Physical for Dan Marsh	300.00	Paid	Materials & Services:Wellness Program
Total Your Care, LLC			2,465.00		

Zoll Medical

Jan 6, 2020	PO-0170 / 2988664	Zoll X- Series Defibrillator Monitors with all accessories x2	65,632.80	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Zoll X- Series Defibrillator with all accessories x2	(65,632.80)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Adult reusable Sensor	(680.60)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Battery, Lithium ION, Suprepower II	(841.50)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Filterline Set (Adult/Pediatric), Box of 25	(233.75)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Paper, Thermal, 80 MM	(19.68)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Rainbox, RC-4 4ft Reusable	(337.50)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Cuff Kit, PROPAQ MD	(267.76)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Charger Adapter, Surepower II Battery	(164.90)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 / 2988664 / 2988069	Smart Capnoline O2 Plus (Adult), Box of 25	(301.75)	Voided	Capitol Outlay & Grant Awards:EMS Purchase
Total Zoll Medical			(2,847.44)		

Zoll Medical Corporation

Jan 6, 2020	2989079	Return of E Series Pacing 12 Lead Heart Monitors, Trade Program	(2,000.00)	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Rainbow DCI Adult Reusable Sensor	680.60	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Battery, Lithium ION	841.50	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Filterline Set (Adult/Pediatric) Box of 25	233.75	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Paper, Thermal, 80 MM	19.68	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Rainbow RC-4, 4ft Reusable Patient Cable	337.50	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Cuff Kit, PROPAQ MD	267.76	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Charger Adapter, Superpower II Battery	164.90	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 9, 2020	PO-0170 /2988069	Smart Capnoline O2 Plus (Adult), Box of 25	301.75	Paid	Capitol Outlay & Grant Awards:EMS Purchase
Jan 21, 2020	2998139	CPR Stat-PADZ Electrode, Single	168.75	Paid	Materials & Services:EMS Operations:Supplies
Jan 21, 2020	2998139	PEDI-PADZ II Electrodes - ONE PAIR	134.90	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 21, 2020	2997925	Paper, Thermal, 80MM Roll w/grid, TSI	19.68	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical Corporation			1,170.77		
Total			65,969.98		

— DRAFT —

CROOKED RIVER RANCH FIRE & RESCUE

ANTI-HARASSMENT

8.10 B

ADOPTED: 02/20/2020
REVISED: 02/20/2020
SUPERCEDES: 05/18/2017

(8.10. B) ANTI-HARASSMENT

1. PURPOSE:

To maintain a work environment free from illegal harassment and to provide all District personnel the process in which to follow if subject to such harassment.

Harassment negatively affects morale, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, illegal, and it is prohibited.

It is the policy of the District Board of Directors of Crooked River Ranch Fire & Rescue that all District personnel work in an environment where the dignity of each individual is respected. For that reason, we expect all District personnel to accomplish their work in a business-like manner with concern for the well-being of their supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch. Any harassment of District personnel by fellow supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch is not permitted, regardless of their working relationship or supervisory status.

2. POLICY ON HARASSMENT:

It is the policy of the District Board of Directors that harassment of a member's race, creed, color, national origin, age, sex, marital status, religious affiliation, or the presence of a physical, sensory, or mental disability, or any other Federal or State protected class will not be permitted. No personnel decisions shall be based upon a District personnel's response to such harassment. The District Board regards duty-related harassment as a serious transgression and reason for discipline or discharge.

3. DEFINITIONS:

- A. Harassment:** Harassment includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means as well as comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, or any similar activities which are derogatory on the basis of the member's protected class membership or which are promoted by the member's protected class membership. Harassment also includes any adverse actions toward any District personnel based upon that member's participation in activities identified with or promoting the interests of a protected group. This is not a complete list and all District personnel are expected to exercise common sense and refrain from other similar kinds of conduct.
- B. Sexual Harassment:** Sexual harassment as defined as in the Equal Employment Opportunity Commission Guidelines, whether on or off-duty includes unwanted sexual advances, comments, suggestions, sexual jokes, unwanted touching, or pats, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. This is not a complete list. In addition, all such sexual conduct, whether welcome or not, is entirely prohibited while District personnel are on or off duty.
- C. Sexual Assault:** Oregon Law provides further protection from sexual assault defined as unwanted conduct of sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

4. RIGHTS:

District personnel have the right to be free from such harassment, either from supervisors, co-workers, volunteers, students, Board members, Vendors and residents of Crooked River Ranch while on or off the job. Harassment is prohibited by State and Federal anti-discrimination laws where:

- i.** Submission to such conduct is either explicitly or implicitly a term or condition of employment status;
- ii.** Submission to or rejection of such conduct by an individual is used as the basis for decisions relating to the individual's employment, or volunteering at the District; or,
- iii.** Such behavior has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- DRAFT -

CROOKED RIVER RANCH FIRE & RESCUE

ANTI-HARASSMENT

8.10 B

5. REPORTING HARASSMENT:

A. Crooked River Ranch Fire & Rescue encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassments. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage personnel to document the events, associated dates, and potential witnesses.

B. Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigation, counseling and disciplinary stages. Personnel of the District receiving notice of harassment shall notify the Fire Chief, in writing immediately, who will then direct an investigation and ensure that the charge is resolved appropriately. Following receipt of a complaint or concern, Fire Chief or a Board member will follow-up with a victim every three months for one year to ensure no further concerns or retaliation are experienced. Personnel should not wait for the Fire Chief or Board Member to follow-up to share related experiences. If the reporting personnel would like the follow-up process discontinued, a request must be submitted in writing to the Fire Chief or a Board Member.

C. Personnel of the District who feel harassed under this policy, or is aware of the harassment of another supervisor, co-worker, volunteer, student, District Board Member, Vendor or Resident of Crooked River Ranch, are urged to report this to an immediate supervisor, and / or the Fire Chief. The report may be oral or written. If the individual believes he or she is being harassed by the Fire Chief, is uncomfortable in discussing the matter with the Fire Chief, or if the Fire Chief is unavailable, the person involved shall notify a member of the District Board of Directors. No complainant shall be retaliated against in any way for complaining of harassment. The person complaining may request anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity in any such case.

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6. EXTERNAL COMPLAINT PROCEDURES AND SUPPORT ORGANIZATIONS:

We encourage all personnel to bring their concerns and complaints to the District, and understand that, at times, this may not be the choice of the individual. Below is a list of the external complaint options and also support organizations. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boil/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.
- Legal Resources (State Bar, Legal Aid of Oregon, ACLU of Oregon, etc.)
- Counseling and Support Services and/or Employee Assistance Services through Special Districts Association of Oregon (Contact information available at the station on Safety Bulletin Board)

- DRAFT -

7. INVESTIGATION OF HARASSMENT COMPLAINT:

A. When the Fire Chief or a member of the District Board of Directors are notified of alleged harassment, they will inform the District's legal counsel and will promptly investigate the complaint. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will consist of interviews with the directly-involved parties, and where necessary, any other individuals who may have observed the alleged harassment or who may be similarly situated with the complaining party (such as supervisors, co-workers, volunteers, students or District Board members who may be able to testify to their experience with the person who is accused of the harassment). Every effort will be made to complete the investigation within two weeks.

B. The investigator shall call the person accused of harassment to afford them an opportunity to reply to the allegations orally or in writing. The accused person shall also be informed that any retaliatory conduct by them shall be subject to disciplinary action regardless of the truthfulness of the allegations of harassment. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify its policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee, volunteer or student alleged to have been affected by sexual harassment was injured or harmed.

C. A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any District personnel, subject to discipline. The accused person of the District may place in their personnel file a statement of rebuttal or correction. For the purpose of this section, any former personnel of the District may also present such statement.

D. Where a complaint cannot be substantiated, a general warning shall be made to all District personnel regarding the possible ramifications of a substantiated harassment complaint and all District personnel will be asked to review the sexual harassment policy.

E. In no way will the District coerce or require anyone involved in the investigation or participating parties in the original complaint to enter into an agreement of nondisclosure (restriction on sharing) of information related to discrimination or sexual assault or one requiring non-disparagement (restriction on stating anything negative) as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. District personnel may request this type of agreement and, upon request will be provided at least seven (7) days to change their mind.

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8. RETALIATION:

Retaliation of any kind directed against an individual who reported such harassment, or participated in the investigation process, is absolutely prohibited. District personnel who witness retaliation are required to report it to the Fire Chief, and/or a Board Member, Assistant Chief or their Supervisor immediately. Any retaliation will be subject to disciplinary action, up to and including termination.

All individuals who represent the District in a career, volunteer, student, Board member capacity shall review this policy and sign the Harassment Policy Receipt and Acknowledgment Form following this policy.



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report February, 2020

- Calls for service in January totaled 39. A breakdown of calls by month is below:

2019 Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1											
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0											
3-Rescue & EMS	28											
4-Hazardous Condition (No Fire)	0											
5-Service Call	5											
6-Good Intent Call	5											
7-False Alarm & False Call	0											
8-Severe Weather & Natural Disaster	0											
9-Special/Other Incident	0											
Total Calls-To-Month End 2019	39	0	0	0	0	0	0	0	0	0	0	0
39												
<i>Total Calls-To-Month End 2019</i>	<i>38</i>	<i>51</i>	<i>49</i>	<i>36</i>	<i>60</i>	<i>45</i>	<i>51</i>	<i>64</i>	<i>45</i>	<i>43</i>	<i>48</i>	<i>48</i>

- Assistance to Firefighters Grant update.
 - The two Zoll X-Series monitor/defibrillators are in-service on both ambulances.
- Training on the new CrewForce 911 CAD software for iPads has started. The “go-live” date for the new software is March 3rd. Deschutes County 911 will be out late this month to do a final test of the iPad connections to the main CrewForce server.

