



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 Virtual Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, April 15, 2021. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. This meeting is accessible to people with disabilities and will be recorded. Public comments may be emailed to admin@crrfire.org and will be forwarded to the Board of Directors, prior to the date of this meeting.

Board of Directors

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

District Staff

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

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Wilson
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting & Workshop minutes– Director Pahl
 - 3.1 Approval of March 18, 2021 Board Meeting minutes
 - 3.2 Approval of March 23, 2021 Board Workshop minutes
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for March 2021 – Director Green
 - 4.2 Appointment of Board members to sign checks for Monday, May 10th and Tuesday, May 25th, 2021. – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 After action review of Emergency Preparedness Workshop – Fire Chief, Harry Ward
 - 5.2 Review of Board policy- Section 14 (Financial Management/Investments) – Director Pahl
 - 5.3 Update/Discussion on Section 15, 18, 20, 22 and 24 Board policies transferred to Administrative manual – Director Pahl
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Discussion on Website hits/taking payments online – Assistant Fire Chief, Sean Hartley

- 6.2 Discussion on Disaster Operational Plan - Director Pahl / Fire Chief, Harry Ward
- 7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
- 8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 9. Correspondence/ Recognitions/ Good of the Order – Director Pahl
- 10. Adjournment – Director Pahl

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

Board Meeting Minutes (Virtual Style Meeting)
18 March 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 18 March 2021 at 6:30 PM online using “ZOOM Webinar” meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:36 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, Kay Norberg, Alysha Delorto, Bill Burt, John Hayes and Tina Wilson.
2. **Review of Agenda:** Director Pahl stated 4.3 will be a Budget Document between Assistant Chief Hartley and Director Green.
3. **Approval of Board Meeting Minutes:**
 - 3.1 (See last month’s Board packet for a copy.) Director Meredith made a motion to accept the 18 February 2021 meeting minutes as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously.
4. **Financial Report:**
 - 4.1. (See last month’s Board packet for information.) Director Green stated he double checked the balance sheet in comparison to the account statements earlier this week and everything matched up. He then thanked everyone for the Board Member coverage on check signing while he was out of town. Director Wilson thanked Administrative Assistant Schulke for fixing an error on an account issue in the Payable Invoice Detail report prior to the meeting. Director Meredith made a motion to accept the financials as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously. Director Green then commented he had checked on the electronic deposits and everything was accounted for and balanced.
 - 4.2. Check signing for April: Board Members to sign checks on Friday the 9th and Monday the 26th. Director’s Green and Pahl will sign on the 9th. Director’s Green and Meredith will sign on the 26th.
 - 4.3. Director Pahl asked Director Green about a report that he had been working with Assistant Chief Hartley on about being able to use for Budgeting. It is adding another column to show our original budget from where we add money in from resolutions. Assistant Chief Hartley stated he would have to do it manually and should have it for next month’s meeting. Green stated maybe we can do this on a quarterly basis if possible. A small discussion ensued.
5. **Unfinished Business:**
 - 5.1. Review and possible Approval on Policy 13 (Director Code of Ethics). Director Meredith brought up an issue with the document that was in the Board packet of duplicate documentation. Director Wilson stated he would check on what happened since he was unable to view the documents at this time. Director Pahl asked Director Meredith about an added sentence about possible disciplinary action and Director Wilson explained he

added a timeline and tried to leave it open for the Board to act as needed at the time. Director Meredith approved the addition. Director Oakley approved the added "Lead in" line Director Wilson added in the second section of the document. There was further discussion on why the document was printed incorrectly. A motion to accept Policy 13.01 (Director Code of Ethics) as amended made by Director Oakley and Director Green seconded. Roll Call vote. Motion passed unanimously.

- 5.2. List of Budget Committee members. (See last month's Board packet.) This document shows all the names and their terms. Director Pahl stated the Budget Committee has five members and the five Fire Board Members. Director Pahl then asked Chief Ward about a timeline on deadlines one being 30 April. Chief Ward stated we are doing pretty well and getting some numbers in and formatted. He hopes to have it finalized in the next couple of weeks. There was no questions from the Board at this time.
6. **New Business:** None on the agenda.
7. **Chiefs Report:** (See last month's Board Packet for the report.) Chief Ward stated the Workshop would not be live due to capacity restrictions due to COVID restrictions. He explained we would have a "Webinar" for the people who have signed up previously and this will hold approximately 100 people. He would rather have it in person but we just can't do that right now. He explained the process of online access and how to pick up the information for it at the station prior to it and also how to get items after the event. Director Meredith asked about how many people may be able to attend online and Chief explained we had only paid for 100 people at this time so the event is full. Director Pahl asked if all the presenters were ready to go. Chief Ward stated that Assistant Chief Hartley would make all of the presenters able to present documents online for the webinar. Director Pahl asked about occupation limits on the vehicle bays. Chief Ward stated he was concerned on noise levels in the bays so he just planned on using the webinar format. Advertisements for the event were discussed. Director Pahl commented on savings on purchase of the new Air Masks systems and Chief Ward commented it was due to buying directly from the manufacturer rather than a third party. Director Wilson asked about the extra money Director Pahl commented if it was Medicare funds for engine back up on medical calls. He was referring to the GEMT money, Assistant Chief Hartley stated. A discussion and explanation ensued. Director Wilson was stating he thought we were getting extra funds for "Engine assists" on all medical calls. Assistant Chief Hartley explained this was only for Medicaid and Oregon Health plan reimbursement calls. Chief Ward explained we were not charging for a second out unit for medical calls. Director Wilson stated he must have misunderstood the initial explanation of the GEMT program to assist rural fire departments who did not transport patients.
8. **Operations Report:** (See last month's Board Packet for the report.) Director Pahl commented we were down a little bit in call volume from 2020 in February. Assistant Chief Hartley commented he would need to check 2019 if needed. Director Green asked a question about the "Mutual Aid" and "Auto Aid" numbers. Assistant Chief Hartley stated they are YTD and he would add a title as asked by Director Green. Director Green asked about the "Firemed" numbers and what the Non-renewals referred to. Assistant Chief Hartley explained these were people who mostly have moved off the Ranch. This is a MTD report. Director Green then asked if we could get a report for YTD of these Non-renewals. Assistant Chief Hartley stated we could not currently do that. Chief Ward stated they are trying to set up an online renewal

for Firemed. Director Wilson asked a question in regards to the call volume that it appears we are having more multiple calls at the same time from what he sees on Pulse Point, so that 572 has to go out a lot more often. Assistant Chief Hartley and Chief Ward stated that is true. Director Green then commented it was great to see a backer on the second out call yesterday. Director Wilson asked whether we were seeing enough personnel for the second out calls. Assistant Chief Hartley stated we have a good turnout from the Volunteers and Students that are not on shift. Director Pahl then had a go back in the Chief's report about the Union wanting to open discussion on a subject. He stated Director Oakley and himself would be available for this since it was the following morning at 8:00 am. He asked if any other Directors wanted to be included. No other Directors were able to be there.

9. Correspondence and Recognitions: Director Pahl asked the Directors if they had anything. Director Wilson had a question on the Reader Board and Chief Ward stated time is kind of short right now so it is hard to get out there to complete it. Director Wilson asked if we could use any Support Volunteers. Chief Ward stated he did not believe any of them could assist. A small discussion ensued.

10. Comments and questions: Director Pahl gave a shout out to some of our Students who achieved there Fire Fighter One certification. He also commented about Assistant Chief Hartley being the new Chair of the Central Oregon Fire Operations Group. He then commented on Chief Ward still being the Chair of the Central Oregon Fire Chiefs Association for two more meetings. Director Wilson announced the Oregon Fire Service Honor Guard has finally been released to start responding in small groups for Memorial Services or Funerals and Colors Posting. He then added there were several services scheduled and also the graduation ceremonies for Redmond Fire and Rescue's academy class. Director Pahl wanted to read a few of statements: 1. The Filing has closed for the Fire Board elections and we have one person for each opening and it appears he will be reelected. 2. "The Board agrees that while an individual Board Member may disagree with a policy or action adopted by the majority vote of the Board, he or she should support the policy and action once adopted as being considered the judgement of the Board." That comes from the Director Code of Ethics of the Board. From the Duties of the Board is # 3. "No individual Board Member may speak for or act on behalf of the Board or District except as authorized to do so by official Board action as provided in the minutes, guidelines or policies of the District." Director Meredith added "As Stated"

11. Adjournment: Meeting adjourned at 7:21 pm.

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

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

**Workshop Meeting Minutes
23 March 2021**

A Virtual Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, 23 March 2021 at 6:30 PM online using "ZOOM" meeting platform.

Meeting Minutes:

1. Meeting Called to Order at: 6:33 pm by Director Brad Pahl who also announced for the record that our meeting is being held through Zoom and is accessible to persons with disabilities and will be recorded.

1.1. Roll Call by: Director Wilson: Directors Pahl, Oakley, Green; Director Meredith was excused; Chief Ward, Assistant Chief Hartley, Administrative Assistant Schulke. Also present was Tina Wilson.

2. Purpose of the Workshop:

Director Pahl stated the purpose of the workshop is to review Board Policy 14 about financials.

Director Pahl asked Director Green to lead off the discussion since he is the current treasurer.

A round table discussion ensued.

Many details were discussed and a final draft will be presented at the 15 April 2021 Board meeting for review and possible approval.

Director Pahl brought up the remaining policies numbered 15.01 through 24.01.

Policy 24.01 (Reader Board) had been previously approved at the March Meeting. Director Pahl went through the remaining Policies asking if there could be some agreement of possibly taking some of them out of the "Board Policies" and place them in the "Administration Policies".

The following is the results of the discussion:

Policies determined to be "Administration" and not "Board" were: 15.01; 18.01; 20.01; 22.01; 24.01.

Policies determined to be left in the "Board" policies that still need to be reviewed were: 16.01; 19.01; 21.01; 23.01; 25.01; 26.01; and the Appendixes.

One Policy to be completely deleted was: 17.01 (Notary of Public).

We will be waiting for information to come back from the Auditors about our proposed changes to Policy 14 and also the Office Staff to check on the correct ORS's listed in the Policy 14.

Good of the Order comments:

Chief commented about several students passed there tests so all 6 have completed the task performances and all are staying on.

April Open House will be virtual on 10 April 2021.

No other comments from anyone.

Adjournment- Director Pahl adjourned the workshop at 8:24 p.m.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board

Balance Sheet

Crooked River Ranch Fire & Rescue

As of March 31, 2021

Cash Basis

MAR 31, 2021

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	36,216.25
Capital Reserve Fund	354,570.22
FIB - Checking	25,688.59
FIB - Payroll	3,301.31
General Fund	296,300.85
Local Option Levy Fund	424,834.33
US Bank	2,383.02
Total Cash and Cash Equivalents	1,143,294.57

Total Current Assets 1,143,294.57

Total Assets 1,143,294.57

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	2,659.65
Payroll Liabilities	(210.97)
Total Current Liabilities	2,448.68

Total Liabilities 2,448.68

Equity

Current Year Earnings	1,140,845.89
Total Equity	1,140,845.89

Total Liabilities and Equity 1,143,294.57

\$752,508.10
-\$ 2,448.68
\$750,059.42



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 March 2021
Cash Basis

	March Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$19,841.68	\$156,526.22	\$165,000.00	-\$8,473.78	-5.1356%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$433,869.64	\$441,703.00	-\$7,833.36	-1.7734%
Conflagration Revenue	\$13,854.47	\$42,791.46	\$42,792.00	-\$0.54	-0.0013%
Contractual Income	\$0.00	\$800.00	\$400.00	\$400.00	100.00%
Deschutes County: General Fund	\$1,765.30	\$56,569.05	\$52,612.00	\$3,957.05	7.5212%
Deschutes County: Local Option Levy Fund	\$854.89	\$27,415.77	\$25,477.00	\$1,938.77	7.6099%
Emergency Address Signs	\$0.00	\$325.00	\$500.00	-\$175.00	-35.0%
FireMed	\$1,080.00	\$9,630.00	\$13,680.00	-\$4,050.00	-29.6053%
Grant Funds	\$4,470.00	\$60,248.35	\$143,977.00	-\$83,728.65	-58.1542%
Interest	\$648.32	\$5,077.50	\$7,500.00	-\$2,422.50	-32.3%
Jefferson County: General Fund	\$4,122.96	\$592,258.59	\$577,381.00	\$14,877.59	2.5767%
Jefferson County: Local Option Levy	\$1,996.55	\$286,800.26	\$279,596.00	\$7,204.26	2.5767%
Miscellaneous Income	\$2,369.50	\$8,185.55	\$5,000.00	\$3,185.55	63.711%
Prior Year Taxes	\$2,320.28	\$25,349.84	\$20,000.00	\$5,349.84	26.7492%
Sale of Assets/Apparatus	\$0.00	\$13,002.00	\$7,500.00	\$5,502.00	73.36%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Total Revenue	\$53,323.95	\$1,718,849.23	\$1,783,618.00	-\$64,768.77	-3.6%
Gross Profit					
	\$53,323.95	\$1,718,849.23	\$1,783,618.00	-\$64,768.77	-3.6313%
Operating Expenses					
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$35,696.00	-\$35,696.00	-100.0%
Capital Outlay & Grant Awards					
Capital Outlay & Grant Awards:EMS Purchase	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
Total Capital Outlay & Grant Awards	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
Debt Service					
Apparatus Payment	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%
Total Debt Service	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	0.0%
Materials & Services					
Administration	\$2,350.11	\$17,476.40	\$14,608.00	\$2,868.40	19.6358%
Building & Maintenance	\$768.74	\$31,224.23	\$35,000.00	-\$3,775.77	-10.7879%
Department Services	\$136.00	\$1,372.48	\$3,000.00	-\$1,627.52	-54.2507%
Dispatch Services	\$4,076.90	\$66,240.05	\$69,619.00	-\$3,378.95	-4.8535%
EMS Operations	\$8,300.78	\$29,551.54	\$38,266.00	-\$8,714.46	-22.7734%
Fire Suppression	\$341.26	\$16,169.87	\$28,080.00	-\$11,910.13	-42.415%
Fuel	\$857.09	\$6,692.47	\$12,000.00	-\$5,307.53	-44.2294%
Insurance	\$0.00	\$30,490.00	\$30,000.00	\$490.00	1.6333%
Prevention	\$15.97	\$1,058.60	\$1,000.00	\$58.60	5.86%
Professional Services	\$564.24	\$41,749.49	\$44,302.00	-\$2,552.51	-5.7616%
Radios/Communications	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%
Rope Rescue Operations	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
SAFER Grant Expenditures	\$0.00	\$1,352.00	\$9,422.00	-\$8,070.00	-85.6506%
Training	\$386.60	\$9,850.49	\$15,227.00	-\$5,376.51	-35.3091%
Travel	\$0.00	\$144.90	\$10,488.00	-\$10,343.10	-98.6184%
Tuition Reimbursement	\$10,242.78	\$20,320.28	\$31,500.00	-\$11,179.72	-35.4912%
Uniforms	\$675.78	\$4,377.42	\$5,713.00	-\$1,335.58	-23.3779%
Utilities	\$2,459.77	\$16,244.34	\$22,500.00	-\$6,255.66	-27.8029%
Vehicle & Equipment Maintenance	\$1,736.56	\$21,509.65	\$50,077.00	-\$28,567.35	-57.0468%
Volunteer Incentives	\$1,980.00	\$15,460.00	\$20,800.00	-\$5,340.00	-25.6731%
Wellness Program	\$0.00	\$909.00	\$10,000.00	-\$9,091.00	-90.91%
Total Materials & Services	\$34,892.58	\$332,193.21	\$456,102.00	-\$123,908.79	-27.2%
Personnel Services					

Administrative Assistant	\$4,156.55	\$27,559.51	\$37,554.00	-\$9,994.49	-26.6136%
Administrative Assistant O/T	\$38.41	\$516.40	\$1,280.00	-\$763.60	-59.6563%
Assistant Fire Chief	\$9,651.25	\$53,708.12	\$77,174.00	-\$23,465.88	-30.4065%
Employee Benefits	\$12,706.18	\$116,335.62	\$183,359.00	-\$67,023.38	-36.5531%
Fire Chief	\$11,896.50	\$62,109.01	\$84,975.00	-\$22,865.99	-26.9091%
Part-Time Employees	\$0.00	\$17,941.25	\$23,520.00	-\$5,578.75	-23.7192%
Payroll Taxes	\$3,187.65	\$28,881.03	\$42,783.00	-\$13,901.97	-32.4941%
PERS	\$8,448.72	\$87,377.40	\$122,725.00	-\$35,347.60	-28.8023%
Shift Personnel	\$6,802.67	\$135,431.53	\$181,300.00	-\$45,868.47	-25.2998%
Shift Personnel Overtime	\$392.89	\$21,288.54	\$44,571.00	-\$23,282.46	-52.2368%
Student Volunteer Stipends	\$810.00	\$4,725.00	\$7,290.00	-\$2,565.00	-35.1852%
Volunteer Conflagration Reimbursement	\$0.00	\$6,181.38	\$6,525.00	-\$343.62	-5.2662%
Volunteer Shift Stipends	\$2,000.00	\$22,670.00	\$50,000.00	-\$27,330.00	-54.66%
Workers Compensation & Grp Acc.	\$0.00	\$14,324.64	\$16,000.00	-\$1,675.36	-10.471%
Total Personnel Services	\$60,090.82	\$599,049.43	\$879,056.00	-\$280,006.57	-31.9%
Total Operating Expenses	\$94,983.40	\$968,789.81	\$1,408,402.00	-\$439,612.19	-31.2135%
Operating Income / (Loss)	-\$41,659.45	\$750,059.42	\$375,216.00	\$374,843.42	99.9007%
Other Income and Expense					
General Fund, Transfer Out	\$0.00	\$0.00	-\$135,217.00	\$135,217.00	100.0%
Total Other Income and Expense	\$0.00	\$0.00	-\$135,217.00	\$135,217.00	100.0%
Net Income / (Loss) before Tax	-\$41,659.45	\$750,059.42	\$239,999.00	\$510,060.42	212.5261%
Net Income	-\$41,659.45	\$750,059.42	\$239,999.00	\$510,060.42	212.5261%
Total Comprehensive Income	-\$41,659.45	\$750,059.42	\$239,999.00	\$510,060.42	212.5261%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 March 2021
Cash Basis

	March Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Deschutes County Bond Fund	\$472.60	\$15,235.01	\$0.00	\$15,235.01	
Jefferson County Bond Fund	\$1,484.51	\$168,199.24	\$189,953.00	-\$21,753.76	-11.4522%
Total Revenue	\$1,957.11	\$183,434.25	\$189,953.00	-\$6,518.75	-3.4%
Gross Profit	\$1,957.11	\$183,434.25	\$189,953.00	-\$6,518.75	-3.4318%
Operating Income / (Loss)	\$1,957.11	\$183,434.25	\$189,953.00	-\$6,518.75	-3.4318%
Other Income and Expense					
Debt Service: Bond Payment	\$0.00	-\$147,218.00	-\$172,948.00	\$25,730.00	14.8773%
Total Other Income and Expense	\$0.00	-\$147,218.00	-\$172,948.00	\$25,730.00	14.9%
Net Income / (Loss) before Tax	\$1,957.11	\$36,216.25	\$17,005.00	\$19,211.25	112.9741%
Net Income	\$1,957.11	\$36,216.25	\$17,005.00	\$19,211.25	112.9741%
Total Comprehensive Income	\$1,957.11	\$36,216.25	\$17,005.00	\$19,211.25	112.9741%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
For the month ended 31 March 2021
 Cash Basis

	March Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Grant Funds					
Coronavirus Relief Funds from State of OR	\$0.00	\$250,000.00	\$0.00	\$250,000.00	
Grants Funds	\$0.00	\$15,074.24	\$171,851.00	-\$156,776.76	-91.2283%
Total Grant Funds	\$0.00	\$265,074.24	\$171,851.00	\$93,223.24	54.2%
Jefferson County: Capital Reserve Fund					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$94,858.04	\$115,000.00	-\$20,141.96	-17.5147%
Jefferson County: Capital Reserve Fund:Interest	\$286.09	\$2,262.70	\$2,750.00	-\$487.30	-17.72%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$55,000.00	-\$55,000.00	-100.0%
Total Jefferson County: Capital Reserve Fund	\$286.09	\$97,120.74	\$172,750.00	-\$75,629.26	-43.8%
Total Revenue	\$286.09	\$362,194.98	\$344,601.00	\$17,593.98	5.1056%
Gross Profit	\$286.09	\$362,194.98	\$344,601.00	\$17,593.98	5.1056%
Operating Income / (Loss)	\$286.09	\$362,194.98	\$344,601.00	\$17,593.98	5.1056%
Other Income and Expense					
Capital Outlay & Grant Awards:Training Purchases	-\$4,360.42	-\$7,624.76	-\$15,000.00	\$7,375.24	49.1683%
Total Other Income and Expense	-\$4,360.42	-\$7,624.76	-\$15,000.00	\$7,375.24	49.2%
Net Income / (Loss) before Tax	-\$4,074.33	\$354,570.22	\$329,601.00	\$24,969.22	7.5756%
Net Income	-\$4,074.33	\$354,570.22	\$329,601.00	\$24,969.22	7.5756%
Total Comprehensive Income	-\$4,074.33	\$354,570.22	\$329,601.00	\$24,969.22	7.5756%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue For the period March 1, 2021 to March 31, 2021

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Adam Wiley					
Mar 1, 2021	Cell Phone Reimb. - Adam W.	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Adam Wiley			90.00		
Aflac					
Mar 22, 2021	EFT	Mo. Premiums from staff	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Mar 1, 2021	XXXX 4382	Mo. Fee for Prime membership	12.99	Paid	Materials & Services:Administration:Memberships
Mar 9, 2021	XXXX 4382	Vacuum cleaner for station to replace old one.	109.98	Paid	Materials & Services:Building & Maintenance:Equipment
Mar 30, 2021	XXXX 4382	Case of Toilet Paper for Station	49.99	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 30, 2021	XXXX 4382	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			185.95		
Amy Weddle					
Mar 1, 2021	Cell Phone Reimb. - Amy W.	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Amy Weddle			90.00		
Baker Equipment					
Mar 25, 2021	HD 177226473	fuel pump for pump on 543	18.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:512905
Total Baker Equipment			18.99		
BendTel					
Mar 17, 2021	0424534	Telephone charges, Long Distance, Recurring Service Charges, Taxes and Surcharges	481.21	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			481.21		
BoundTree Medical, LLC					
Mar 1, 2021	83959909	Extrication Collar (Pediatric/Adjustable)	53.80	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2021	83959909	Electrodes, Med Size 50/Bx	77.94	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2021	83959909	Curaplex Fluff Bandage Roll 4.5" 100rl/box	4.56	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 16, 2021	83979532	Curaplex Infra-Red Ear Thermometer (20 ea/cs)	32.60	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			168.90		
Brodie Blok					
Mar 1, 2021	Cell Phone Reimb. - Brodie B.	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Brodie Blok			90.00		
Carson Oil Company, Inc.					
Mar 1, 2021	CP-00301509	Fuel for all apparatus	279.84	Paid	Materials & Services:Fuel
Mar 17, 2021	CP-99394676	Fuel for all apparatus	577.25	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			857.09		
Central Oregon Weed Control					
Mar 10, 2021	1427	Annual spray of ground clear treatment for weeds	249.79	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Central Oregon Weed Control			249.79		
Charlie's Trading Post					
Mar 12, 2021	HD 173352770	Lunch for the ACLS course.	84.79	Paid	Materials & Services:Training
Total Charlie's Trading Post			84.79		
Colton Steinke					
Mar 1, 2021	Cell Phone Reimb - Colton Steinke	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Colton Steinke			90.00		
Crook County Fire & Rescue					
Mar 8, 2021	382	BLS Cards for CPR (for personnel)	100.00	Paid	Materials & Services:EMS Operations:Supplies
Total Crook County Fire & Rescue			100.00		
Crooked River Ranch Water Company					
Mar 8, 2021	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Mar 8, 2021	94	Water Rate	15.26	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			49.85		
Crooked River Sanitary					
Mar 1, 2021	00014	Sanitation services for the month of February	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Dan Marsh					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 1, 2021	Cell Phone Reimb. - Dan Marsh	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dan Marsh			90.00		
Dennis Senko					
Mar 1, 2021	Cell Phone Reimb. - Dennis Senko	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dennis Senko			90.00		
Department of Public Safety Standards Training					
Mar 16, 2021	ARF73829	Background Check for A. Dempewolf	40.00	Paid	Materials & Services:Training
Mar 22, 2021	ARF73831	Fingerprinting/background for D. Hatch	40.00	Voided	Materials & Services:Training
Mar 24, 2021		Fingerprint/Background check for D. Hatch	40.00	Paid	Materials & Services:Training
Total Department of Public Safety Standards Training			120.00		
Deschutes County 911 Service District					
Mar 16, 2021	2238	911 - Data Network Reimbursement	3,813.44	Paid	Materials & Services:Dispatch Services
Mar 17, 2021	2252	Police-Fire RMS User Fees	263.46	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			4,076.90		
Fieldprint					
Mar 4, 2021	XXXX 4382	Finger printing for A. Dempewolf	12.50	Paid	Materials & Services:Training
Mar 5, 2021	XXXX 4382	Fingerprinting for Damion Hatch	12.50	Paid	Materials & Services:Training
Total Fieldprint			25.00		
Frank Day					
Mar 1, 2021	Cell Phone Reimb. - Frank Day	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Frank Day			90.00		
Fred Meyers					
Mar 15, 2021	XXXX 4382	Water & Granola Bars for Emergency Prep Event on April 10th, 2021	49.54	Paid	Materials & Services:Department Services:Events
Total Fred Meyers			49.54		
Garrett Schweigert					
Mar 1, 2021	Cell Phone Reimb. - Garrett S.	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Garrett Schweigert			90.00		
Gary White					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 1, 2021	Cell Phone Reimb. - Gary White	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Gary White			90.00		
Home Depot					
Mar 9, 2021	HD 172255634	Garage door rollers for SCBA prop	10.54	Paid	Materials & Services:Training
Mar 10, 2021	HD 172467142	Drill bits for the Smoke Alarm program	15.97	Paid	Materials & Services:Prevention
Mar 15, 2021	HD 173410901	Screws for SCBA props	29.97	Paid	Materials & Services:Training
Mar 29, 2021	HD 177227303	grade stakes for forcible Entry training	11.94	Paid	Materials & Services:Training
Total Home Depot			68.42		
HRA VEBA Trust					
Mar 22, 2021	EFT	Contributions for staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
Mar 8, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Mar 8, 2021	PAC Donations - ACH	PAC donations from Staff	20.00	Paid	Payroll Liabilities
Mar 22, 2021	Union Dues - ACH	Union Dues from Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Mar 22, 2021	PAC to Union - ACH	PAC Donations to Union from Staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			244.00		
Impact Graphix & Signs, Inc.					
Mar 16, 2021	38889	Replaced numbers on the side and back of the ambulance (572) in black/gold	75.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Mar 16, 2021	38889	Removed vinyl and leftover adhesive	32.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Total Impact Graphix & Signs, Inc.			107.50		
Jeff Scheetz					
Mar 1, 2021	Cell Phone Reimb. - Jeff Scheetz	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Total Jeff Scheetz			90.00		
Life Flight Network					
Mar 9, 2021	Membership Agreement	Annual membership for District personnel	1,652.00	Paid	Materials & Services:Administration:Memberships
Total Life Flight Network			1,652.00		
Lowes					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 12, 2021	HD 173352653	The concrete tubes for footers for the post for the roof prop. DPSST grant	44.94	Paid	Capital Outlay & Grant Awards:Training Purchases
Mar 12, 2021	HD 173352653	Jig Saw Blades	9.98	Paid	Capital Outlay & Grant Awards:Training Purchases
Mar 15, 2021	02558	2x6 for SCBA props	16.98	Paid	Materials & Services:Training
Mar 15, 2021	02558	@x6 for SCBA props	16.98	Deleted	Materials & Services:Training
Mar 26, 2021	HD 177226954	New Tape measure	34.98	Paid	Materials & Services:Building & Maintenance
Total Lowes			123.86		
Marta McGovern-Philpott					
Mar 1, 2021	Cell Phone Reimb. - Marta Mc.	Cell phone reimbursement for Oct/Nov/Dec 2020	90.00	Paid	Materials & Services:Volunteer Incentives
Mar 16, 2021	Reimbursement	Reimbursement for Car Seat Recertification	55.00	Paid	Materials & Services:Training
Total Marta McGovern-Philpott			145.00		
Microsoft					
Mar 4, 2021	XXXX 4382	Annual Fee for use of Microsoft 365	99.99	Paid	Materials & Services:Professional Services:Computer Services
Total Microsoft			99.99		
Nationwide Retirement Solutions					
Mar 8, 2021	Deferred Comp - EFT	Deferred Compensation contributions from staff	230.00	Paid	Payroll Liabilities
Mar 22, 2021	Deferred Comp - EFT	Deferred Compensation Contributions from Staff	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			460.00		
Norco					
Mar 17, 2021	31617949	D- Medical Oxygen USP	70.48	Paid	Materials & Services:EMS Operations:Supplies
Mar 17, 2021	31617949	DEY-Medical Oxygen USP	39.77	Paid	Materials & Services:EMS Operations:Supplies
Mar 17, 2021	31617949	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			135.25		
Northwest Safety Clean					
Mar 11, 2021	Uniform Jackets	Shipping	20.26	Paid	Materials & Services:Uniforms
Mar 11, 2021	Uniform Jackets	-3M reflective Carhartt coat spec: -Shoreline Carhartt Coat Size: Large -Merrowed 3M Reflective Velcro Name panel -Large Back logo -Reflective cuff stripe on sleeves -Names: FF White/EMT	151.73	Paid	Materials & Services:Uniforms

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 11, 2021	Uniform Jackets	-3M reflective Carhartt coat spec: -Shoreline Carhartt Coat Size: Large -Merrowed 3M Reflective Velcro Name panel -Large Back logo -Reflective cuff stripe on sleeves -Names: FF T. Delorto/Paramedic	151.73	Paid	Materials & Services:Uniforms
Mar 11, 2021	Uniform Jackets	-3M reflective Carhartt coat spec: -Shoreline Carhartt Coat Size: Medium -Merrowed 3M Reflective Velcro Name panel -Large Back logo -Reflective cuff stripe on sleeves -Names: FF Wylder/EMT	151.73	Paid	Materials & Services:Uniforms
Mar 11, 2021	Uniform Jackets	-3M reflective Carhartt coat spec: -Shoreline Carhartt Coat Size: Medium -Merrowed 3M Reflective Velcro Name panel -Large Back logo -Reflective cuff stripe on sleeves -Names: FF Blok	151.73	Paid	Materials & Services:Uniforms
Total Northwest Safety Clean			627.18		
OR Dept of Rev.					
Mar 26, 2021	XXXX 4382	Tax on licensing for new ambulance	1,358.74	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Mar 26, 2021	XXXX 4382	Service fee for acquiring new license on ambulance	32.61	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Total OR Dept of Rev.			1,391.35		
Oregon PERS					
Mar 10, 2021	PERS - EFT	Employer Contributions	3,216.96	Paid	Personnel Services:PERS
Mar 10, 2021	PERS - EFT	Employee Contributions, paid by Employer	874.17	Paid	Personnel Services:PERS
Mar 25, 2021	EFT	Employer Contributions	3,335.11	Approved	Personnel Services:PERS
Mar 25, 2021	EFT	Employee Contributions, paid by Employer	906.28	Approved	Personnel Services:PERS
Mar 30, 2021	Retro PERS - EFT	Retroactive Employer Contributions	1,963.33	Approved	Personnel Services:PERS
Mar 30, 2021	Retro PERS - EFT	Retroactive Employee Contributions, paid by Employer	533.51	Approved	Personnel Services:PERS
Mar 30, 2021	Retro PERS - EFT	(7/2019 - 2/28/2021)	-	Approved	
Total Oregon PERS			10,829.36		
Overhead Door Company of Central Oregon					
Mar 17, 2021	103348	Commercial Service Call on Bay Door replaced cord reel, lubed and serviced door and opener.	90.00	Paid	Materials & Services:Building & Maintenance:Maintenance

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 17, 2021	103348	Cord Reel	105.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Overhead Door Company of Central Oregon			195.00		
Pacific Power					
Mar 8, 2021	24712171-001 3	Basic Charges, Load Size Charges, Demand Charges, Kilowatt Usuase, etc.	1,856.69	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,856.69		
Quill Corporation					
Mar 8, 2021	14869810	Office supplies	62.49	Paid	Materials & Services:Administration:Supplies
Mar 24, 2021	15050685	Legal Pendaflex files/folders for Filing Cabinet	121.56	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			184.05		
SeaWestern Fire Fighting Equipment					
Mar 1, 2021	INV9368	Majestic Ultra PBI Firefighter Hood	36.50	Paid	Materials & Services:Fire Suppression:PPE
Mar 1, 2021	INV9368	Shipping	14.20	Paid	Materials & Services:Fire Suppression:PPE
Mar 1, 2021	INV9392	Primus Glove, Black & Grey Premium Split Leather and Grain Goat Skin	108.95	Paid	Materials & Services:Fire Suppression:PPE
Mar 1, 2021	INV9392	Shipping	14.20	Paid	Materials & Services:Fire Suppression:PPE
Total SeaWestern Fire Fighting Equipment			173.85		
Solutions Yes					
Mar 23, 2021	INV269227	Color Copies	84.35	Paid	Materials & Services:Administration:Copier Expenses
Mar 23, 2021	INV269227	Black/White Copies	6.96	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			91.31		
Special Districts Insurance Services					
Mar 8, 2021	03-0052514	Health Premiums for Staff for April	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Mar 8, 2021	03-0052514	Dental Premiums for Staff for April	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Mar 8, 2021	03-0052514	Long-Term Dis. Premiums for Staff for April	138.06	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,956.18		
Stamps.com					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 16, 2021	XXXX 4382	Mo. Fee for Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Mar 29, 2021	XXXX 4382	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			67.99		
Swift Steel					
Mar 16, 2021	979712	Alum CH 6063 3 x 1/12 x 188 x 16' for Hose bib divider on 522	121.55	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Total Swift Steel			121.55		
Tom Fast					
Mar 10, 2021	Reimbursement	Reimbursement for spray detailer for apparatus	19.74	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Total Tom Fast			19.74		
US Bank Equipment Finance					
Mar 17, 2021	437890890 - EFT	Contract payment for Copier	139.99	Paid	Materials & Services:Administration:Copier Expenses
Mar 17, 2021	437890890 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Walmart					
Mar 25, 2021	HD 177226818	Oil for small engines HM 10W30	15.48	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Mar 25, 2021	HD 177226818	Oil for small engines SP 10W30Q	16.96	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Total Walmart			32.44		
Xero					
Mar 22, 2021	XXXX 4382	Mo. fee for accounting platform	24.00	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			24.00		
Total			39,311.01		

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Proposed language to preface of Board Policy Book:

As a Board Member, you are part of the Crooked River Ranch Rural Fire Protection District and shall abide by all policies in the Board Policy Book, and in addition, will abide by all Operational and Administrative Policies that are in place during the Board Members term.



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

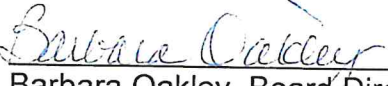
Mobile Deposit Process

The following steps have been approved by the Board of Directors, as well as the Districts Auditors for segregation of duties:

- 1) Administrative Assistant receives checks from vendors/residents. He or She posts the check from the vendors/residents into Xero with the received amount.
- 2) The Assistant Fire Chief receives the checks from the Administrative Assistant and does the following:
 - ▶ Signs into the bank app on the tablet with their log in.
 - ▶ Deposits checks on the tablet into the bank APP.
 - ▶ Writes "Mobile Deposit Only" on the back of the checks and initials each check.
 - ▶ Returns the checks back to the Administrative Assistant.
- 3) The Administrative Assistant attaches the deposited checks to the bank statement each month.
- 4) The Board Treasurer does the following:
 - ▶ Cross check the deposited amounts in Xero to the bank statement which would also have a copy of the checks attached to the bank statement.


Approved by the Board of Directors on Thursday, August 20th, 2020


Brad Pahl, Board Director


Barbara Oakley, Board Director


Mark W. Wilson, Board Director


Jeff Green, Board Director


John Meredith, Board Director

(14.01) FINANCIAL MANAGEMENT

1. PURPOSE

- A. To preserve capital through prudent banking and cash management activities.
- B. To achieve the most productive use of cash, minimize operating cost.
- C. To control receipts and disbursements.
- D. To maintain competitive and good working relations with financial institutions.
- E. To ensure and maintain good working relations with vendors by paying District bills in a timely manner.
- F. To ensure that all-financial system, functions and controls meet generally accepted accounting principles (GAAP), with the exception of using a modified cash basis of accounting.

2. BANKING SERVICES

- A. Banking services shall be reviewed at least every five years on a competitive bid basis; banks submitting proposals must meet the following minimum criteria:
 - i. Must be able to provide Collateral Pool Certificates of not less than \$9,000,000 as required by Oregon Statutes.
 - ii. Must be insured by the Federal Deposit Insurance Corporation.
 - iii. Must be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
 - iv. Must provide annual audited financial statements.
 - v. Must not be subject to requirement to post collateral at 110 percent as stated in Oregon Statutes.
- B. All District bank accounts must be authorized and approved by the Fire Chief and the Board of Directors.

3. BILLING AND RECEIPTS

A. The Fire Chief will be responsible for all invoicing on behalf of the District customers for amounts due on a 30 day basis. All accounts receivable amounts will be monitored to insure amounts due the District shall be collected under the management of the Chief. Any use of outside billing companies will be approved by the Board.

B. State Funds/State Grants; if state agency/grantor is willing and it is feasible, funds will be received via the Local Government Investment Pool.

4. ACCOUNTS PAYABLE

A. The District will maintain a system to age accounts payable; invoices will be analyzed and paid to take advantage of any discounts available.

B. The District will pay its obligations on or before the last business day before the 15th and on or before the last business day of the month.

C. All obligations paid by the District will be reviewed to insure proper documentation is attached and that all District requirements are met.

5. CASH FORECASTING

Each fiscal year, the Fire Chief will prepare an annual All Fund cash flow budget for the District for approval by the Board of Directors; each month the cash flow statement will be adjusted to reflect current month's actual cash flows and revise the remaining estimated cash flow schedule.

6. DEBT

A. If feasible, the District may enter into long-term lease obligations or issue bonds to finance capital acquisitions upon approval of the Board of Directors.

B. Before issuing any debt, the District will consult with appropriate internal and/or external financial advisors.

C. All leases, as reported in the District's annual financial report, will be limited as follows:

i. Annual leases will be limited to the economic life of the equipment or facilities to be purchased and in no case shall be extended beyond 20 years.

ii. Lease purchases of equipment and facilities will be limited to fit within the District's stated mission, goal or government role.

7. AUDITS / AUDITORS

- A. The District will conduct an annual audit following the close of each fiscal year.
- B. District employees are to cooperate with all auditors, external and internal, regarding any records maintained for or by the District.
 - i. All external and internal audit reports are to be sent to the Board of Directors, District Auditor, and the Fire Chief.
 - ii. The Fire Chief, in conjunction with the Board, shall respond in writing to all audit reports stating what actions have been taken to address the findings contained in the audit.

8. AUTHORIZED PERSONNEL / SECURITY

- A. Both the Fire Chief and the Board Treasurer with the Boards knowledge, are authorized to open demand deposit accounts as may be required by the District.
- B. All duly elected and/or appointed individual members of the District's Board of Directors shall be authorized to be signature holders; to place manual signatures on checks for accounts payable.
- C. Checking accounts require two manual signatures:
 - i. Manual signatures on checking accounts will be made by two board members of the District.
 - ii. All remittal advices will be reviewed and signed by two board members prior to any electronic payment.
 - iii. The Fire Chief is responsible for maintaining a current signature card with the appropriate financial institution(s).
- D. The transfer of funds between County Treasury Accounts and District Accounts may be authorized by a single manual signature by a duly sworn District Board Director.
- E. The Chief is authorized to approve, as budgeted funds allow:
 - i. Purchases of up to \$9,999 for a single item or project from a single vendor; and
 - ii. Payment of regularly re-occurring monthly bills up to \$9,999; and
 - iii. Payment of non-regular or non-re-occurring bills up to \$9,999.

- DRAFT -

F. The Chief is authorized to approve the expenditure of all funds legally available to the District necessary to address, prevent or control an emergency, until such time as the Board may legally meet. * This emergency spending authority applies only:

- i. In the event of a potential or impending catastrophic event(s) that:
 - a. In the event of a potential or impending catastrophic event(s) that:
 - b. Poses serious risk of substantial financial or economic harm to the District or its patrons, or *According to Oregon Public Meeting Laws this may be an Emergency, Special or Regular meeting as determined by events and as the Public is properly served notice.
 - c. When the expenditure of funds can likely prevent an event.
- ii. The situation is such that calling a Special or Emergency Board Meeting would be impractical or would likely cause delay resulting in further harm or damage.

G. The electronic financial data of the District will be handled in the following way:

- i. Electronic financial data is to be backed up no less than once per week and shall be done both on-site and off-site with a cloud based service.
- ii. The Fire Chief, Assistant Fire Chief, Board President, and Board Treasurer will have access to the backup of the financial data.
 - a. Upon resignation or termination of anyone with access to the financial data the access information will be updated at the time of separation.

9. INTERNAL CONTROLS

Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash and processing transactions in a way that permits errors or omissions to go undetected; the Financial Management Flowchart in Article 14.06, Section 10, will serve as a guideline.

(14.02) ACCOUNTING PRINCIPLES

1. PURPOSE

The District has established procedures that are used in its financial transactions and meet the generally accepted accounting principles (GAAP). The District shall establish, by Board resolution, and maintain only those funds that are necessary by law and for sound financial administration. The fund shall be structured in a manner consistent with GAAP, to maximize the District's ability to audit, measure and evaluate financial performance. The fund structure will be reviewed annually and recommendations for changes to improve compliance with Board policies, financial planning, and resource allocation and service delivery will be made to the Fire Chief at the beginning of the annual budget process.

2. ACCOUNTING SYSTEM AND STANDARDS

The District's accounting and reporting system shall demonstrate the following characteristics:

- i. Reliability
- ii. Accuracy
- iii. Consistency
- iv. Timeliness
- v. Efficiency
- vi. Responsiveness
- vii. Conform to all legal requirements
- viii. Conform to all generally accepted accounting principles (GAAP) with the exception of modified cash basis.

3. UNQUALIFIED OPINIONS:

It is the District's objective that the CAFR receive an unqualified opinion from the independent auditors each year.

4. CERTIFICATE OF EXCELLENCE:

The Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting shall be pursued annually.

5. ACCOUNTS RECEIVABLE:

Accounts receivable due to the District shall be recorded in accordance with generally accepted accounting principles and delinquent accounts pursued in accordance with administrative policies of the District.

BOARD POLICY- RECONCILIATIONS

(14.03)

(14.03) RECONCILIATIONS

1. PURPOSE

A. This policy establishes expectations for financial reconciliation procedures.

2. BANK RECONCILIATIONS:

- A. The Fire Chief or designee shall reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements. If it is not possible to reconcile the bank statements in this period of time, the Fire Chief shall be notified via email by the designee who is responsible for the reconciliation.
- B. A designated Board member shall review the contents for inconsistent check numbers, signatures, cash balances, payees, and endorsements.
- C. The reviewed bank statement shall then be forwarded to the Office Administrator for proper filing.
- D. When reconciling the bank accounts, the following items shall be included in the procedures:
 - i. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
 - ii. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - iii. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - iv. A comparison of wire transfers dates received with dates sent.
 - v. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - vi. An accounting for the sequence of checks both from month to month and within a month.
 - vii. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - viii. A review and proper mutilation of void check.
 - ix. Investigate and write off checks which have been outstanding for more than three months.
 - x. Check deposits may be made electronically following the Districts "Mobile Deposit Process" which was created and approved by the Board on 20 August 2020. (See Appendix A at the end of this policy.)
- E. Completed bank reconciliations shall be reviewed by the treasurer of the Board or designee and initialed and dated.

BOARD POLICY- RECONCILIATIONS

(14.03)

F. The completed bank reconciliations will be verified and balanced with the Balance Sheet each month. Completed work will be filed with the accounting work papers for each month.

3. RECONCILIATIONS OF OTHER GENERAL LEDGER ACCOUNTS:

A. Each month the Fire Chief or designee shall review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and other liability accounts. The Fire Chief or designee shall review the bank reconciliations, schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.

B. Assets - These accounts will include cash, prepaid and deferred revenue:

i. Cash - The balances in cash accounts shall agree with the balances shown on the bank reconciliations for each month.

ii. Prepaid - The amounts in these accounts shall equal advance payments paid to vendors at the end of the accounting period.

iii. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans, and amounts due to others.

iv. Accounts Payable - The balance in this account shall equal amounts owed to vendors at the end of the accounting period and the aging report.

v. Payroll Tax Liabilities - The amounts in these accounts shall equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities.

vi. Due to Others - If there are any amounts owed to others at the end of the period they shall be recorded and the correct balance maintained in the general ledger accounts.

C. Income/Expenses - These accounts are described as income from membership, contributions, publications, and other expense line items such as salaries, consulting fees, etc.:

i. Income - The amounts charged to the various cash accounts shall be reconciled with funding reports.

ii. Gross Salary Accounts - The balances in the gross salary accounts shall be added together and reconciled with the amounts reported on quarterly payroll returns.

iii. Consulting - The amounts charged shall be reconciled to the contracts.

BOARD POLICY- CREDIT CARD POLICY

(14.04)

(14.04) CREDIT CARD POLICY

PURPOSE

- A. This policy establishes criteria and provides guidance for the District Members who use a District Credit Card.
- B. The card is intended to complement existing purchasing processes. Cardholders must comply with all purchasing policies and procedures.
- C. The purpose of this policy is to set forth the policy and procedures for the District's Credit Card program. The Credit Card program empowers the District Personnel the authority and responsibility to purchase items for the District directly from merchants in order to meet Departmental and/or District needs.

DEFINITIONS:

- A. "Transaction" includes the purchase price, tax, and freight and/or handling.
- B. "Agent" is the person designated by Fire Chief who is responsible for requesting and canceling the credit card from the current credit card provider.

1. GUIDELINES

A. The Credit Card may be used at any merchant that accepts the current credit card. The credit card may be used for authorized District business/travel expenses. Examples of authorized purchases include:

- i. Office and other supplies
- ii. Airline ticket
- iii. Meals not included in fees or registration costs
- iv. Lodging
- v. Small Repair & maintenance parts
- vi. Equipment purchases, except non-departmental specific computer hardware and software
- vii. Training and conference registration

BOARD POLICY- CREDIT CARD POLICY

(14.04)

B. Examples of unauthorized purchases include the following: (The following is a representative list and is not intended to be all-inclusive. If you are unsure, please contact the Fire Chief or Office Administrator)

- i. Alcoholic beverages
- ii. Capital equipment
- iii. Cash advances, cash refunds
- iv. Contracted services
- v. Services other than registration
- vi. Use of card for personal purchases, cash advances or cash refunds is strictly prohibited!

C. Credit Limits: The Cardholder must adhere to their approved expenditure authority.

D. Affidavit of Lost Documentation:

- i. If the itemized receipt is lost, the cardholder must create a record of the purchase that shows:
 - a. Vendor
 - b. Specific item(s) purchased
 - c. Purpose of the purchase
 - d. Date of the purchase
 - e. Line item expenditure code
 - f. A statement that the original charge slip and/or receipts were lost
 - g. Signature of the cardholder

BOARD POLICY- CREDIT CARD POLICY

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E. Responsibilities:

- i. Cardholder is responsible for:
 - a. Security of the card
 - b. Use of the card
 - c. Compliance with the District’s purchases policies/procedures
 - d. Submission of all documents in support of the voucher/receipt identifying what was purchased
 - e. Submission of complete documentation to Office Administrator immediately after purchase has been completed
 - f. Obtaining Board and/or Fire Chief’s approval and signature
- ii. The District’s Fire Chief is responsible for:
 - a. Requesting and approving written requests for credit cards
 - b. Designating cardholder(s)
 - c. Reviewing all charges
 - d. Ensuring all purchases are appropriate
 - e. Ensuring no prohibited items have been purchased
 - f. Approving payment of charges
- iii. The Office Administrator is responsible for:
 - a. Reviewing all charges
 - b. Ensuring all purchases are appropriate
 - c. Ensuring no prohibited items have been purchased
 - d. Ensuring all proper documentation is attached to bank invoice/voucher
 - e. Maintaining a file of requests for cards, bank agreements and information
 - f. Filing employee signed Credit Card Usage Agreement forms
 - g. Informing Board of Directors of all cards issued and cancelled

BOARD POLICY- CREDIT CARD POLICY

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F. Credit Card Abuse:

i. The Cardholder, Office Administrator and Fire Chief are responsible for monitoring the use of the credit card(s) and, whenever abuse is detected or suspected, the Cardholder, Board of Directors, Office Administrator must notify one another and initiate appropriate action.

ii. The card user must reimburse the District for any inappropriate purchases, and is subject to disciplinary action up to and including dismissal. Willful, fraudulent abuse of the credit card will be cause for termination. If the card user has his/her credit card privileges revoked, the card user is not eligible for restoration of credit card privileges.

G. Lost or Stolen Cards:

i. If the Credit Card is lost or stolen, the cardholder must contact the Office Administrator and Fire Chief immediately.

ii. The lost or stolen card will be closed and a new card will be issued. If the old card is located at a later date, it must be cut in half and returned to the Office Administrator. Do not attempt to use the old card.

H. Card Disputes:

i. In case of an exception or disputed charge the cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, the cardholder should see the correction on the next monthly statement. When a correction or returned purchase appears on the statement, the cardholder must notify the Office Administrator via a written statement attached to the voucher explaining the correction or return purchase.

ii. If cardholder cannot reach an agreement with the supplier, the next step is to contact Bank's Customer Service Center. Their staff is experienced in dealing with exceptions and should be able to be of assistance. Nearly all exceptions can be managed using these two steps.

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BOARD POLICY- CREDIT CARD POLICY

(14.04)

I. Cardholder Leaves Employment:

i. When the Cardholder leaves his/her position, the Fire Chief should immediately notify the Office Administrator in writing that the credit be canceled. The Cardholder needs to return the credit card to the Office Administrator, who will destroy the card and then notify the Board and the Bank.

J. Procedures for Application Process:

Step	Responsible Party	Action
i.	Applicant	Submits written request for a Credit Card to the Fire Chief.
ii.	Fire Chief	Approves credit card request
iii.	Office Administrator	Sends information to bank and files written request
iv.	Cardholder	Receives new credit card from bank and informs Office Administrator & the Board
v.	Office Administrator	Sends the Board/Cardholder copies of the Credit Card Policy and Credit Card Usage Agreement for review
vi.	Office Administrator	Sets up training for the Cardholder
vii.	Office Administrator	Issues the Credit Card to the Cardholder
viii.	Cardholder	Signs the credit card upon receipt
ix.	Office Administrator	Files the signed Credit Card Usage documents (EXHIBIT D)

BOARD POLICY- CREDIT CARD POLICY

(14.04)

K. Procedures for Use of Card:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
i.	Cardholder	Makes appropriate purchases and keeps charge slips, sales receipts, and other supporting documents that identify what was purchased. Applies line item expenditure coding all purchases. Attaches affidavit of lost receipt Submits receipts immediately upon completion of purchase to Office Administrator
ii.	Office Administrator	Prepares a monthly voucher of charges Reviews statement for accuracy Attaches original itemized charge slips, sales receipts, other supporting documents to the monthly statement. Attaches documentation of incorrect charges or credits. Submits voucher to Board of Directors for review and authorization to pay
iii.	Office Administrator	Reports any actual abuse to the Board Investigates abuse and notifies appropriate authorities

L. Procedures for Cancellations of Card:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
i.	Cardholder	Returns card to Accounts Payable prior to departure or immediately upon request.
ii.	Office Administrator	Notifies Board and Bank of card cancellation and destroys card.

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BOARD POLICY- CREDIT CARD POLICY

(14.04)

2. Credit Card Usage Agreement



**CREDIT CARD USAGE AGREEMENT TO ACCEPT (EXHIBIT D)
CROOKED RIVER RANCH FIRE & RESCUE**

The District is pleased to present you with the use of a Credit Card. It represents the District's trust in you and your empowerment as a responsible representative of the District who will safeguard and protect our assets and the tax payers' money.

I _____, hereby acknowledge receipt of a District Credit Card Number _____ & _____. As a user, I agree to comply with the terms and conditions of this Credit Card Usage Agreement and the applicable provisions of the Lender's Credit Card Program and the District's Credit Card Policy which may subsequently be revised. I confirm that I have read and understood the terms and conditions of both the District's Credit Card Policy and the Credit Card usage agreement. I understand the District is liable to Lender for all charges made by me. As the user of their Credit Card, I agree to accept responsibility for the protection and proper use of the Card as outlined in this Credit Card Usage Agreement and the Credit Card Policy. I understand that the District may audit the use of the Credit Card. I understand that I shall not use the Credit Card for the restricted commodities or uses listed in the policy. I further understand that improper use of the Card may result in disciplinary action, up to and including TERMINATION of employment. If the District initiates legal proceedings to recover amounts owed by me under this Credit Card Usage Agreement, I agree to pay all legal fees incurred by the District in such proceedings.

I understand the District may terminate my rights to use this Card at any time for any reason. I agree to return the Card to the District immediately upon request or upon termination of employment.

CARDHOLDER:

Signature: _____

Date: _____

Name (Print): _____

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

(14.05) PURCHASING POLICIES AND PROCEDURES

1. PURPOSE:

- A. To establish a uniform method of procurement and purchasing management procedures consistent with District policy, Oregon Revised Statutes, and Oregon Administrative Rules.
- B. The District will provide a standardized system of purchasing the guidelines provided by the District's Purchasing Policy and Procedures, Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR).
- C. The District has adopted Public Contracting Rules which govern the District's public contracting authority. Public contracting is also governed by the Oregon Revised Statutes, Chapter 279A, 279B and 279C.

2. AUTHORITY & RESPONSIBILITY:

Personnel authorized to perform purchasing for the District will do so within the Policies and laws cited in this policy.

A. Purchasing Authority:

To maintain consistency all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

- i. Establish Authorization:
 - a. Budget control begins with the individual responsible for a line item within the overall District budget. A line item includes programs such as wellness, volunteer incentives, fire prevention, training and emergency management services.
- ii. The budget responsibility for the District lies with the station Fire Chief, Assistant Fire Chief, Captains and Office Administrator.
- iii. For the purposes of this policy this individual will be known as the Fire Chief is responsible for exercising general supervision and control over his or her budget.
- iv. Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the purchase.
- v. Fire Chief or his/her designee are responsible for training their employees with purchasing authorization to determine the account numbers to charge various items against.

BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

- vi. No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Fire Chief/Board of Directors following the amounts in the chart below. No purchases will be made nor submitted to Office Administrator until approval has been established.
- vii. Purchasing authority is separate and different from quote and documentation requirements.
 - a. Purchases less than or equal to \$500 requires approval by Captain and review by Fire Chief.
 - b. Purchases greater than or equal to \$1,000 but, less than, \$10,000 need approval by the Fire Chief or his/her designee and are reviewed by Board of Directors.
 - c. Purchases equal to and greater than \$10,000 will require authorization and approval from the Fire Chief and the Board of Directors.

B. Expenditure Origination and Signature Authority:

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

	Approval by Captain w/ Review by Fire Chief	Reviewed by Board Notification, Approved by Fire Chief	Approval by Fire Chief or designee and Board Notification	Approval by Board of Directors
Expenditures*				
Less than \$500	<input checked="" type="radio"/>			
\$1,000 to \$4,999		<input checked="" type="radio"/>		
\$5,000 to \$9,999		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
\$10,000 or more		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Reimbursement Request (regardless of amount)				
Any employee reimbursement request		<input checked="" type="radio"/>		
Reimbursement requests for Directors, Assistant Chiefs, or Chief		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Travel Requests (regardless of amount)				
Out-of-state travel requests		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Local travel requests		<input checked="" type="radio"/>	<input checked="" type="radio"/>	

C. Quote Requirements and Documentation:

Purchase Type	Quote Requirement	PO Required	Approval
\$1,000 and under	No Quotes	If invoiced	Fire Chief
Over \$1,000 to \$4,999	Three written quotes	Yes	
Over \$5,000 to \$9,999	Three written quotes	Yes	
Over \$10,000	See Public Contracting Rules	Yes	Board of Directors
Sole Source	See Page 21	Yes	Board of Directors
Request For Proposal	See Page 21	Yes	Reference Limits Above

Flow chart does not apply to personal service contracts, sole source purchases and intergovernmental cooperative purchasing.

Vendor Quotes (if applicable)

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

- Purchases less than \$1,000. Do not required quotes
- Three oral quotes shall be obtained for an order equal to and greater than \$1,000, but, not exceeding \$5,000.
- For items greater than \$5,000, but equal to or less than \$50,000, a record of three original written quotes should be attached when feasible. Not all purchases will fit neatly into the three quote requirement, as there may be purchases required an RFP, have only one procurement source, or be available from a cooperative purchasing source.
- Upon receipt of a Purchase Order, the Fire Chief will obtain a source of supply, if the requesting department has not already done so. This is done by selection of firms that will give the best price, proper quality, and service.
- When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.

D. The District will follow its Public Contracting Rules for its purchasing policy and procedures. Public contracting is also covered in ORS Chapters [279A](#), [279B](#), and [279C](#) . These rules explain all the requirements needed to publish an Invitation to Bid (ITB) or a Request for Proposal (RFP) for goods and services and public improvements contracts. Personal Services Contracts are also governed by the District’s public contracting rules.

The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief’s designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.

E. Purchases and contracts that are not subject to competitive bidding requirements, including personal services contracts entered into or extended by direct appointment, and that are within budgeted parameters, may be entered into without further approval by the Board. These items include, but are not limited to, employee insurances, including worker’s compensation, medical, dental, or life; taxes and PERS payments, investment purchases as authorized by board policy, or other adopted investment policies, payments on personal service contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity, and property and liability insurance purchase.



F. When preparing a purchase order over \$1,000, three vendor quotes should be obtained. If that is not possible because the vendor is a sole source vendor, or because the price quote is from another government contract, such as state bid, that has already been

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

awarded, the reason for not obtaining three vendor quotes should be noted. The vendor quotes shall include the vendor's name and price. If the order is a sole source or has been previously bid out by another government with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted.

- i. Public notices of bids and proposals may be published electronically, instead of by newspaper of general circulation, as long as it is cost effective to do so and legally allowed.
- ii. All contracts will be awarded by competitive process, except as otherwise allowed by state statutes, OARs, the guidelines of this SOG, Local Contract Review Board Resolutions, and/or as authorized by Board Policy.

G. Invoices:

- i. All invoices from vendors must be forwarded to the Fire Chief and then the Office Administrator for payment. All invoices will be processed and paid by the Office Administrator semi-monthly according to the terms of the invoice. The Office Administrator will process original invoices for payment purposes. Vendor statements will not be used for payment purposes.
- ii. If the originating department/division receives the invoice directly, they will follow the procedure below as payment approval for invoices in instances where the total dollar value of the procurement did not exceed \$1,000 and a Purchase Order was used for the procurement of materials and/or services.
- iii. The personnel receiving the goods or service must write directly on the original invoice or contract agreement the following details:
 - a. The purchase order number, if not already noted on invoice;
 - b. The date the materials and/or services were received;
 - c. Ordering personnel's name;
 - d. Authorization for payment. (i.e., "OK to pay"); and
 - e. The account number to be expensed in accordance with departmental budget



H. Purchase Orders:

- i. Purchase orders must be filled out completely in the District's accounting software program. No purchase of \$1,000 or more will be

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES (14.05)

made without an authorized purchase order. Signed contracts on file with the District and copied to the Office Administrator/Fire Chief.

- ii. No purchase will be authorized without budget authorization (i.e., available funds, authorized items of capital outlay), unless authorized in writing by the Fire Chief or designee if under \$5,000 and/or the Fire Chief if over \$5,000.
- iii. The District is tax exempt as a political subdivision, instrumentality of government, under Internal Revenue Code Section 115.

I. Emergency Purchases:

- i. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the condition."
- ii. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:
 - a. The Board of Directors by resolution, or
 - b. The Fire Chief or the Fire Chief's successor by written order, in the event prompt action is necessary to protect the public health or safety following such an emergency, when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
 - c. The Fire Chief or the Fire Chief's successor shall have authority to approve and execute contracts in any amount without approval of the Board: provided however, that the Fire Chief or the Fire Chief's successor shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.
 - d. The Fire Chief, the Fire Chief's successor, or a designee of the Fire Chief shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- iii. Emergency contracts may be awarded as provided by the District's public contracting rules.

J. Sole Source Purchases:

- i. Regardless of the estimated cost of a purchase, the District is not required to engage in price quotation or informal bidding process when

BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

purchasing material, equipment, supplies, or services for which there exists only a sole source of supply.

- ii. Procedures for Sole Source Purchases:
 - a. In making use of the Sole Source procurement option, the District will utilize [ORS 279B.075](#) and its public contracting rules.
 - b. Staff report will be submitted to the Board outlining determining factors for Sole Source Procurement for approval prior to purchase.
 - c. Once approved, the Fire Chief, or designee will fill out the Purchase Order.

K. Intergovernmental / Cooperative Purchasing:

For information regarding the District's intergovernmental and cooperative purchasing guidelines, personnel should refer to [ORS 279A.180, to and including 279A.225](#), and the District's public contracting rules.

The Fire Chief or designee will have the authority to join other units of government in cooperative purchasing when it serves the best interest of the District. This is usually done by entering into intergovernmental agreements with other federal, state, and/or local governments for intergovernmental and cooperative purchasing as needed for the District's benefit.

L. Request for Proposals (RFP):

Certain purchases/services will require a Request for Proposal process be followed. These circumstances usually require considerations beyond the price of the product or service. When this occurs it is the District's responsibility to identify the specifications and requirements that would satisfy the need of the District. Contact the Office Administrator for assistance with this method of procurement.

BOARD POLICY- INVESTMENTS

(14.06)

(14.06) INVESTMENTS

1. PURPOSE

Investment objectives are safety (preservation of capital), liquidity (availability of funds), and rate of return (yield), in that order. The Board of Directors has determined to restrict District investments to those, which have extremely high safety and liquidity, as provided in these guidelines.

2. DELEGATION OF AUTHORITY

The Fire Chief is designated as the Investment Officer of the District. The Board Treasurer shall closely monitor the Fire Chief’s investments for and on behalf of the District.

3. INVESTMENT STANDARD PRUDENCE

Investments shall be made under the prudent investor’s rule, which states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

4. INTERNAL CONTROLS

The Investment Officer shall invest the money of the District only in the following:

- i. Demand deposits with approved institutions.
- ii. Deposits with the Oregon Local Government Investment Pool.
- iii. Deposits with the County Treasurer.

5. DIVERSIFICATION

The District will diversify its portfolio to avoid incurring unreasonable risks.

BOARD POLICY- INVESTMENTS**(14.06)**

6. APPROVED INSTITUTIONS:

The District shall maintain a list of all banks, mutual savings banks and savings and loan associations, which are approved for investment purposes. A financial analysis will be conducted before an institution is placed on the approved list. If the Investment Officer is unable to analyze an institution's creditworthiness to some degree, then deposits in that institution shall be limited to the amount, which is covered by FDIC or FSLIC insurance (\$100,000).

7. COLLATERALIZATION:

All demand deposits with approved institutions shall be collateralized as required by Oregon Law. (Oregon statutes provide for a collateral pool, which protects ONLY UP TO 25% of public deposits.)

8. REPORTING REQUIREMENTS:

The Investment Officer shall generate reports wherever there is any activity in the portfolio, as well as monthly and annually. All reports shall be filed with the Board of Directors.

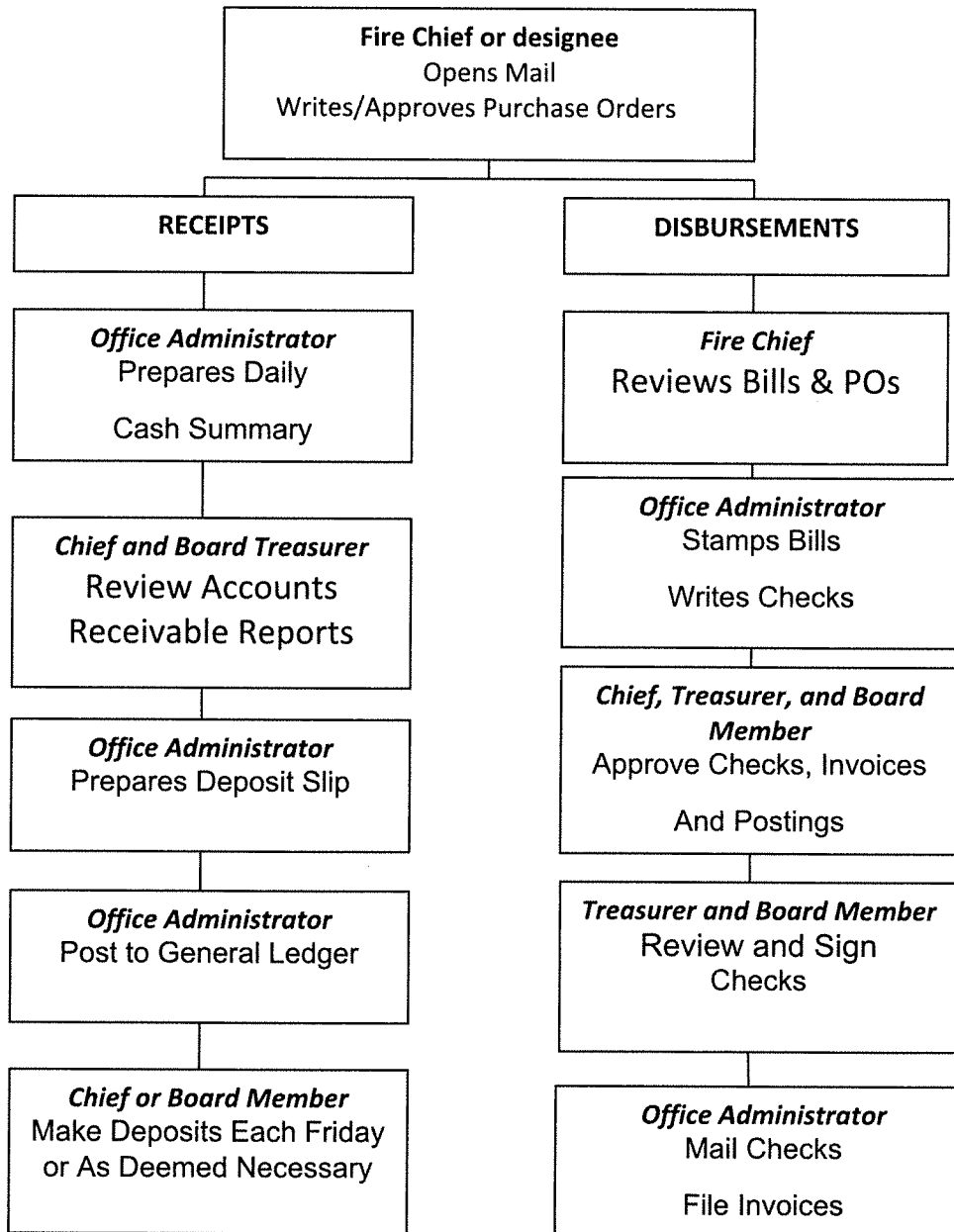
9. INVESTMENT GOALS:

The District will state its investments goals for the ensuing year, in the form of policy, adopted by resolution of the Board of Directors.

10. FINANCIAL ACCOUNTABILITY FLOWCHART:

Crooked River Ranch RFPD No. VI-503

Financial Accountability Flowchart



(14.07) FIXED ASSET MANAGEMENT

1. PURPOSE:

This policy establishes guidelines for the management of the District's fixed assets.

2. DEFINITIONS:

A. Surplus property is defined as any property of the District that has been determined by the Board of Directors or designee as being of no further use or value to the District.

B. Auction: Competitive sealed or open bidding in order to purchase property.

C. Donation: The transfer of property which is surplus, obsolete or unused to an educational service district, non-profit agency or other fire department/district.

D. Destruction: Property may be destroyed in an appropriate manner, when the value or condition of the property does not warrant the cost of a sale. No individual or entity may benefit from the destruction of said surplus property.

3. PROCESS:

A. A permanent property log or database is to be maintained by the Office Administrator or designee for all fixed assets valued at over \$5,000.00.

B. The log shall contain the following information:

- i. Date of purchase
- ii. Description of item purchased
- iii. Received by donation or purchased
- iv. Cost or fair market value on the date receipt
- v. Donor or funding source, if applicable
- vi. Funding source restrictions on use or disposition
- vii. Identification/serial number (if appropriate)
- viii. Depreciation period
- ix. Vendor name and address
- x. inventory tag number (all fixed assets shall be tagged with a unique identifying number)

C. At least annually, a physical inspection and inventory shall be taken of all District fixed assets and reconciled to the general ledger balances. Adjustments for dispositions shall be made.

D. The Office Administrator or designee shall be informed, in writing, via an interoffice email or memo of any material changes in the status of property and equipment. This shall include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.

E. All capital items which have a cost greater than \$5,000 will be capitalized and depreciated.

BOARD POLICY- FIXED ASSET CAPITALIZATION

(14.08)

(14.08) FIXED ASSET CAPITALIZATION

1. PURPOSE:

To establish an overall standard or standards for recording and tracking the District's fixed assets, whether at the individual level or as a network.

2. PROCEDURES:

A. Effective 12/18/2014, the District will capitalize all individual assets with a cost of \$5,000 or more and that has an estimated useful life of five (5) years or more.

B. Individual assets that cost less than \$5,000, but that operate as part of a network system will be capitalized in the aggregate, using the group method, if the estimated average useful life of the group assets is five (5) years or more. Such assets are recorded at historical cost.

C. Donated capital assets are recorded as estimated fair market value at the date of donation.

D. Normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

(Revised)

(13.01) DIRECTOR CODE OF ETHICS

PURPOSE: The Board of Directors of the District (hereinafter referred to as “Board”) believes that it is expedient and proper to adopt a Code of Ethics in order to clarify the authority exercised by the Board, or individual Board members, and general rules applicable to Board members’ conduct of District business and may be reviewed annually at the July Board Meeting when new Board members are starting their term. The Board is committed to excellence in leadership that results in the highest quality of service to our constituents as well as to uphold the District’s commitment to honesty, integrity and professionalism among all Directors of the Board using the following practices as they relate to Board or District issues:

1. Maintain an environment emphasizing the dignity of each individual Board member, the importance of respect for the style, values and opinions of one another, and encouraging responsiveness and attentive listening in our communications.
2. Recognize that our primary responsibility is the formulation and evaluation of policy; and to direct the employment of a Fire Chief to be in charge of the District business and Operational policies and duties under the direction of the Board and in the Board policies as stated.
3. Commit ourselves to the highest standards of ethical conduct and behavior.
4. Hold no secret meetings, have no hidden agendas, nor engage in gossip.
5. Conduct the business affairs of the District before the general public in accordance with Oregon law.
6. Commit ourselves to focusing on issues rather than on personalities.
7. Encourage the presentation of others’ opinions.
8. Avoid cliques and voting blocks, and base our votes on the issues presented, rather than on any personality involved.
9. Commit to supporting Board action. The Board agrees that, while an individual Board member may disagree with a policy or action adopted by a majority vote of the Board, he/she should support the policy or action, once adopted, as being the considered judgment of the Board.
10. An individual Board member shall have the right and duty to present evidence and argument to the Board on a Board issue, and the Board shall have the duty to consider or reconsider the issue upon proper evidence. We acknowledge the right of individuals to disagree with ideas, without being disagreeable. If a minority of the Board feels that any approved action is unethical or unlawful, they have the right to present it to the State of Oregon Ethics Commission.

(Revised)

BOARD POLICY- DIRECTOR CODE OF ETHICS

(13.01)

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11. Seeking clarification on informational items:
 - A. Board members may directly approach professional staff members, with the Fire Chiefs knowledge to obtain additional information needed to supplement, upgrade or enhance their knowledge to improve decision making.
 12. Handling Complaints:
 - A. Complaints made to individual members of the Board regarding all personnel, except the Fire Chief, should be referred directly to the Fire Chief.
 - B. Complaints made to individual members of the Board regarding the Fire Chief, an individual Board member or the Board should be directly referred to the Board as a whole.
 13. Presenting items for discussion at Board Meetings:
 - A. Agenda items:
 - a. To have items placed on Board meeting or other Board function agendas should:
 - i. Present such items to the Board President or the Fire Chief at least one week prior to the meeting; or
 - ii. Raise the issue at a Board meeting during the appropriate time scheduled for introductory topics to be discussed at subsequent meetings. It is the Board's intent to plan ahead for all agenda items.
 14. Handling policy questions directed to individual Board Members:
 - A. Questions of District policy directed to an individual Board member by either a member of the general public or a District employee or volunteer shall be referred to the Fire Chief.
 - B. Upon request, the Fire Chief shall provide the Board a memorandum on the policy question and response.
 15. Recognize the work of the District as a team effort. All Board members shall work together in a collaborative process, assisting each other and the President in conducting the affairs of the District.
 16. When responding to citizen requests or concerns, Board Members shall be courteous, respond to individuals in a positive manner and, when appropriate, route such concerns and interests through the Fire Chief, or the District Website. Issues that cannot be resolved in this manner will be brought to the attention of the Board as a unit, rather than to individual members selectively. Members of the Board recognize that, except when acting on behalf of the Board with the express permission of the Board on a specific area granted in an open meeting, the authority of each individual Board member is equal only to the rights and authority of a private citizen or taxpayer.
 17. To work with the Fire Chief at our mutual convenience, to discuss current issues, policies, concerns, and District projects.
 18. Develop short- and long-range planning goals for the future needs of the District.

(Revised)

BOARD POLICY- DIRECTOR CODE OF ETHICS

(13.01)

19. Assume responsibility for monitoring the District's progress in attaining established short- and long-range planning goals and objectives.
20. Agree that an individual Board member shall not discuss disputed Board actions or policies with patrons or others, except for counsel, and then with the utmost discretion and in a manner, which will foster confidence in the operation of the District.
21. Will prepare for each Board meeting by reviewing provided agendas in Board packets and inquiring of the Fire Chief when presented issues are unclear or require additional information.
22. Will prepare to serve terms as Board members by reviewing the District Policy & Procedure Manual, reviewing ORS Chapter 478, and other materials regarding our positions as Board Members. In doing so, we enable ourselves to engage in a program of development towards improving our policies and decision-making capabilities.

We, as a Board, find that the following practices are unethical, as they relate to Board or District issues:

1. Holding unofficial private meetings in violation of Oregon public meeting law.
2. Intentionally withholding information.
3. Intentionally providing inaccurate and/or misleading information.
4. Divulging confidential information.
5. Fiscal irresponsibility.
6. Personal utilization of District services.
7. Asking for or expecting preferential treatment.
8. Giving or authorizing preferential treatment.
9. Engaging in activities that are in direct conflict with the best interest of the District.
10. Failure to declare a conflict of interest or ex parte contact when such a conflict or contact exists.
11. Undermining other Board Members by talking behind their backs and/or operating with a hidden agenda.
12. Falsifying information.
13. Padding an expense account.
14. Authorizing professional Staff to violate District Policy and/or rules and regulations.
15. Pilfering District materials, supplies, and/or equipment.

Any Board Member who has been found in violation of any of these items by an investigation of the Fire Board shall be subject to a progressive disciplinary action up to and including censure. The Fire Board will determine the appropriate level of disciplinary action at the conclusion of the investigation at the time of the violation.

CROOKED RIVER RANCH FIRE & RESCUE
ADMINISTRATIVE POLICY – DISASTER OPERATIONAL PLAN

ADOPTED: 3/23/2021
CREATED: 3/16/2021
SUPERSEDES: XXXXX

DISASTER OPERATIONAL PLAN

PURPOSE:

This plan outlines the District's planned response to natural or man-made disasters. The focus of this plan is on significant occurrences that have the potential to overwhelm the capabilities of the District. The plan is intended to develop the District's disaster response and to facilitate a process of personnel that will be needed and utilized for operational purposes. During a disaster, the District will be called upon to provide personnel, equipment, and resources to save lives and property, limit incident growth and participate in process to recovery. The District acknowledges that, during a disaster, it will be the primary provider of firefighting, medical services, rescue services and hazardous materials release mitigation to the communities that it serves.

PROCEDURE/STEPS

Disaster Facilities –

The following facilities will be scheduled for emergency use as the operational center for the District:

Primary facility: 6971 SW Shad Rd./ Station 501

The primary facility will be considered the Emergency Operations Center (EOC) for the Crooked River Ranch area.

During a disaster, District personnel may be directed from a local incident command (or area command center) to the District's Emergency Operations Center at Station 501.

Personnel Activation & Recall Procedures –

The District's regular staffing may be insufficient to meet the needs of a disaster. Recall of all District personnel (Operations, Support or Community Service Volunteers, Administrative) may be required in a timely fashion to support disaster operations and activities. Recall will be based upon the disaster level and the needs of the event. In addition to the District's current pager/text message recall method for operational personnel, one or more of the following processes may be implemented to recall the District personnel required for a disaster:

- 1) Telephone (including home, cell, and other contacts from the personnel contact list).
- 2) Media broadcast.

- 3) Amateur radio operations (RACES/ARES/AUXCOMM).
- 4) Self-dispatch: in the event of an obvious disaster in which personnel are unable to contact the District through conventional methods, personnel may elect to report directly to the primary facility of the Districts operational center.

All personnel shall report for duty as soon as possible when advised of a disaster.

Upon disaster recall, off duty personnel should secure his or her individual home/personal situation first before reporting to:

Fire Station 501

General Access

To ensure that access is permitted to members of the District who are attempting to traverse the roadways and highways, every member should carry their Crooked River Ranch Fire & Rescue personnel identification. Presenting this ID should allow the member access in most disaster areas.

Family Assistance Centers

As conditions and time permit, efforts will be made to set up a family assistance center(s) near the areas of operations where District personnel and their family members can meet and spend off-duty time together. There may be insufficient District controlled facilities or resources to meet this need and such that alternative options may be evaluated and supported.

Modification of Work Assignments

While operating in a declared disaster mode, District personnel may be assigned to functions which are not part of their daily job activities but which they may safely perform. Assignments that exceed the scope of the employee's daily job will be made by District Chief officers after confirmation of the capabilities of the assigned employee.

All District personnel including administrative staff may be assigned to clerical, planning, logistics, financial, support or non-response functions.

In addition to Suppression and Emergency Medical personnel, District Community Service volunteers may be assigned to operations response functions which they can safely perform.

Communications Volunteers, and ARES/RACES/AUXCOMM personnel may be assigned to mission specific activities in the field but should not be routinely considered for operations or response functions.

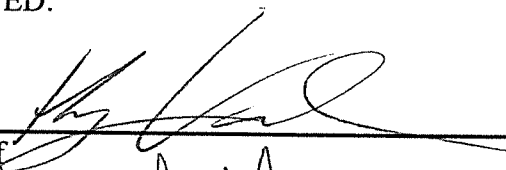
Staffing / Crew Configurations

While operating in a declared disaster mode the District may reconfigure or alter the staffing and crew assignments for response units to meet the specific needs of the event. Personnel will be informed of their assignment and accountability for all staffing in disaster mode, which will be maintained via the T-Card system. All personnel assigned to task and tactic activities within operations or response should work in teams of two or more while other assignments may be a single person or a mission specific team.

Work of the Board of Directors

The District acknowledges that the political oversight, declarative authority, and guidance of the Board of Directors may be essential during a disaster. The District may assign resources to protect the infrastructure needed to maintain the organizational capability of the Board. As the Board's normal meeting chambers may be utilized as an Emergency Operations Center during a disaster, provisions to both closed and public meeting operations may be made in other locations within Station 501 or, if possible, will be held virtually.

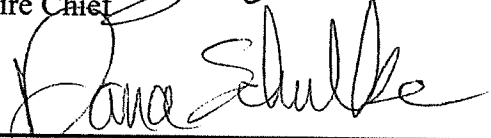
APPROVED:



Fire Chief

3/23/2021

Date



Office Administrator

3/23/2021

Date



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

Fire Chiefs Report – April 2021

- We have received another Grant of \$35,000 for the training building. We will be pouring 3 concrete pads, one on each side of the building and one to the east of the building for a burn structure to set on. The electrical for the building will be completed and the materials to build the “Build to Burn” building. All the materials and work will need to be done by the middle of June.
- The Collective Bargaining Agreement negotiations has gone well. We have reached a tentative agreement and should have it wrapped up next week. Before this month’s Board meeting.
- Crews have been busy this month. There have been several back-to-back calls and we have been able to respond to those calls without much delay. Our volunteers and staff have stepped up and met these challenges.
- We are already seeing some wildfires in the area and are gearing up for what maybe a busy fire season. Getting our wildland apparatus and tools ready. We will be putting out a lot of information on defensible space and other prevention materials and messages the next couple of months.
- Harold Fox has requested to be removed from the budget committee as he is too busy at Lowes. We now have Debbie Sappenfield to replace Harold on the Budget Committee.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report April, 2021

- Calls for service in March totaled 55. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	4	0	3									
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0									
3-Rescue & EMS	27	40	36									
4-Hazardous Condition (No Fire)	0	0	0									
5-Service Call	5	5	5									
6-Good Intent Call	3	7	11									
7-False Alarm & False Call	0	0	0									
8-Severe Weather & Natural Disaster	0	0	0									
9-Special/Other Incident	0	0	0									
	39	52	55	0	0	0	0	0	0	0	0	0
Total Calls-To-Month End 2021												
146												
<i>Total Calls-To-Month End 2020</i>	39	66	49	50	53	38	50	61	47	54	41	63

- Auto/Mutual Aid Given/Received (year-to-date)
 - Auto-Aid Given - 3
 - Auto-Aid Received - 0
 - Mutual-Aid Given - 1
 - Mutual-Aid Received - 1
- The wind event that occurred on March 28th resulted in no calls within Crooked River Ranch. However, it did result in an activation of Task Force 2 for the Bull Springs Fire in Bend. We were able to send 531 with two volunteers on the activation.

- Wildland apparatus are being scheduled for annual maintenance rotations. These should be completed by the end of April.
- The 2020 Assistance to Firefighters Grant (AFG) and the 2020 Staffing for Adequate Fire and Emergency Response (SAFER) for volunteer recruitment/retention have been submitted. The Volunteer Fire Assistance grant application period, through the state of Oregon, is open. Captain McDonald and Assistant Chief Hartley are working on this grant.
- Student Volunteer Parker Blok is currently attending a NFPA Firefighter I academy at Jefferson County Fire District #1. This is a small group academy with COVID-19 restrictions in place.
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 24
 - New memberships: 1
 - Non-renewals: 4

Respectfully submitted,

Sean Hartley, Assistant Chief

1212 SW
Simpson Ave
Bend, Oregon 97702
(541) 322-6300
FAX 322-6321



Todd Riley
Fire Chief

March 31, 2021

Chief,

I would like to express my sincere gratitude for your assistance with the Bull Springs Fire that broke out on March 28th on the west side of Bend. Our department was fully committed to another brush fire when the call for the Bull Springs Fire was received, which made timely mutual aid assistance critical. The wind driven fire ended up burning 211 acres, forcing the evacuation of over 200 homes. Despite the chaotic and fast-moving nature of the event, only two out buildings were lost.

Thank you for helping us in our time of need. The City of Bend and Deschutes Rural Fire Protection District #2 are grateful for your partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Riley".

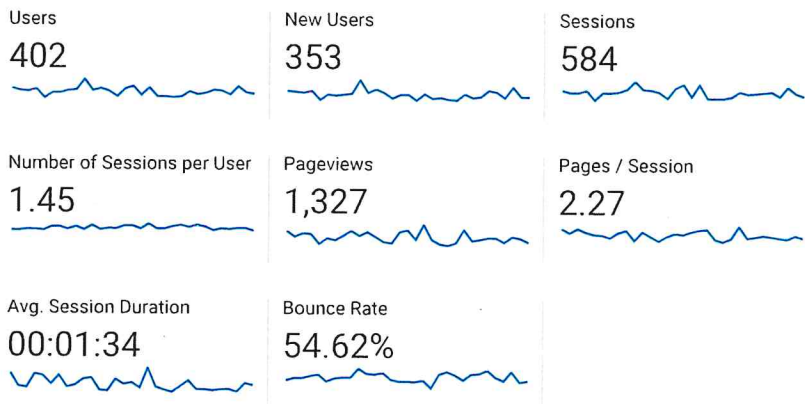
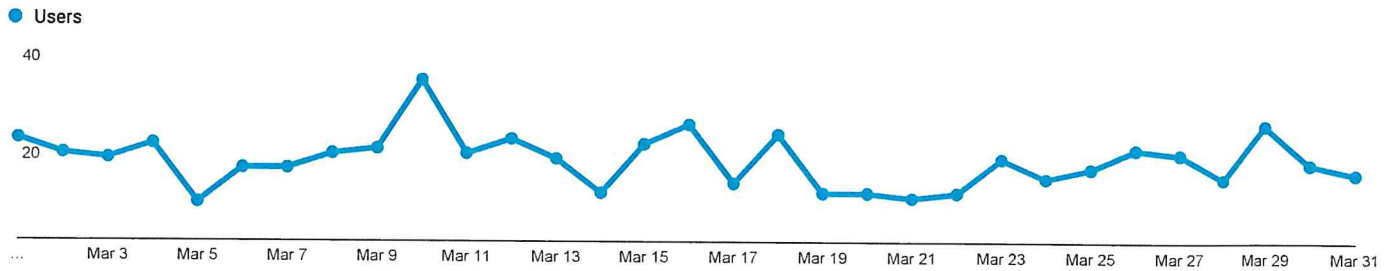
Todd Riley, Fire Chief

Audience Overview

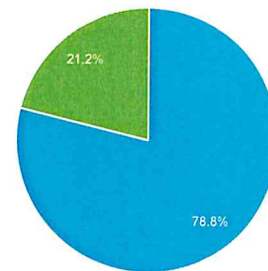
All Users
100.00% Users

Mar 1, 2021 - Mar 31, 2021

Overview



■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	381	94.78%
2. zh-cn	7	1.74%
3. en	4	1.00%
4. en-au	3	0.75%
5. en-ca	2	0.50%
6. en-gb	2	0.50%
7. ko-kr	1	0.25%
8. ru-ru	1	0.25%
9. uk-ua	1	0.25%