



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, August 20, 2020. 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.

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 Minutes – Director Pahl
 - 3.1 Approval of July 16, 2020 Board meeting minutes
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for July 2020 – Director Green
 - 4.2 Approval/Motion for Mobile Banking process/procedure – Director Green
 - 4.4 Appointment of Board members to sign checks for Thursday, September 10th and Thursday, September 24, 2020.
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Posting of meeting recordings on website – Director Pahl / Fire Chief, Harry Ward
 - 5.2 Board of Director's Information packet – Director Wilson
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Auditor update – Director Oakley
 - 6.2 Fire Chief's evaluation format – Director Pahl
7. Fire Chief's Report - Fire Chief, Harry Ward
8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
9. Correspondence & Recognitions – Director Pahl
10. Adjournment – Director Pahl

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

Board Meeting Minutes (Virtual Style Meeting)

16 July 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 16 July 2020 at 06:30 pm online using "ZOOM" meeting platform.

Board Meeting Minutes

1. Meeting Called to Order at: 6:33 By Director Pahl.

1.1. Roll Call: Brad Pahl, Barb Oakley, Jeff Green, Mark Wilson, Harry Ward, Dana Schulke, David McDonald, Marta McGovern-Philpott, Kay Norberg, Pat / John Hayes and Tina Wilson. Director Meredith was excused. (There was a technical issue that did not allow some meeting participants to be able to hear the first part of the meeting until the end of the financials were being read. The recording also did not start until after the roll call vote of agenda item 3.1.)

2. Review of Agenda: Not on recording.

3. Approval of Board Meeting Minutes:

3.1. Motion for 18 June 2020 Public Budget Hearing Minutes made by Director Oakley as presented. Directed Green seconded. (Recording starts here.) Roll call Vote: Unanimous vote passed motion.

3.2. Motion for 18 June 2020 Board Meeting Minutes made by Director Green as presented. Directed Oakley seconded. Roll call Vote: Unanimous vote passed motion.

3.3. Motion for 25 June 2020 Special Board Meeting Minutes made by Director Oakley as amended with date correction. Directed Green seconded. Roll call Vote: Unanimous vote passed motion.

3.4. Motion for 09 July 2020 Board Meeting Minutes made by Director Green as presented. Directed Oakley seconded. Roll call Vote: Unanimous vote passed motion.

4. Financial Report:

4.1. Director Green stated there was no errors noted and read the financials into the record. (See last month's minutes for details.) Director Oakley made a motion to accept the June 2020 financials as presented. Director Wilson seconded. Roll call vote: Unanimous vote passed motion.

4.2. Update Discussion on First Interstate Bank Mobile app for deposits. Director Pahl stated we had approved this last month. Director Green reminded everyone we had approved the concept. It was previously decided we needed a procedure for our Auditor to review and approve that we have the correct safety procedure for protection in place. Director Green then reviewed the written presented procedure. Discussion ensued and it was decided to wait until the Auditors sign off on the written procedure prior to the Board approving the new plan. Director Pahl stated he had a conversation with Assistant Chief Hartley to have a recap on our fiscal year that is just ending. He explained Assistant Chief Harley's answer and questioned Administrative Assistant Schulke about having things in place for the Auditors. It was concluded everything is on track to be presented by 31 July 2020 for the Auditors to review.

4.3. Board Members to sign checks in August on Monday the 10th and Tuesday the 25th. Director Wilson the 10th and Director Oakley the 25th. Director Green both signings at 4:30 PM.

5. **Unfinished Business:**

5.1. Update on Surplus ambulance. The previous resolution had an error on vehicle brand and this was corrected so all the Board members have to sign the new copy. Chief Ward then explained that Director Wilson presented to him with a complete description of the Ambulance to allow them to put it up for sale with a \$9000.00 reserve on several websites and publically announcing it on our website and possibly the Telegraph Paper.

6. **New Business:**

6.1. Discussion on Board meeting times for the upcoming year. Discussion followed and it was decided to leave it the same mainly due to the virtual style meeting will keep weather and out of town from affecting the meeting. Director Pahl discussed the meeting for setting the next Board meeting agenda. It was decided to use a rotation like the check signing for the second person to in the meeting with Director Pahl and the Chief to abide by the policy of two Board members be present when meeting with the Chief. The next agenda meeting will be 13 August 2020 and will be Director Pahl and Wilson as close to 1:00 pm as possible. Director Wilson state he does not get off work until 1:30 pm but will get here as soon as feasible.

6.2. Discussion of Board information packet. Director Pahl presented the printed material. Discussion ensued. It was decided to have a permanent document instead of the presented document. Using the presented document and making minor changes of eliminating specific email addresses and phone numbers other than using the "administration" email and the station phone number.

7. **Fire Chiefs Report:** (See last month's Board Packet for the report.) Submitted by Chief Ward in Board packet. Director Green noted the call volume had dropped in June. Chief Ward stated the laundry machines in the station for personnel use were failing and have purchased new home owner style machines due to cost of commercial rated machines.

8. **Operations Report:** (See last month's Board Packet for the report.) Director Wilson asked if Hartley had been able to retrieve the answer to Director Meredith's question of what the special call was last month. Chief Ward state he didn't think so because he was working on getting the mutual aid call information. Chief Ward then stated we had three of our students achieve completion of necessary steps to become EMT's.

9. **Correspondence and Recognitions:** None. Nothing in the suggestion box.

10. **Comments / Questions:** Director Wilson stated he had a conversation with a web site manager about putting our recordings of our minutes on the website by using the recording file as a link through our "Meeting minutes" tab and the person can access it that way. It does not take any more storage space or cost any money to do this.

11. **Adjournment:** Meeting adjourned at 07:11 pm.

Respectfully 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 July 31, 2020

Cash Basis

JUL 31, 2020

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	10,033.83
Capital Reserve Fund	110,109.65
FIB - Checking	12,991.46
FIB - Payroll	4,118.79
General Fund	12,572.40
Local Option Levy Fund	346,104.48
PayPal	111.88
US Bank	5,905.87
Total Cash and Cash Equivalents	501,948.36

Total Current Assets 501,948.36

Total Assets 501,948.36

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	159.76
Payroll Liabilities	382.70
Total Current Liabilities	542.46

Total Liabilities 542.46

Equity

Current Year Earnings	(36,437.86)
Unrestricted Net Assets	537,843.76
Total Equity	501,405.90

Total Liabilities and Equity 501,948.36



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

	July Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$8,008.71	\$8,008.71	\$165,000.00	-\$156,991.29	-95.1462%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$0.00	\$345,000.00	-\$345,000.00	-100.0%
Contractual Income	\$800.00	\$800.00	\$400.00	\$400.00	100.0%
Deschutes County: General Fund	\$44.95	\$44.95	\$52,612.00	-\$52,567.05	-99.9146%
Deschutes County: Local Option Levy	\$21.77	\$21.77	\$25,477.00	-\$25,455.23	-99.9146%
Emergency Address Signs	\$75.00	\$75.00	\$500.00	-\$425.00	-85.0%
FireMed	\$1,260.00	\$1,260.00	\$13,680.00	-\$12,420.00	-90.7895%
Grant Funds	\$29,638.00	\$29,638.00	\$59,422.00	-\$29,784.00	-50.1229%
Interest	\$743.92	\$743.92	\$7,500.00	-\$6,756.08	-90.0811%
Jefferson County: General Fund	\$0.00	\$0.00	\$577,381.00	-\$577,381.00	-100.0%
Jefferson County: Local Option Levy	\$0.00	\$0.00	\$279,596.00	-\$279,596.00	-100.0%
Misc. Income	\$1,351.97	\$1,351.97	\$5,000.00	-\$3,648.03	-72.9606%
Prior Year Taxes	\$5,818.69	\$5,818.69	\$20,000.00	-\$14,181.31	-70.9066%
Sale of Assets/Apparatus	\$0.00	\$0.00	\$7,500.00	-\$7,500.00	-100.0%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Total Revenue	\$47,763.01	\$47,763.01	\$1,559,568.00	-\$1,511,804.99	-96.9%
Gross Profit	\$47,763.01	\$47,763.01	\$1,559,568.00	-\$1,511,804.99	-96.9374%
Operating Expenses					
General Fund, Transfer Out	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
Capital Outlay & Grant Awards					
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$22,243.00	-\$22,243.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$0.00	\$22,243.00	-\$22,243.00	-100.0%
Materials & Services					
Materials & Services:Administration	\$2,480.10	\$2,480.10	\$14,608.00	-\$12,127.90	-83.0223%
Materials & Services:Building & Maint.	\$2,885.73	\$2,885.73	\$15,000.00	-\$12,114.27	-80.7618%
Materials & Services:Department Services	\$243.11	\$243.11	\$3,000.00	-\$2,756.89	-91.8963%
Materials & Services:Dispatch Services	\$0.00	\$0.00	\$69,619.00	-\$69,619.00	-100.0%
Materials & Services:EMS Operations	\$1,156.55	\$1,156.55	\$29,866.00	-\$28,709.45	-96.1275%
Materials & Services:Fire Suppression	\$428.55	\$428.55	\$28,080.00	-\$27,651.45	-98.4738%
Materials & Services:Fuel	\$640.88	\$640.88	\$12,000.00	-\$11,359.12	-94.6593%
Materials & Services:Insurance	\$0.00	\$0.00	\$30,000.00	-\$30,000.00	-100.0%
Materials & Services:Prevention	\$0.00	\$0.00	\$1,000.00	-\$1,000.00	-100.0%
Materials & Services:Professional Services	\$2,589.01	\$2,589.01	\$25,616.00	-\$23,026.99	-89.893%
Materials & Services:Radios/Communications	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%
Materials & Services:Rope Rescue Operations	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$612.00	\$612.00	\$9,422.00	-\$8,810.00	-93.5046%
Materials & Services:Training	\$215.98	\$215.98	\$15,227.00	-\$15,011.02	-98.5816%
Materials & Services:Travel	\$0.00	\$0.00	\$10,488.00	-\$10,488.00	-100.0%
Materials & Services:Tuition Reimbursement	\$0.00	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Materials & Services:Uniforms	\$113.40	\$113.40	\$5,713.00	-\$5,599.60	-98.0151%
Materials & Services:Utilities	\$1,092.70	\$1,092.70	\$22,500.00	-\$21,407.30	-95.1436%
Materials & Services:Vehicle/Equipment Maint.	\$11.88	\$11.88	\$30,000.00	-\$29,988.12	-99.9604%
Materials & Services:Volunteer Incentives	\$1,620.00	\$1,620.00	\$20,800.00	-\$19,180.00	-92.2115%
Materials & Services:Wellness Program	\$909.00	\$909.00	\$10,000.00	-\$9,091.00	-90.91%
Total Materials & Services	\$14,998.89	\$14,998.89	\$388,939.00	-\$373,940.11	-96.1%

Personnel Services					
Personnel Services:Admin. Asst: O/T	\$25.61	\$25.61	\$1,280.00	-\$1,254.39	-97.9992%
Personnel Services:Admin. Asst: Reg Wage	\$3,435.31	\$3,435.31	\$37,554.00	-\$34,118.69	-90.8523%
Personnel Services:Assistant Fire Chief:Salary	\$4,750.88	\$4,750.88	\$61,770.00	-\$57,019.12	-92.3088%
Personnel Services:Employee Benefits	\$12,596.18	\$12,596.18	\$183,359.00	-\$170,762.82	-93.1303%
Personnel Services:Fire Chief	\$6,695.00	\$6,695.00	\$84,975.00	-\$78,280.00	-92.1212%
Personnel Services:Part-Time Employees	\$5,555.75	\$5,555.75	\$23,520.00	-\$17,964.25	-76.3786%
Personnel Services:Payroll Taxes	\$3,669.19	\$3,669.19	\$42,581.00	-\$38,911.81	-91.383%
Personnel Services:PERS	\$11,209.82	\$11,209.82	\$122,140.00	-\$110,930.18	-90.8222%
Personnel Services:Shift Personnel: Reg Wage	\$14,463.05	\$14,463.05	\$181,300.00	-\$166,836.95	-92.0226%
Personnel Services:Shift Personnel:Overtime	\$5,538.73	\$5,538.73	\$44,571.00	-\$39,032.27	-87.5732%
Personnel Services:Student Volunteer Stipends	\$540.00	\$540.00	\$7,290.00	-\$6,750.00	-92.5926%
Personnel Services:Volunteer Shift Stipends	\$3,500.00	\$3,500.00	\$50,000.00	-\$46,500.00	-93.0%
Personnel Services:Workers Comp. & Grp Accid.	\$12,167.64	\$12,167.64	\$16,000.00	-\$3,832.36	-23.9523%
Total Personnel Services	\$84,147.16	\$84,147.16	\$856,340.00	-\$772,192.84	-90.2%
Total Operating Expenses	\$99,146.05	\$99,146.05	\$1,292,522.00	-\$1,193,375.95	-92.3293%
Operating Income / (Loss)	-\$51,383.04	-\$51,383.04	\$267,046.00	-\$318,429.04	-119.2413%
Other Income and Expense					
Debt Service:Apparatus Payment	\$0.00	\$0.00	-\$27,046.00	\$27,046.00	100.0%
Total Other Income and Expense	\$0.00	\$0.00	-\$27,046.00	\$27,046.00	100.0%
Net Income / (Loss) before Tax	-\$51,383.04	-\$51,383.04	\$240,000.00	-\$291,383.04	-121.4096%
Net Income	-\$51,383.04	-\$51,383.04	\$240,000.00	-\$291,383.04	-121.4096%
Total Comprehensive Income	-\$51,383.04	-\$51,383.04	\$240,000.00	-\$291,383.04	-121.4096%



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

	July Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$0.00	\$115,000.00	-\$115,000.00	-100.0%
Grant Funds	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%
Jefferson County: Bond Fund	\$0.00	\$0.00	\$2,750.00	-\$2,750.00	-100.0%
Jefferson County: Capital Reserve Fund					
Jefferson County: Capital Reserve Fund:Interest	\$177.37	\$177.37	\$0.00	\$177.37	
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
Total Jefferson County: Capital Reserve Fund	\$177.37	\$177.37	\$25,000.00	-\$24,822.63	-99.3%
Total Revenue	\$177.37	\$177.37	\$157,750.00	-\$157,572.63	-99.8876%
Gross Profit	\$177.37	\$177.37	\$157,750.00	-\$157,572.63	-99.8876%
Operating Expenses					
Capital Outlay & Grant Awards					
Capital Outlay & Grant Awards:Training Purch.	-\$13,951.28	-\$13,951.28	\$15,000.00	-\$28,951.28	-193.0085%
Total Capital Outlay & Grant Awards	-\$13,951.28	-\$13,951.28	\$15,000.00	-\$28,951.28	-193.0%
Total Operating Expenses	-\$13,951.28	-\$13,951.28	\$15,000.00	-\$28,951.28	-193.0085%
Net Income / (Loss) before Tax	\$14,128.65	\$14,128.65	\$142,750.00	-\$128,621.35	-90.1025%
Net Income	\$14,128.65	\$14,128.65	\$142,750.00	-\$128,621.35	-90.1025%
Total Comprehensive Income	\$14,128.65	\$14,128.65	\$142,750.00	-\$128,621.35	-90.1025%



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

	July Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Bond Fund	\$0.00	\$0.00	\$2,868.00	-\$2,868.00	-100.0%
Deschutes County: Bond Fund	\$64.61	\$64.61	\$0.00	\$64.61	
Jefferson County: Bond Fund	\$992.92	\$992.92	\$187,085.00	-\$186,092.08	-99.4693%
Total Revenue	\$1,057.53	\$1,057.53	\$189,953.00	-\$188,895.47	-99.4%
Gross Profit	\$1,057.53	\$1,057.53	\$189,953.00	-\$188,895.47	-99.4433%
Operating Expenses					
Debt Service					
Debt Service: Bond Payment	\$0.00	\$0.00	\$172,948.00	-\$172,948.00	-100.0%
Total Debt Service	\$0.00	\$0.00	\$172,948.00	-\$172,948.00	-100.0%
Total Operating Expenses	\$0.00	\$0.00	\$172,948.00	-\$172,948.00	-100.0%
Net Income / (Loss) before Tax	\$1,057.53	\$1,057.53	\$17,005.00	-\$15,947.47	-93.7811%
Net Income	\$1,057.53	\$1,057.53	\$17,005.00	-\$15,947.47	-93.7811%
Total Comprehensive Income	\$1,057.53	\$1,057.53	\$17,005.00	-\$15,947.47	-93.7811%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue For the period July 1, 2020 to July 31, 2020

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Accuity, LLC					
Jul 1, 2020	6806	Progress bill for the audit of the District's financial statements for the year ending June 30, 2020	1,000.00	Paid	Materials & Services:Professional Services:Auditor
Total Accuity, LLC			1,000.00		
Aflac					
Jul 20, 2020	EFT	Monthly Premiums from Staff	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Jul 7, 2020	XXXX 4382	Locked Wall mounted box for Fire Med payments in Lobby	50.81	Paid	Materials & Services:Administration:Supplies
Jul 7, 2020	XXXX 4382	Paper Towels, Detergent, Toilet Paper, and other kitchen & janitorial items for the Station	226.74	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 9, 2020	XXXX 4382	Kitchen/Janitorial item for Kitchen	9.99	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 30, 2020	XXXX 4382	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			300.53		
BendTel					
Jul 20, 2020	0404056	Telephone charges, outbound, recurring service charges, taxes and surcharges	486.88	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			486.88		
BoundTree Medical, LLC					
Jul 27, 2020	83702989	Epinephrine 1:1000, 1 mg 10 ml Luer Jet 10 ea/pk	106.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 27, 2020	83702987	Electrodes, Blue Sensor SP Med Size, Ped/Aadult, Foam 50/pk	64.95	Paid	Materials & Services:EMS Operations:Supplies
Jul 27, 2020	83702987	Stat Padz II, Adult for Zoll AIE Plux X Series, AED Pro, M Series	216.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 27, 2020	83702986	Safety Glasses, Nemesis V30, Black Frame	41.50	Paid	Materials & Services:EMS Operations:Supplies
Jul 27, 2020	83702986	Sam Pelvic Sling II-Standard	140.46	Paid	Materials & Services:EMS Operations:Supplies
Jul 27, 2020	83702986	Zoll Stat Padz, Multi-Function Defibrillation Pads	107.24	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 27, 2020	83702988	Preparation Razors 50/bx	19.00	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			695.15		
Carson Oil Company, Inc.					
Jul 1, 2020	CP-00261107	Fuel for all apparatus	270.29	Paid	Materials & Services:Fuel
Jul 20, 2020	CP-00264189	Fuel for all apparatus	370.59	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			640.88		
Crook County Fire & Rescue					
Jul 7, 2020	331	ACLS Cards	15.00	Paid	Materials & Services:EMS Operations:
Jul 7, 2020	331	PALS Cards	15.00	Paid	Materials & Services:EMS Operations:
Total Crook County Fire & Rescue			30.00		
Crooked River Ranch Water Company					
Jul 1, 2020	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Jul 1, 2020	94	Water	89.38	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			123.97		
Crooked River Sanitary					
Jul 8, 2020		Sanitation Services	72.02	Paid	Materials & Services:Utilities:Sanitatio n
Total Crooked River Sanitary			72.02		
Digital Employment/Streamline					
Jul 23, 2020	106140	Digital Deployment - 106140	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		
Fire Pro, LLC					
Jul 16, 2020	7225546	Service call	35.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jul 16, 2020	7225546	Dry Sprinkler Annual Flow Test	295.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jul 16, 2020	7225546	Wet Sprinkler Annual Flow Test	225.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jul 16, 2020	7225546	Compliance Reporting Fee charged by the City	30.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Fire Pro, LLC			585.00		
Harry Ward					
Jul 6, 2020	Reimbursement	Siding flashing for training building, nails for siding, supplies for forceable entry training	174.04	Paid	Materials & Services:Training
Total Harry Ward			174.04		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Home Depot					
Jul 2, 2020	XXXX 4382	Denatured Alcohol for training	16.97	Paid	Materials & Services:Training
Jul 11, 2020	XXXX 4382	Disposable Face Mask for fire operations	59.96	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jul 11, 2020	XXXX 4382	Galvanized Siding Z-Bar for side of new training building	63.57	Paid	Capital Outlay & Grant Awards:Training Purchases
Jul 11, 2020	XXXX 4382	Store Credit	(42.00)	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jul 13, 2020	XXXX 4382	Screws for siding of new training building	31.71	Paid	Capital Outlay & Grant Awards:Training Purchases
Jul 15, 2020	XXXX 4382	Sheets and Rafters for Roof Prop Training on new Training Building	926.72	Paid	Capital Outlay & Grant Awards:Training Purchases
Jul 23, 2020	40320005255427	Metal cutoff wheels for training building	24.97	Paid	Materials & Services:Training
Jul 30, 2020	XXXX 4382	Hole Saw for use on building projects	17.97	Paid	Materials & Services:Building & Maintenance:Supplies
Total Home Depot			1,099.87		
HRA VEBA Trust					
Jul 20, 2020	ACH	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					
Jul 6, 2020	Union Dues - ACH	Union Dues from Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Jul 6, 2020	PAC Donations - ACH	PAC donations to Union	16.00	Paid	Payroll Liabilities
Jul 22, 2020	Union Dues - ACH	Union Dues from Tom, Alysha and David	102.00	Paid	Payroll Liabilities
Jul 22, 2020	PAC for Union - ACH	PAC for Union from Staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			240.00		
International Association of Fire Chief's					
Jul 1, 2020		Department Membership	195.00	Paid	Materials & Services:Administration:Memberships
Jul 1, 2020		Western Division Dues	65.00	Paid	Materials & Services:Administration:Memberships
Total International Association of Fire Chief's			260.00		
Intuit					
Jul 7, 2020	XXXX 4382	Reorder of secure checks for payables	287.98	Paid	Materials & Services:Administration:Supplies
Total Intuit			287.98		
Lowe's					
Jul 1, 2020	XXXX 4382	Bolts for Mounting Bracket on new ambulance	11.88	Paid	Materials & Services:Vehicle/Equipment Maintenance:

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 10, 2020	XXXX 4382	Nails purchased for siding of new training building	100.96	Paid	Capital Outlay & Grant Awards:Training Purchases
Jul 15, 2020	XXXX 4382	New Washer/Dryer for Laundry Room	719.00	Paid	Materials & Services:Building & Maintenance:Equipment
Jul 18, 2020	HD 129343092	Lowe's - 129343092	719.00	Paid	Materials & Services:Building & Maintenance:Equipment
Total Lowes			1,550.84		

Nationwide Retirement Solutions

Jul 6, 2020	Deferred Comp - EFT	Deferred Comp contributions from staff	205.00	Paid	Payroll Liabilities
Jul 22, 2020	Def Comp - EFT	Deferred Compensations contributions from Tom, David, Alysha and Sean	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			435.00		

Norco

Jul 9, 2020	29684962	D Medical Oxygen UPS for Ambulances	52.86	Paid	Materials & Services:EMS Operations:Supplies
Jul 9, 2020	29684962	Handling Charges	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			77.86		

Norton by Symantec

Jul 24, 2020	XXXX 4382	Upgrade for Subscription - Norton AntiVirus for 1 year for 10 computers	50.00	Paid	Materials & Services:Professional Services:Computer Services
Total Norton by Symantec			50.00		

Oregon PERS

Jul 10, 2020	PERS - EFT	Employer Contributions	4,638.31	Paid	Personnel Services:PERS
Jul 10, 2020	PERS - EFT	Employee Contributions, paid by Employer	1,260.41	Paid	Personnel Services:PERS
Jul 22, 2020	PERS - EFT	Employer Contributions	3,490.35	Approved	Personnel Services:PERS
Jul 22, 2020	PERS - EFT	Employee Contributions, paid by Employer	948.46	Approved	Personnel Services:PERS
Total Oregon PERS			10,337.53		

Overhead Door Company of Central Oregon

Jul 9, 2020	100451	Commercial Service Inspection call on (4) rolling door, replaced missing set screw on coupler on one door, replaced keystack; repaired cord reel on another, adjusted opener clutch on Door 8, programmed new transmitter, lubed and serviced all doors and openers.	436.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jul 22, 2020	100581	Commercial Service Call, inspected Bay Door #1, replaced opener drawbar arm;	92.00	Paid	Materials & Services:Building & Maintenance:Maintenance

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 22, 2020	100581	Commercial drawbar arm part	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Overhead Door Company of Central Oregon			553.00		
SeaWestern Fire Fighting Equipment					
Jul 6, 2020	INV6709	HAIX Fire Hunter USA Boots for Chief Ward	335.00	Paid	Materials & Services:Fire Suppression:PPE
Jul 6, 2020	INV6709	Shipping	19.60	Paid	Materials & Services:Fire Suppression:PPE
Jul 16, 2020	Return of Boots	Credit for return of HAIX Fire Hunter USA Boots, 10.5 W	(335.00)	Approved	Materials & Services:Fire Suppression:PPE
Total SeaWestern Fire Fighting Equipment			19.60		
Solutions Yes					
Jul 23, 2020	INV243769	Black/White Copies	8.01	Paid	Materials & Services:Administration:Copier Expenses
Jul 23, 2020	INV243769	Color Copies	60.60	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			68.61		
Special Districts Insurance Services					
Jul 1, 2020	Works Comp Prem	Workers Comp Prem for 2020/2021 fiscal year	12,167.64	Paid	Personnel Services:Workers Comp. & Group Accident
Jul 1, 2020	EAP Services	Employee Assistance Program Services for 2020/2021	393.12	Paid	Materials & Services:Professional Services:E.A.P.
Jul 7, 2020	03-0052514	Health Benefit premium for Staff	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Jul 7, 2020	03-0052514	Dental Benefit premium for Staff	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Jul 7, 2020	03-0052514	Long-term Disability premium for Staff	138.06	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			23,516.94		
Speer Hoyt, LLC					
Jul 9, 2020		Services rendered regarding Board Member issues, drafted options	705.00	Paid	Materials & Services:Professional Services:Legal
Total Speer Hoyt, LLC			705.00		
Stamps.com					
Jul 17, 2020	XXXX 4382	Mo. Fee for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Jul 28, 2020	HD 130386736	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			67.99		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Terminix					
Jul 27, 2020	152881	Quarterly maintenance, spraying for spiders, rodents, etc	98.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			98.00		
Terrebonne Hardware					
Jul 1, 2020	XXXX 4382	Bolts for mounting of heart monitor in ambulance	5.58	Paid	Materials & Services:EMS Operations:Supplies
Total Terrebonne Hardware			5.58		
The Printing Post					
Jul 20, 2020	XXXX 4382	Self Inking Stamp for Payables	48.00	Paid	Materials & Services:Administration:S upplies
Total The Printing Post			48.00		
Traffic Safety Supply					
Jul 21, 2020	Emergency Address Sign Supplies	DEC-WHIP-4B-AN 4" B width prismatic numbers 2 packages of number "1"	23.50	Approved	Materials & Services:Department Services:Emergency Address Signs
Jul 21, 2020	Emergency Address Sign Supplies	DP03387 90 degree crosspiece, flat, 3.25" blade, #606F, Domestic w/ set screws	25.40	Approved	Materials & Services:Department Services:Emergency Address Signs
Total Traffic Safety Supply			48.90		
UPS					
Jul 5, 2020	XXXX 4382	Shipping charges	19.89	Paid	Materials & Services:Administration:P ostage & Shipping
Jul 27, 2020	0000Y121Y8300	Shipping charges for Pick-up	5.80	Paid	Materials & Services:Administration:P ostage & Shipping
Total UPS			25.69		
US Bank Equipment Finance					
Jul 16, 2020	418436929 - EFT	Contract Payment	139.99	Paid	Materials & Services:Administration:C opier Expenses
Jul 16, 2020	418436929 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:C opier Expenses
Total US Bank Equipment Finance			164.39		
Walmart					
Jul 20, 2020	XXXX 4382	Water/Gatorade for Fire Rehab Supplies	114.92	Paid	Materials & Services:Department Services:Rehab Supplies
Jul 30, 2020	HD 131341507	Water & Gatorade for after Fire rehab	57.80	Paid	Materials & Services:Department Services:Rehab Supplies
Total Walmart			172.72		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Xero					
Jul 20, 2020	XXXX 4382	Monthly Fee for Accounting software platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Jul 9, 2020	7009	Firefighter limited lab panel w/o PSA for David McDonald	210.00	Paid	Materials & Services:Wellness Program
Jul 9, 2020	7009	Firefighter physical for David McDonald	300.00	Paid	Materials & Services:Wellness Program
Jul 9, 2020	7009	Drug Screening for Manisha Khatewoda	52.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 9, 2020	7009	Firefighter limited lab panel w/o PSA for Manisha Khatewoda	210.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 9, 2020	7009	Firefighter Physical for Manisha Khatewoda	300.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 9, 2020	7009	Respiratory questionnaire with Physical for Manisha Khatewoda	50.00	Paid	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			1,122.00		
Zoll Medical Corporation					
Jul 27, 2020	PO-0204/3102479	Zoll monitor paper	19.66	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical Corporation			19.66		
Total			47,306.01		



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

Jeff Green, Board Director

Barbara Oakley, Board Director

John Meredith, Board Director

Mark W. Wilson, Board Director



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

Greetings from Crooked River Ranch Rural Fire Protection District, (AKA) Crooked River Ranch Fire & Rescue

Thank you for your interest in serving on the Crooked River Ranch Fire & Rescue Board of Directors. This information will assist in answering some of your questions concerning the position.

You will find information about Special Districts, Crooked River Ranch Fire & Rescue specifically, what it means to be a Board Member, and how to serve on the Board.

Next steps:

- Contact the Jefferson County Clerk's office. Their address is 66 SE D Street, Suite C in Madras, OR 97760, 541-475-4451
- Download a copy of the Elections Manual at <http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

Thank you for your interest in serving on our board!

If you have any questions, please don't hesitate to contact the Fire Chief at admin@crrfire.org, or 541-923-6776.

Sincerely,

Board Members
Crooked River Ranch Fire & Rescue



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

Crooked River Ranch Fire & Rescue Board Member Duties

Board members of Crooked River Ranch Fire & Rescue serve on a five-member Board of Directors responsible for conducting the affairs of the District in compliance with Oregon Revised Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The Board ensures that the District achieves its mission in an ethical, transparent, accountable and prudent manner. Each Board Member is accountable for the functions described below. All of which are accomplished at Board meetings and committee assignments through review of information, strategic planning, conversation and decision making.

Together, the Board makes decisions and sets policy for the District. Individually, Board Members do not have any power, but acting with fellow Board Members you have an opportunity to have a positive impact on your community.

Board Members also do the following:

- Attend the monthly Board meetings. (Special meetings can be held to address specific issues.)
- Review and adopt the annual budget.
- Approve financial reports.
- Set goals and evaluate progress towards those goals.
- Ask voters to approve bond measures and local option levies for facilities and operations.
- Hire and evaluate the Fire Chief.
- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls and personnel management practices.
- Connect with the community.



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 - August 2020

- ▶ The firefighter academy finished up on August 14th and all of the students did very well, and we have a very good group. The last week they worked on their driving skills, as well as EMS skills. The week before was rope rescue where they got a change to learn about our high angle rescue equipment and learned systems and other skills. This will allow them to be better prepared of what they can do at a rope rescue call. They CRRF&R Academy Class of 2020 will have their graduation here at the fire station on August 29th at 11:00 am. We have put in protocols for COVID-19 social distancing and will be holding this event in the bays.
- ▶ There have been some surprises over the last week. We were able to apply for funds through the Coronavirus Relief Fund for our readiness to respond to COVID-19 calls. We had Blake Jamison with Tactical Business Group work with us on this and as of August 18th our application was accepted to the amount of around \$156,000. Using data from CAD, payroll, and other expenditures gathered by Chief Hartley and Dana, we were able to qualify. At the end of August, we will send the same information to Blake for the last three months and apply again.
- ▶ Work continues on the training building. We had electrical work done on the building for future power needs, along with being able to have room to grow in the future if it is needed. The decking is completed on the top of the middle box and if the weather is cooler next week we will start on the top box. Don Willis (former Captain at Sunriver Fire) came out and helped us get the decking done. He has built many decks around Bend and Sunriver and it was nice to have him give us a hand.
- ▶ We had a busy week last week with multiple fires, both structural and wildland. This in conjunction with EMS calls which has given us a very busy month so far.
- ▶ I will be leaving for Missouri on Friday, the 21st and will be back Tuesday, the 25th of August. I may have to work from home for a few days just as a precaution after traveling on an airplane. I know other districts are having employees stay home for 48 to 72 hours after returning for a trip like this.

Respectively submitted,

Harry Ward
Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report August, 2020

- Calls for service in July totaled 50. A breakdown of calls by month is below:

2019 Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1	3	1	4	1	3	1					
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0					
3-Rescue & EMS	28	42	34	33	35	26	37					
4-Hazardous Condition (No Fire)	0	0	0	0	0	0	1					
5-Service Call	5	11	9	8	11	5	3					
6-Good Intent Call	5	9	5	4	4	2	8					
7-False Alarm & False Call	0	1	0	1	0	2	0					
8-Severe Weather & Natural Disaster	0	0	0	0	1	0	0					
9-Special/Other Incident	0	0	0	0	1	0	0					
Total Calls-To-Month End 2020	39	66	49	50	53	38	50	0	0	0	0	0
345												
<i>Total Calls-To-Month End 2019</i>	<i>38</i>	<i>51</i>	<i>49</i>	<i>36</i>	<i>60</i>	<i>45</i>	<i>51</i>	<i>64</i>	<i>45</i>	<i>43</i>	<i>48</i>	<i>48</i>

- Auto/Mutual Aid Given/Received

- Auto-Aid Given - 5
- Auto-Aid Received - 6
- Mutual-Aid Given - 12
- Mutual-Aid Received - 5

- The five new Student Volunteers have completed the eight-week academy. It included wildland firefighter, structural firefighter, rope rescue operations, and emergency

medical services training. They have been assigned to their shifts and begin rotations on August 24th.

➤ FireMed Memberships report:

- New memberships: 1
- Non-renewals: 2

Respectfully submitted,

Sean Hartley, Assistant Chief

Hello everyone -

Sending you some big
Texas love and a
few masks to help out!

We wish you a safe and
easy fire season

this year - We pray
for your health and
well being daily -
May God Bless you
and watch over you all -

Regards,

Cindy & John Jensen
Kyle, Texas



July 27, 2020

Special Districts Association of Oregon (SDAO) and Oregon Fire District Directors Association (OFDDA) recognize that being appointed or elected to a fire district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

We have developed a program to offer current, in-depth training and education opportunities to fire district directors. The SDAO/OFDDA Fire District Directors Academy has been designed to give you all the tools necessary to provide superior leadership and governance to your communities. Our program covers several areas including board member basics, statutory obligations, fire service, risk management, and human resources.

Enclosed is an informational brochure for the SDAO/OFDDA Fire District Directors Academy. Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

Directors who participate in this program will:

- Better understand the roles and responsibilities of being a director for a fire district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

To participate in the program, participants must be a current board director of an Oregon fire district and a member of Oregon Fire District Directors Association. Eligible individuals will need to complete an enrollment form (enclosed) and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no cost to enroll other than those incurred from attending trainings and no obligation to finish.

We encourage you to review the enclosed materials and reach out to us with any questions.

Sincerely,

SDAO and OFDDA



**FIRE DISTRICT
DIRECTORS ACADEMY**

SDAO / OFDDA Fire District Directors Academy

Participant Application

PARTICIPANT INFORMATION

Name: _____ Title: _____

District: _____

Address: _____

City _____ State _____ ZIP Code _____

Phone: _____ Email: _____

- I wish to participate in the SDAO / OFDDA Fire District Directors Academy.
- I understand that there is no obligation to complete the program, however the bronze-level requirements must be completed within three years of my enrollment date in order to obtain certification. Once the bronze-level certificate has been received, there is no time limit to complete the silver and gold-level requirements for program completion.

Signature: _____ Date: _____

HOW TO APPLY

Please complete this application and send by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309
Fax: 503-371-4781 | Email: MemberServices@sdao.com



**FIRE DISTRICT
DIRECTORS ACADEMY**

**SDAO / OFDDA Fire District Directors Academy
Tracking Worksheet**

Participant Name: _____

District: _____

It is the participant's responsibility to track their progress through the program. Once all required trainings have been taken, please send a copy of this worksheet along with training certificates of completion to SDAO.

MODULE 1: BOARD MEMBER BASICS		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Powers and Protections		
Roles and Responsibilities		
Representing the Board		
Ordinances and Resolutions		
Ethics		
Public Meetings		

**Participants will need to complete modules 1-3 to receive a bronze-level certificate.*

MODULE 2: STATUTORY RESPONSIBILITIES		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Public Records		
Public Contracting		
Local Budgeting and Finance		

**Participants will need to complete modules 1-3 to receive a bronze-level certificate.*

MODULE 3: FIRE SERVICE		
TRAINING TOPIC	TRAINING METHOD (e.g. in-person, online)*	COMPLETION DATE
Collective Bargaining with Firefighters		
Overview of Regulatory Agencies		
Cooperative Service Arrangements		
Measuring Emergency Service Delivery Performance		

**Participants will need to complete modules 1-3 to receive a bronze-level certificate.*



FIRE DISTRICT DIRECTORS ACADEMY

Special Districts Association of Oregon (SDAO) and Oregon Fire District Directors Association (OFDDA) recognize that being appointed or elected to a fire district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO/OFDDA Fire District Directors Academy has been designed to ensure that Oregon's fire district directors have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, fire service, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

PROGRAM BENEFITS

District directors that participate in this program will:

- Better understand the roles and responsibilities of being a fire district director
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon fire district. The district must be a member of Oregon Fire District Directors Association.

Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and OFDDA. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO/OFDDA Fire District Directors Academy logo within the course description and on any course marketing materials.



MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or OFDDA.

Module 1: Board Member Basics

Participants will need to complete modules 1-3 to receive a bronze-level certificate.

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

Module 2: Statutory Responsibilities

Participants will need to complete modules 1-3 to receive a bronze-level certificate.

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Fire Service

Participants will need to complete modules 1-3 to receive a bronze-level certificate.

- Collective Bargaining with Firefighters
- Measuring Emergency Service Delivery Performance
- Overview of Regulatory Agencies
- Cooperative Service Arrangements

Module 4: Risk Management

Participants will need to complete modules 1-4 to receive a silver-level certificate.

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

Module 5: Human Resources

Participants will need to complete modules 1-5 to receive a gold-level certificate.

- Evaluating your Executive Director/ General Manager/ Fire Chief
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity
- Fair Labor and Standards Act

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

Bronze Certificate

Participants will need to complete modules 1-3 to receive a bronze-level certificate.

Silver Certificate

Participants will need to complete bronze-level requirements and module 4 to receive a silver-level certificate.

Gold Certificate

Participants will need to complete silver-level requirements and module 5 to receive a gold-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.



TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to memberservices@sdao.com.

In order to receive credit for the trainings, participants must:

- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to memberservices@sdao.com or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

RECOGNITION

Participants that successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference and OFDDA Annual Conference, mention on SDAO's social media and newsletter, and mention in the OFDDA *Communiqué* newsletter.

QUESTIONS

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email us at memberservices@sdao.com.