



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, January 16, 2020. The Board meeting will start at 6:30 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

Board of Directors

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

District Staff

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

Board Meeting Agenda

1. Call to Order – Director Oakley
 - 1.1 Roll Call by Director Wilson
 - 1.2 Flag Salute – Director Pahl
2. Review of Agenda
3. Approval of Board Meeting Minutes
 - 3.1 Approval of December 19, 2019 Board meeting minutes
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for December 2019 – Director Green
 - 4.2 Appointment of Board members to sign checks for Monday, February 10th and Monday, February 24th, 2020.
5. Comments from the public on the current meeting agenda – (Please limit your comment to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Review of LOSAP program – Fire Chief, Harry Ward
 - 6.2 Discussion/Approval of the Board's Anti-Harassment Policy – Director Pahl
7. New Business (consideration, discussion, and possible action on the following items): -
 - 7.1 Performance review of Fire Chief (by Executive Session per ORS 192.660 (2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing) – Director Oakley

- 7.2 Discussion/Approval of Resolution 2020-01 for receiving unanticipated SDAO Safety and Security Grant funds for fencing, to the general fund – Assistant Fire Chief, Sean Hartley
- 7.3 Discussion/Approval of Resolution 2020-02 for receiving unanticipated DPSST grant funds for the District's new training grounds, to the general fund – Assistant Fire Chief, Sean Hartley
- 7.4 Discussion/Approval of Resolution 2020-03 to surplus and sell the District's existing SCBA Compressor – Fire Chief, Harry Ward
- 8. Fire Chief's Report – Fire Chief, Harry Ward
- 9. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 10. Correspondence & Recognitions – Director Oakley
- 11. Comments/Questions
 - 11.1 Public input for next month's agenda – (Please limit to one topic)
 - 11.2 Public comments pertaining to this meeting's covered material
 - 11.3 Chief, Staff, and/or Volunteers
 - 11.4 Board of Directors
- 12. Adjournment – Director Oakley

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

**Board Meeting Minutes
19 December 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 19 December 2019 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

Board Meeting Minutes:

1. **Meeting Called to Order at:** Called to order by Director Oakley at 6:30 pm, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

1.1. Roll Call by: Director Wilson: Director Pahl and Director Green were present. Director Meredith was excused. Also at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley, and Administrative Assistant Dana Schulke. Also in attendance: Staff Captain Alysha Delorto. Responding Volunteers: Garrett Schweigert, Michael McClellan Marta McGovern Philpott, Emma Parker, Lieutenant Frank Day, and Gordon Kelly. Support Volunteers: Pat Hayes, Tina Wilson and Kay Norberg. Public in attendance: Bill Burt, Jerry Green, Sue Green, and John Hayes.

1.2. Flag Salute:

Led by Director Pahl.

2. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or comments on the Agenda. No additions or changes.

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

3.1: The Workshop minutes Director Oakley had one correction she had missed before, which was the adjournment was listed as 6:00pm and that was when the meeting had started. She knew the meeting had not lasted more than an hour. Director Wilson stated he would look at his notes and make the correction and submit them for publication. Director Pahl made the motion to accept the minutes as amended and Director Green seconded. A unanimous voice vote approved the motion.

3.2: Director Oakley asked for approval of the 21 November 2019 Regular Board meeting minutes. Kay Norberg voiced a concern about the listing of attendees to the meeting that her name is listed as a member of the public. She believes she has been a member of the Support Volunteers for the last couple of years. Director Wilson stated that the records he has that she is not listed on the rosters as a Support Volunteer. Kay Norberg stated she had signed paperwork to be included as a Support Volunteer. Director Wilson again stated he can only go off the rosters he has and if there is an updated roster available he will make changes. He asked Assistant Chief Hartley if he

had updated rosters and if he could get copies of them to know who is in what group. Director Pahl made a motion to approve the minutes and Director Green seconded the motion. A unanimous voice vote approved the motion.

4. Financial Reports:

4.1: Director Green reported that the Xero program had to be corrected again and as of the current time the financials are shown as the attached document: (See attachment) Director Pahl and Director Wilson had some questions in the check register about some credits and charges. Chief Ward and Administrative Assistant Schulke attempted to answer the questions but more research will be needed. Director Green had a question about an expenditure that was more of an operational question for the reimbursement Red Cross to Kay Norberg for \$9.00. Chief Ward stated this was a reimbursement to Kay for supplying the items to the Red Cross for the blood drive. Director Green said he was not questioning that but questioned if we were setting an operational policy for supplying other organizations that meet at the station. Director Green stated as long as we are not exposing ourselves to other organizations. Lieutenant Frank Day submitted some comments about other past events in our station. Director Pahl stated he had never seen this line item before. Director Wilson stated he too had never seen this type of reimbursement before. Director Green stated he was satisfied with the answer the Chief gave which was "We're covered". Director Pahl made the motion to accept the financials as presented. Director Wilson seconded the motion. A unanimous voice vote passed the motion.

4.2: Board Members to sign checks in December. Director Wilson stated he could sign on Thursday 9 January 2020 and Director Pahl stated he could take Monday 27 January 2020.

5. Comments from the Public in regards to our current meeting agenda items- None.

6. Unfinished Business:

6.1 Review of the Volunteer Stipend Program: Director Green stated he and Chief Ward had talked right after our last Board meeting about stipends and PERS and he had not heard back from him so he did some research. He found some information that he believes we need to dig into which pertains to what constitutes a Volunteer and an employee and what drives PERS payments. There was a lot of discussion between Director Green, Chief Ward and Director Wilson. Chief stated he would copy the document off the PERS website and follow up.

7. New Business:

7.1 Attendance to SDAO Conference in Seaside in February. Director Oakley asked who would like to attend. There was discussion and Director Oakley asked if this would go towards our insurance discount and Chief Ward stated yes and also Administrative Assistant Schulke was involved in some sort of academy and some of the classes would go towards her completion of the academy. Director Oakley directed all Board members to reach out to Administrative Assistant Schulke if they wanted to attend.

7.2 Approval of revised harassment policy from HR Answers: Chief Ward stated that Administrative Assistant Schulke had sent off the revised printed form of the suggested policy with our changes for approval from HR Answers and what we have in front of us is what she received back. There was discussion from all the Directors present and Chief

Ward about how to proceed. Administrative Assistant Schulke offered to send our policy to HR Answers for review to see if ours is acceptable as is. Director Oakley asked Director Wilson and Pahl to take the lead on this subject and report back. Director Wilson stated he did not believe we were in violation of the law currently even after the 1 January deadline with our current policy.

7.3 Review of the Board policy manual. Director Oakley stated the last time the policy manual was reviewed and adopted was in 2017. She would like us to review it again not thinking we need to make any major changes. It was decided that the Board would start next month with chapter one at the next meeting.

8. Fire Chiefs Report- Chief Ward stated we received the SDIS Safety and Security Grant for the fence project of which we will be required to spend up to \$5000.00 as the match. He contacted Redmond Fencing and discussed the project and explained we needed to do some appropriation of funds to get things started. The next item was a grant request out to DPSST for funds to work on the training building. He said we were waiting on final approval of that and it would be \$40,000.00 towards that project. He then commented about the Volunteer Association 'Giving Tree' project and SWAFF went well. He received a lot of good responses from the other two departments who helped us (Cloverdale and Alfalfa). He stated we were wrapping up things for the calendar year and we would be starting in February all officer meetings. Chief Ward then stated he needed a review and he has goals set and has some goals done and he needs to review them so he can get those out there to allow others to help him on them. Director Oakley asked Chief Ward how he had his review done in the past and thought he had met with two Board members and then the Board went into Executive session to complete the process. Director Green asked if there was a list of goals currently that the Board could review. Chief Ward stated he had them and he had started writing what he has accomplished and what he has plans for in the future.

9. Operations Report- (See attached report) Assistant Chief Hartley stated we are 29 calls behind where we were at this time last year. Chief Ward stated we were up on EMS calls though. Director Wilson stated that we had previously discussed the wiring needs for the new SCBA compressor and was questioning if this was included in the bid for the new compressor or if it would come out of building maintenance funds. Chief Ward stated that it would have to come from elsewhere then the bid. Director Pahl asked about the heart monitors and Assistant Chief Hartley stated we were staying with Zoll branded monitors. Chief Ward then stated that they had a buyer for our old SCBA compressor already. Director Green brought up an item about a business down on Business Circle questioning how to acquire an AED and if the Department had any to give them or what avenues were available to get one for the business. Assistant Chief Hartley stated he would have to see if there were any community grants and he will look into that.

10. Correspondence and Recognitions- Director Oakley stated she had none and Director Wilson stated the suggestion box was empty however he had one item that happened today and that was a gentleman wanted to make a donation to the Volunteer Association Toy and Food Drive and dropped a check off at Marks work so he could give it to the Volunteers at the Board meeting tonight. Director Wilson considered that to be correspondence. Director Oakley wanted to recognize the Volunteers for their work on revamping the SWAFF and Food & Toy drive and it worked extremely well between the Volunteers and the staff.

11. Comments / Questions from public on next month's agenda- None.

12. Comments from public on this month's agenda material- None.

13. Comments from Chief; Staff; Volunteers- Volunteer Marta McGovern Philpott made comments about the giving tree and she wanted to recognize this community for doing so much and that the Association had only to purchase the food boxes and the fact the Car Club had donated \$1500.00 to them and they had an individual donate over \$2000.00 and individual \$500.00 donations and just wanted to say it was overwhelming. Lieutenant Frank Day wanted to go back to SWAFF and commented it was a crap shoot and wanted to try something new. He stated that the staff was heavily involved in assisting getting the projects completed, because we represent the District not just the Volunteer Association. He then asked for everyone to really support the organization and stated that unfortunately this year we had a situation where someone who normally helps was going to help and was going to call us to find out the agenda this year and they were told we were not doing SWAFF this year and it came from within the ranks, this building, and it really disturbs him that someone would say that and that it was undermining the organization and what they are trying to do for the community and to please keep that in mind and that going forward next year that we try new things all the time but we need to back up the organization.

14. Comments from the Board- Director Green commented that it was great what the District and Volunteers pulled off this year and added as Kay Norberg had commented on earlier about updating some e-mail lists and felt we could do a better job of this. He had heard from some people in the public who were interested in helping and they did not receive any correspondence, just as Kay was not on the Support Volunteer list. He believes some people's names fell off of some lists and he would like to see updates to them to allow people who have helped in the past to be contacted to help if available moving forward. Lieutenant Day replied we ask people to please if they want to help or volunteer with us or be supports or just help with a particular event to contact us to let us know. Sometimes some year's people want to help and some year's they don't, the person he was referring to was they were reaching out and they were stopped by the comment that it was not happening. He would expect people who are not receiving information to contact us and say 'Hey we would like to help out'. Continuing he stated it is not our responsibility to get someone on the list, it's not Sean's responsibility to get someone on the list, kind of like Kay filling out the paperwork and doing what she is supposed to do to get on the list like she told us and he talked in depth about past practice with former Chief McLaren. Director Green stated he was referring to people who have helped for many years and had been contacted in the past and this year they were not contacted. Lieutenant Day stated to have them please contact us with their information so they don't get left off because we will not hunt them down. Director Green stated you don't know who is left off because he doesn't know who is on the lists currently. Lieutenant Day replied stating it's the fault of anyone who didn't get invited because they didn't ask. He then went on a rampage of accusations of Board Members not supporting the District and undermining the whole District and accused Board Members of inappropriate meetings with the Chief of one on one. At this point Director Green asked Lieutenant Day to stop talking as he was being very aggressive and with no factual basis for his accusations. Lieutenant Day said no and it was a public meeting and he is a member of the public. Chief Ward did state that he does not meet with any one Board Member at any time, but they are always "Two on One" meetings. There

was a lot of discussion over the whole topic with many different people inputting their personal feelings. Nothing was resolved in this discussion. At the conclusion of the topic Director Oakley asked if there were any other comments. Director Wilson stated he had forgotten to bring up an item that was discussed in the "Two on One" meeting that he and Director Oakley had had with Chief Ward previously and that we have to bring the contents of these meetings to the Board at the next Regular Board meeting. The item was one he forgot to put in our agenda was they had talked about the LOSAP Program and how they could go back and square it up and get the proper report documentation. There was a lot of discussion and there will be follow up information soon. Director Wilson asked Assistant Chief Hartley if he had accurate documents to support what had been happening in the past. Assistant Chief Hartley stated there was a change due to the system not working properly and he could not remember the date it changed but he would have to go back and look. Director Wilson again stated he would like to see these documents and suggested we put the LOSAP on next month's agenda as a topic. Director Wilson also brought up again about getting updated rosters so he would know who is in what group, so when he is doing the minutes he gets the information correct. Assistant Chief Hartley said yes. He then commented that last month one of the weekly reports was sent out by Captain McDonald and the Board received the update and it was nice to know what is going on in the District, so again he is asking to be included in the email list. He then asked if Chief Ward could submit his report the same way Assistant Chief Hartley submits the operation report for inclusion to the minutes rather than having to type it all in. Director Wilson then brought up a question from an HOA Board member about CPR Classes for the public apologizing that he should have brought it up last month but forgot. The question he had for Captain DeLorto was on "Hands Only CPR" since there is no card certification, is there a limit of the number of students to put on the class. She said yes just because of watching the students perform. Director Wilson then asked about some follow up on a suggested trauma class from a suggestion back in September. Chief Ward stated that it is part of the strategic plan is to look at that. He stated right now they would like to get the manikins so they can do CPR classes but it's down the road a ways. Director Wilson then asked about receiving the corrected policy 2019-03 Term limitations policy for the Policy books. Director Pahl stated he had not seen a copy and Administrative Assistant Schulke stated she would follow up on that. Director Wilson stated the Standard Operating Guidelines had been mentioned in the July meeting and he has not seen anything on that since. Chief Ward stated that right now we are operating off the Central Oregon Fire Operations Group SOG's. He said ours is their book with our logo and that we will not have our own book any longer and what they will do is put them in Target Solutions. He then stated that COFOG is getting ready to do a major overhaul of their SOG package and we will abide by them. Director Wilson then brought up items from the workshop for follow up on. One of them was about the union contract and was questioning if Chief Ward was planning on doing an opening. Chief Ward stated no and that they have to notify him of opening it. He said he talked to Tom about it and was told they would not want to start for a few months. Director Wilson then brought up the Budget committee member process and wondered where we are at with it. Chief Ward said it is started. Director Wilson then asked about the follow up on the cell phone stipend program. Assistant Chief Hartley stated it is a quarterly payout only and that he was waiting on some physicals and back ground checks to come back and Director Wilson stated he would have thought since some of these people were paid part time help this would

have all been completed previously. Chief Ward stated no. Director Wilson then brought up the new PERS 6% employee make up program being instituted which just came out and if we had any plans in place to deal with it. Chief Ward then stated about FMLA stuff coming down that we will have to pay more time off for people. Director Wilson replied about FSLA that he had been reading some of that stuff and there is mention about number of employees and when it is required. Chief Ward stated he believes it is in the Union contract that we will pay FSLA. There was further discussion but nothing finalized.

Director Wilson then asked Assistant Chief Hartley if he was going to send him updated rosters and or the whole Board the lists. Assistant Chief Hartley said he could do that.

15. Adjournment- With no further business, Director Oakley adjourned the meeting at 8:00 pm.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report December 2019

- Calls for service in November totaled 43. A breakdown of calls by month is below:

2019 Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1	2	0	0	1	1	3	3	2	0	3	
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	
3-Rescue & EMS	21	40	33	26	42	26	37	49	33	27	29	
4-Hazardous Condition (No Fire)	1	0	1	0	0	0	0	1	0	2	0	
5-Service Call	5	4	7	4	10	9	6	5	2	6	7	
6-Good Intent Call	4	4	7	3	6	7	5	5	7	7	5	
7-False Alarm & False Call	6	1	1	3	1	2	0	1	1	1	3	
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	1	
Total Calls-To-Month End 2019	38	51	49	36	60	45	51	64	45	43	48	0
530												

- Assistance to Firefighters Grant update.
 - After evaluation of multiple quotes, a determination was made to purchase a Scott Self-contained breathing apparatus compressor and fill station. The tentative delivery date is the end of February.
 - After evaluation of quotes and field testing two heart monitor/defibrillators, a determination was made to purchase two Zoll X-Series units. By choosing this brand we maintain our ability to integrate with our automatic external defibrillators (AEDs) and gain new features in cardiac monitoring.
- Annual services have been completed on both structure engines and water tenders. Wildland apparatus annual services will take place in early spring.

➤ Fire Med Memberships monthly report:

- New memberships: 3
- Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief

Balance Sheet

Crooked River Ranch Fire & Rescue

As of December 31, 2019

Cash Basis

DEC 31, 2019

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	23,350.14
Capital Reserve Fund	99,883.87
FIB - Checking	82,109.48
FIB - Payroll	2,009.71
General Fund	482,325.20
Local Option Levy Fund	331,739.88
PayPal	88.27
US Bank	7,321.79
Total Cash and Cash Equivalents	1,028,828.34

Total Current Assets 1,028,828.34

Total Assets 1,028,828.34

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	1,017.69
Payroll Liabilities	494.63
Total Current Liabilities	1,512.32

Total Liabilities 1,512.32

Equity

Current Year Earnings	1,027,316.02
Total Equity	1,027,316.02

Total Liabilities and Equity 1,028,828.34



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
 For the month ended 31 December 2019
 Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$27,237.84	\$112,351.02	\$165,000.00	-\$52,648.98	-31.9085%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$328,766.72	\$234,000.00	\$94,766.72	40.4986%
Contractual Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Deschutes County: General Fund	\$183.08	\$52,199.63	\$52,671.00	-\$471.37	-0.8949%
Deschutes County: Local Option Levy	\$87.90	\$25,272.54	\$24,803.00	\$469.54	1.8931%
Emergency Address Signs	\$40.00	\$200.00	\$500.00	-\$300.00	-60.0%
FireMed	\$540.00	\$7,290.00	\$12,600.00	-\$5,310.00	-42.1429%
Interest	\$1,007.37	\$3,268.58	\$5,000.00	-\$1,731.42	-34.6284%
Jefferson County: General Fund	\$5,762.10	\$549,931.52	\$595,248.00	-\$45,316.48	-7.613%
Jefferson County: Local Option Levy	\$2,717.58	\$264,994.15	\$277,338.00	-\$12,343.85	-4.4508%
Misc. Income	\$511.00	\$7,722.74	\$4,000.00	\$3,722.74	93.0685%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue					
AFG Grant Revenue	\$66,480.24	\$66,480.24	\$121,818.00	-\$55,337.76	-45.4266%
Grants Funds	\$0.00	\$0.00	\$55,922.00	-\$55,922.00	-100.0%
SAFER Grant Revenue	\$0.00	\$22,932.00	\$0.00	\$22,932.00	
VFA Grant Revenue	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Total Grant Revenue	\$66,480.24	\$89,412.24	\$187,740.00	-\$98,327.76	-52.4%
Total Revenue	\$104,567.11	\$1,441,409.14	\$1,559,900.00	-\$118,490.86	-7.5961%
Gross Profit	\$104,567.11	\$1,441,409.14	\$1,559,900.00	-\$118,490.86	-7.5961%
Operating Expenses					
General Fund, Transfer Out	\$0.00	\$0.00	\$13,909.00	-\$13,909.00	-100.0%
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:Fire Purchases	\$0.00	\$9,258.01	\$137,909.00	-\$128,650.99	-93.2869%
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$9,258.01	\$142,909.00	-\$133,650.99	-93.5%
Materials & Services					
Materials & Services:Administration	\$1,595.65	\$8,164.83	\$15,520.00	-\$7,355.17	-47.3916%
Materials & Services:Building & Maint.	\$4,762.65	\$8,605.25	\$10,000.00	-\$1,394.75	-13.9475%
Materials & Services:Department Services	-\$45.82	\$1,015.94	\$4,000.00	-\$2,984.06	-74.6015%
Materials & Services:Dispatch Services	\$0.00	\$1,421.52	\$63,390.00	-\$61,968.48	-97.7575%
Materials & Services:EMS Operations	\$2,866.86	\$9,710.85	\$29,584.00	-\$19,873.15	-67.1753%
Materials & Services:Fire Suppression	\$559.32	\$8,505.16	\$27,180.00	-\$18,674.84	-68.708%
Materials & Services:Fuel	\$972.30	\$6,304.14	\$12,000.00	-\$5,695.86	-47.4655%
Materials & Services:Insurance	\$0.00	\$3,668.00	\$27,500.00	-\$23,832.00	-86.6618%
Materials & Services:Prevention	\$0.00	\$780.73	\$1,000.00	-\$219.27	-21.927%
Materials & Services:Professional Services	\$753.89	\$13,313.53	\$22,190.00	-\$8,876.47	-40.0021%
Materials & Services:Radios/Communications	\$0.00	\$1,231.92	\$3,455.00	-\$2,223.08	-64.3438%
Materials & Services:Rope Rescue Operations	\$0.00	\$215.91	\$1,500.00	-\$1,284.09	-85.606%
Materials & Services:SAFER Grant Expenditures	\$2,760.00	\$4,894.00	\$9,422.00	-\$4,528.00	-48.0577%
Materials & Services:Training	\$120.00	\$3,869.33	\$8,558.00	-\$4,688.67	-54.787%
Materials & Services:Travel	\$0.00	\$2,860.79	\$12,572.00	-\$9,711.21	-77.2448%

Materials & Services:Tuition Reimbursement	\$9,681.49	\$9,681.49	\$31,500.00	-\$21,818.51	-69.2651%
Materials & Services:Uniforms	\$0.00	\$3,389.71	\$5,713.00	-\$2,323.29	-40.6667%
Materials & Services:Utilities	\$2,181.17	\$8,180.08	\$22,250.00	-\$14,069.92	-63.2356%
Materials & Services:Vehicle/Equipment Maint.	\$1,794.60	\$15,724.66	\$25,000.00	-\$9,275.34	-37.1014%
Materials & Services:Volunteer Incentives	-\$2,430.00	\$3,060.00	\$19,000.00	-\$15,940.00	-83.8947%
Materials & Services:Wellness Program	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Total Materials & Services	\$25,572.11	\$114,597.84	\$361,334.00	-\$246,736.16	-68.3%
Personnel Services					
Personnel Services:Admin Asst: O/T	\$37.82	\$306.49	\$1,261.00	-\$954.51	-75.6947%
Personnel Services:Admin. Asst:Reg Wage	\$3,093.05	\$17,846.65	\$35,973.00	-\$18,126.35	-50.3888%
Personnel Services:Assistant Fire Chief:Salary	\$4,635.00	\$27,742.50	\$57,224.00	-\$29,481.50	-51.5195%
Personnel Services:Employee Benefits	\$13,631.29	\$75,741.73	\$174,477.00	-\$98,735.27	-56.5893%
Personnel Services:Fire Chief	\$6,695.00	\$39,989.17	\$82,194.00	-\$42,204.83	-51.3478%
Personnel Services:Part-Time Employees	\$0.00	\$18,192.25	\$23,520.00	-\$5,327.75	-22.652%
Personnel Services:Payroll Taxes	\$3,030.35	\$19,678.44	\$40,461.00	-\$20,782.56	-51.3644%
Personnel Services:PERS	\$9,890.90	\$57,843.71	\$119,051.00	-\$61,207.29	-51.4127%
Personnel Services:Shift Personnel: Reg Wage	\$15,562.80	\$88,055.10	\$180,099.00	-\$92,043.90	-51.1074%
Personnel Services:Shift Personnel:Overtime	\$5,429.22	\$27,654.75	\$43,698.00	-\$16,043.25	-36.7139%
Personnel Services:Student Volunteer Stipends	\$3,240.00	\$3,240.00	\$7,290.00	-\$4,050.00	-55.5556%
Personnel Services:Volunteer Shift Stipends	\$2,700.00	\$23,600.00	\$36,500.00	-\$12,900.00	-35.3425%
Personnel Services:Workers Comp. & Grp Acc.	\$0.00	\$13,580.49	\$15,000.00	-\$1,419.51	-9.4634%
Total Personnel Services	\$67,945.43	\$413,471.28	\$816,748.00	-\$403,276.72	-49.4%
Total Operating Expenses	\$93,517.54	\$537,327.13	\$1,334,900.00	-\$797,572.87	-59.7478%
Net Income / (Loss) before Tax	\$11,049.57	\$904,082.01	\$225,000.00	\$679,082.01	301.8142%
Net Income	\$11,049.57	\$904,082.01	\$225,000.00	\$679,082.01	301.8142%
Total Comprehensive Income	\$11,049.57	\$904,082.01	\$225,000.00	\$679,082.01	301.8142%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 31 December 2019
 Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$173,181.57	\$186,500.00	-\$13,318.43	-7.1412%
Other financing sources	\$0.00	\$0.00	\$159,876.00	-\$159,876.00	-100.0%
Jefferson County: Capital Reserve Fund					
Jefferson County: Capital Reserve Fund:Interest	\$172.75	\$1,702.30	\$2,750.00	-\$1,047.70	-38.0982%
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	\$172.75	\$1,702.30	\$27,750.00	-\$26,047.70	-93.9%
Total Revenue	\$172.75	\$174,883.87	\$374,126.00	-\$199,242.13	-53.2554%
Gross Profit	\$172.75	\$174,883.87	\$374,126.00	-\$199,242.13	-53.2554%
Operating Expenses					
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:Apparatus Purchases	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.0683%
Total Capital Outlay & Grant Awards	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.1%
Total Operating Expenses	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.0683%
Net Income / (Loss) before Tax	\$172.75	\$99,883.87	\$139,250.00	-\$39,366.13	-28.2701%
Net Income	\$172.75	\$99,883.87	\$139,250.00	-\$39,366.13	-28.2701%
Total Comprehensive Income	\$172.75	\$99,883.87	\$139,250.00	-\$39,366.13	-28.2701%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
 For the month ended 31 December 2019
 Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Bond Fund	\$0.00	\$9,837.30	\$4,213.00	\$5,624.30	133.4987%
Deschutes County: Bond Fund	\$46.15	\$13,257.46	\$0.00	\$13,257.46	
Jefferson County: Bond Fund					
Jefferson County: Bond Fund: Current Year Taxes	\$1,284.62	\$135,950.97	\$168,603.00	-\$32,652.03	-19.3662%
Jefferson County: Bond Fund: Interest	\$180.07	\$331.12	\$600.00	-\$268.88	-44.8133%
Jefferson County: Bond Fund: Prior Year Taxes	\$156.53	\$2,555.29	\$2,500.00	\$55.29	2.2116%
Total Jefferson County: Bond Fund	\$1,621.22	\$138,837.38	\$171,703.00	-\$32,865.62	-19.1%
Total Revenue	\$1,667.37	\$161,932.14	\$175,916.00	-\$13,983.86	-7.9492%
Gross Profit	\$1,667.37	\$161,932.14	\$175,916.00	-\$13,983.86	-7.9492%
Operating Expenses					
Debt Service					
Debt Service: Bond Payment	\$138,582.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Total Debt Service	\$138,582.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4%
Total Operating Expenses	\$138,582.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Net Income / (Loss) before Tax	-\$136,914.63	\$23,350.14	\$10,116.00	\$13,234.14	130.8238%
Net Income	-\$136,914.63	\$23,350.14	\$10,116.00	\$13,234.14	130.8238%
Total Comprehensive Income	-\$136,914.63	\$23,350.14	\$10,116.00	\$13,234.14	130.8238%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period December 1, 2019 to December 31, 2019

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Dec 16, 2019	EFT	December Premiums from: Tom, Alysha, David, Sean, Harry & Dana	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
AirMedCare Network - AirLink					
Dec 5, 2019	5703-12052019	Membership for Cody White, Brodie Blok and Amy Weddle	156.00	Paid	Personnel Services:Employee Benefits
Total AirMedCare Network - AirLink			156.00		
Alysha Delorto					
Dec 16, 2019	Reimbursement	Reimbursement of items purchased for Thanksgiving Dinner for Duty Crew	52.96	Paid	Materials & Services:Department Services:Events
Dec 17, 2019	Reimbursement	Reimbursement for purchase of Torx Security Bit set for shop in Bay	8.47	Paid	Materials & Services:Building & Maintenance:Supplies
Total Alysha Delorto			61.43		
Amazon					
Dec 1, 2019	XXXX 4382	Mo. Subscription Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:M emberships
Dec 5, 2019	XXXX 4382	OdoBan Professional Floor Cleaner	28.89	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 5, 2019	XXXX 4382	Coffee purchased for the Station	18.78	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 8, 2019	XXXX 4382	Janitorial and Kitchen items purchased for building	129.00	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 28, 2019	XXXX 4382	Case of Toilet Paper for the Station	45.99	Deleted	Materials & Services:Building & Maintenance:Supplies
Dec 29, 2019	XXXX 4382	Case of paper towels for the Station	31.98	Deleted	Materials & Services:Building & Maintenance:Supplies
Dec 30, 2019	XXXX 4382	Laundry supplies, paper towels for the Station	175.73	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 30, 2019	XXXX 4382	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:M emberships
Total Amazon			456.35		
BendTel					
Dec 16, 2019	0382808	Telephone charges, recurring Service charges,	447.40	Paid	Materials & Services:Utilities:Telecom munications

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		Taxes, Surcharges and fees			
Total BendTel			447.40		
BIOMED					
Dec 16, 2019	74331	Background check for Glenn Tanner	29.00	Paid	Materials & Services:Professional Services:Background Checks
Total BIOMED			29.00		
Bluehost					
Dec 13, 2019	XXXX 4382	Annual Fee for Website Domain	359.88	Paid	Materials & Services:Professional Services:Computer Services
Total Bluehost			359.88		
BoundTree Medical, LLC					
Dec 9, 2019	83435321	Blood Glucose Test Strips, IV Flush Syringes, Electrodes, ConvenienceBag, Bio Hoop 50cc and other items for Ambulances	302.15	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			302.15		
Carson Oil Company, Inc.					
Dec 2, 2019	CP-00226804	Fuel for all apparatus	413.33	Paid	Materials & Services:Fuel
Dec 16, 2019	CP-00229848	Fuel for all apparatus	558.97	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			972.30		
Chase Wylder					
Dec 23, 2019	Tuition Reimbursement	Tuition Reimbursement - Fall Term 2019	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Chase Wylder			1,750.00		
Crooked River Ranch Water Company					
Dec 2, 2019	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Dec 2, 2019	94	Water	15.26	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			49.85		
Crooked River Sanitary					
Dec 5, 2019		Sanitation services	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
David McDonald					
Dec 2, 2019	Reimbursement	Reimbursement for Batteries for SCBA/headlamps/smoke alarms, etc.	127.41	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total David McDonald			127.41		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Digital Employment/Streamline					
Dec 18, 2019		Mo. Fee for Website	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		
Emma Parker					
Dec 23, 2019	Tuition Reimbursement	Tuition Reimbursement - Fall Term 2019	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Emma Parker			1,750.00		
Fred Meyers					
Dec 13, 2019	XXXX 4382	Items purchased to make punch for Holiday Potluck	33.11	Paid	Materials & Services:Department Services:Events
Dec 16, 2019	XXXX 4382	Extra food purchased for Christmas Food boxes (to be reimbursed by Volunteer Assn.)	151.89	Paid	Materials & Services:Department Services:Events
Total Fred Meyers			185.00		
Freightliner Northwest					
Dec 1, 2019	SR253005233:01	Preventative Maintenance on 522: Changed out Air Filter, Changed out Fuel Filter, checked for fuel leak, cleaned parts, tested battery and alternator and performed quality assurance check and DOT Inspection.	431.72	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Dec 1, 2019	SR253005233:01	Labor	851.78	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Dec 1, 2019	SR253005233:01	Misc. Supplies	77.01	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Dec 1, 2019	SR253005233:01	Customer Goodwill	(390.00)	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Total Freightliner Northwest			970.51		
Garrett Schweigert					
Dec 23, 2019	Tuition Reimbursement	Tuition Reimbursement - Fall Term 2019	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Garrett Schweigert			1,750.00		
Home Depot					
Dec 18, 2019	XXXX 4382	Split Loop for wiring on 543	4.89	Paid	Materials & Services:Vehicle/Equipment Maintenance:515753
Total Home Depot			4.89		
HRA VEBA Trust					
Dec 16, 2019	EFT	Contributions for: Tom, Alysha, David, Sean, Harry & Dana	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
IAFF 3650 - Redmond Firefighters Union					
Dec 2, 2019	Union Dues - ACH	Union Dues for: Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Dec 2, 2019	PAC Donations to Union - ACH	PAC donations to Union, from: Tom, Alysha & David	12.00	Paid	Payroll Liabilities
Dec 16, 2019	Union Dues - ACH	Union Dues for: Tom, Alysha and David	102.00	Paid	Payroll Liabilities
Dec 16, 2019	PAC Donations to Union - ACH	PAC Donations from: Tom, Alysha and David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			228.00		
L.N. Curtis & Sons					
Dec 2, 2019	INV338762	10149702-SP MSA Quick Connect Adapter	114.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Dec 2, 2019	INV338762	Shipping	14.17	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Dec 2, 2019	INV339382	34L 4-GAS Calibration Aluminum Cylinder with 1.45% Methane, 15% Oxygen, 60 PPM Carbon Monoxide and 20 PPM Hydrogen Sulfide	253.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Dec 2, 2019	INV339382	Shipping	50.74	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total L.N. Curtis & Sons			431.91		
Michael McClellan					
Dec 23, 2019	Tuition Reimbursement	Tuition Reimbursement - Fall Term 2019	1,311.49	Paid	Materials & Services:Tuition Reimbursement
Total Michael McClellan			1,311.49		
National Business Furniture					
Dec 2, 2019	MK536210-TDQ	Replacement for Conference Chairs	781.20	Paid	Materials & Services:Administration:Office Equipment
Dec 2, 2019	MK536210-TDQ	Shipping	144.00	Paid	Materials & Services:Administration:Office Equipment
Total National Business Furniture			925.20		
Nationwide Retirement Solutions					
Dec 2, 2019	Deferred Comp - EFT	Deferred Compensation contributions from: Tom, Alysha, David and Sean	200.00	Paid	Payroll Liabilities
Dec 16, 2019	Deferred Comp - EFT	Deferred Comp contributions for: Tom, Alysha, David and Sean	200.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			400.00		
Nolan Wironen					
Dec 23, 2019	Tuition Reimbursement	Reimbursement for Tuition - Fall Term 2019	1,370.00	Paid	Materials & Services:Tuition Reimbursement
Total Nolan Wironen			1,370.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Norco					
Dec 16, 2019	28078045	Small Cylinders of Oxygen for Ambulances	35.24	Paid	Materials & Services:EMS Operations:Supplies
Dec 16, 2019	28078045	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			60.24		
Oregon PERS					
Dec 4, 2019	EFT	Employer Contributions	3,930.46	Paid	Personnel Services:PERS
Dec 4, 2019	EFT	Employee Contributions, paid by Employer	1,068.06	Paid	Personnel Services:PERS
Dec 20, 2019	EFT	Employer contributions	3,897.56	Approved	Personnel Services:PERS
Dec 20, 2019	EFT	Employee contributions, paid by Employer	1,059.12	Approved	Personnel Services:PERS
Total Oregon PERS			9,955.20		
Over the Edge Taphouse					
Dec 11, 2019	XXXX 4382	Gift card for prize at Holiday putluck	20.00	Paid	Materials & Services:Department Services:Events
Total Over the Edge Taphouse			20.00		
Pacific Power					
Dec 2, 2019	24712171-001-3	Basic Charge, Load Size, Demand Charges, Kilowatt usage	1,590.60	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,590.60		
Platt					
Dec 2, 2019	X718744	PHI F28T5 835 ALTO 40 Pack Light Bulbs for Training room ceiling	102.70	Paid	Materials & Services:Building & Maintenance:Supplies
Total Platt			102.70		
Quill Corporation					
Dec 16, 2019	3252639	Office supplies	65.82	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			65.82		
SeaWestern Fire Fighting Equipment					
Dec 11, 2019	CM234	Return of Lion Deluxe Uniform Trousers	(1,219.50)	Paid	Materials & Services:Uniforms
Total SeaWestern Fire Fighting Equipment			(1,219.50)		
ServPro of Bend					
Dec 18, 2019	16	Waxing of floors and cleaning of all carpets in the Station	4,223.18	Paid	Materials & Services:Building & Maintenance:Maintenance
Total ServPro of Bend			4,223.18		
Solutions Yes					
Dec 23, 2019	INV219783	B/W Copies	12.89	Paid	Materials & Services:Administration:Copier Expenses
Dec 23, 2019	INV219783	Color Copies	51.95	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			64.84		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Special Districts Insurance Services					
Dec 6, 2019	03-0052514	Health Premiums for January for Staff	9,451.53	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 6, 2019	03-0052514	Dental Premiums for January for Staff	876.41	Paid	Personnel Services:Employee Benefits:Dental Insurance
Dec 6, 2019	03-0052514	Long-term care Premiums for January for Staff	132.48	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,460.42		
Stamps.com					
Dec 30, 2019	XXXX 4382	Purchase of stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			50.00		
State of Oregon - DPSST					
Dec 1, 2019	ARF73228	39061, Field printing for Emma Parker	40.00	Paid	Materials & Services:Training
Dec 1, 2019	ARF73215	39058 Field Print for Michael McClellan	40.00	Paid	Materials & Services:Training
Dec 1, 2019	ARF73215	39057 Field Print for Chase Wylder	40.00	Paid	Materials & Services:Training
Total State of Oregon - DPSST			120.00		
Systems Design West					
Dec 1, 2019	20191608	Ambulance Billing Charges for October	570.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 1, 2019	20191608	Postage	11.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 6, 2019	20191661	EMS Billing Charges for November	625.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 6, 2019	20191661	Postage	11.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 18, 2019	20191356	Billing charges for September transports	625.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 18, 2019	20191356	Postage	6.05	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Systems Design West			1,848.05		
Teleflex					
Dec 17, 2019	9502012296	EZ-IO 25MM Needle Set & Stabilizer	665.00	Paid	Materials & Services:EMS Operations:Supplies
Dec 17, 2019	9502012296	Shipping	12.50	Paid	Materials & Services:EMS Operations:Supplies
Total Teleflex			677.50		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Terminix					
Dec 2, 2019	139943	Spot treated interior of building with solution for spiders, replaced rodent bait in exterior traps and regular maintenance.	98.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			98.00		
Terrebonne Hardware					
Dec 4, 2019	149693	Lag bolts to hang TV in conference room	2.88	Paid	Materials & Services:Building & Maintenance:Supplies
Total Terrebonne Hardware			2.88		
Tom Fast					
Dec 16, 2019	HRA Reimbursement	Reimbursement to Tom for difference on health expenses	636.05	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Dec 20, 2019	HRA Reimbursement	Reimbursement to Tom for difference health expenses	738.82	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total Tom Fast			1,374.87		
UPS					
Dec 9, 2019	XXXX 4382	Shipping charges to Florida	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Dec 16, 2019	XXXX 4382	Shipping charges	17.05	Paid	Materials & Services:Administration:Postage & Shipping
Total UPS			35.04		
US Bank Equipment Finance					
Dec 16, 2019	401651369 - EFT	Contract payment for Copier	139.99	Paid	Materials & Services:Administration:Copier Expenses
Dec 16, 2019	401651369 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Verizon Wireless					
Dec 2, 2019	9842753073	Telephone Line for Zoll Machines	21.30	Paid	Materials & Services:Utilities:Telecommunications
Total Verizon Wireless			21.30		
Washington Federal					
Dec 16, 2019		Principal on Bond Payment due 1/1/20	110,000.00	Paid	Debt Service:Bond Payment
Dec 16, 2019		Interest on Bond Payment due 1/1/20	28,582.00	Paid	Debt Service:Bond Payment
Total Washington Federal			138,582.00		
Wright Ford, Inc.					
Dec 2, 2019	49599	Maintenance on 571: Wrench Light stays on and vehicle has reduced power. Checked and	427.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		Advised Self Test PCM. Fuel Pump Secondary Circuit High, Fuel Pump Fails and need to be replaced. Removed and replaced Fuel Pump, Fuel Pump Relay and Fuel Filters. Cleared Codes and retested. Concern Resolved. Battery in Good Condition, Brakes and Tires are fine.			
Dec 2, 2019	49599	Parts	386.70	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Dec 2, 2019	49599	Shop Supplies	5.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Total Wright Ford, Inc.			819.20		
Xero					
Dec 19, 2019	XXXX 4382	Mo. subscription fee for accounting platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Dec 9, 2019	1229	Firefighter physicals for the following: Travis Delorto, Glenn Tanner, Brodie Blok, Cody White	1,200.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 9, 2019	1229	Firefighter Limited lab panels w/h PSA for the above listed Volunteers, plus Jesse West	1,050.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 16, 2019	1231	Firefighter limited lab panel w/o PSA for Amy Weddle	210.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 16, 2019	1231	Firefighter physical package for Amy Weddle	300.00	Paid	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			2,760.00		
Total			188,209.90		

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – ANTI HARASSMENT & WORKPLACE VIOLENCE

ADOPTED:
REVISED: 1/2/2020
SUPERSEDES:

ANTI HARASSMENT & WORKPLACE VIOLENCE

PURPOSE:

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

Harassment negatively affects morale, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, and illegal, and it will not be tolerated.

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

POLICY ON HARASSMENT

- a. It is the policy of the Board of Directors that harassment by a member's race, creed, color, national origin, age, sex, marital status, religious affiliation, or the presence of a physical, sensory, or mental disability, or any other Federal or State protected class will not be permitted. Prohibited harassment includes comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, or any similar activities which are derogatory by the District's protected class membership or which are promoted by the District's protected class membership. Harassment also includes any adverse actions toward any District personnel based upon that member's participation in activities identified with or promoting the interests of a protected group. **Sexual harassment, whether on or off-duty includes unwanted sexual advances, comments, suggestions, sexual jokes, unwanted touching, or pats, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. In addition, all such sexual conduct, whether welcome or not, is entirely prohibited while District personnel are on duty. No personnel decisions shall be based upon a District personnel's response to such harassment.** The Board regards duty-related harassment as a serious transgression and reason for discipline or discharge.
- b. District personnel have the right to be free from such harassment, either from co-workers, volunteers, students, Board members, Vendors and residents of Crooked

River Ranch while on or off the job. Harassment is prohibited by State and Federal anti-discrimination laws where:

- i. Submission to such conduct is either explicitly or implicitly a term or condition of employment status;
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for decisions relating to the individual's employment, or volunteering at the District; or,
 - iii. Such behavior has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- c. It is the policy of the Board of Director's that all personnel are prohibited from engaging harassment.

REPORTING HARASSMENT

- a. Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigation, counseling and disciplinary stages. Personnel of the District receiving notice of harassment shall notify the Fire Chief in writing immediately, who will then direct an investigation and ensure that the charge is resolved appropriately.
- b. Personnel of the District who feel harassed under this policy, or is aware of the harassment of another co-worker, volunteer, student, Board member, Vendor or resident of Crooked River Ranch, are urged to report this to an immediate supervisor, or the Fire Chief. The report may be oral or written. If the individual believes he or she is being harassed by the Fire Chief, is uncomfortable in discussing the matter with the Fire Chief, or if the Fire Chief is unavailable, the person involved shall notify the Chair of Board of Directors. No complainant shall be retaliated against in any way for complaining of harassment.

INVESTIGATION OF HARASSMENT COMPLAINT

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

- b. The investigator shall call the person accused of harassment to afford him or her an opportunity to reply to the allegations orally or in writing. The accused person shall also be informed that any retaliatory conduct by him or her shall be subject to disciplinary action regardless of the truthfulness of the allegations of harassment. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify its policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee, volunteer or student alleged to have been affected by sexual harassment was injured or harmed.
- c. A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any District personnel, subject to discipline. The accused person of the District may place in their personnel file a statement of rebuttal or correction. For the purpose of this section, any former personnel of the District may also present such statement.

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

RETALIATION:

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

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

VIOLENCE IN THE WORKPLACE

1. Statement of Concern

- a. The Board of Directors recognizes the need for a violence-free work environment for all District personnel and the public. The Board of Directors will not tolerate violence in the workplace and is committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as types of intimidation such as sexual harassment or abusive language. District personnel are

expected to report all threats and violence, physical or verbal, to their supervisors and the Fire Chief.

2. Definitions

a. Assault

- i. The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

b. Battery

- i. The unlawful touching of another person.

c. Law Enforcement Personnel

- i. Any city police officer, deputy sheriff or member of the Oregon State Police.

d. Perpetrator:

- i. Any District personnel inflicting acts or threats of violence on his/herself, or another District individual.
- ii. A third party engaging in violent acts or threats against his/herself, any District personnel, or another third party.
- iii. Any District personnel inflicting acts or threats of violence on a third party.

e. Third Party

- i. Any visitor to the District station, including any former District personnel and Vendors.

f. Violent Act

- i. An act by a third party or any District personnel that may range from verbal or physical threats or intimidation to assault or battery.

g. Workplace

- i. All property (including parking lots) owned by the District and any non-District property where work is being performed by District personnel in an official capacity for the District.

3. General

- a. In the workplace, any District personnel witnessing violence directed against another should observe the situation and attempt to get information such as the name and

description of the perpetrator, if this can be done without endangering any other District personnel or others.

- b. When applicable, the District and its personnel shall fully cooperate with police and other law enforcement officials in the investigation and prosecution of violent acts.
- c. District personnel or third parties, including law enforcement personnel, are permitted to bring weapons or firearms into the workplace or onto District property.

4. Implementation

a. Managing a Potentially Violent Situation

- i. District personnel are expected to assist the general public and fellow District personnel in a courteous manner.
- ii. If, for example, a person becomes angry, the individual from the District should courteously attempt to calm the person down. If that does not work, the individual from the District should get his/her supervisor involved or call for assistance from another supervisor.

b. A Person Threatening Bodily Harm

- i. If any personnel of the District feels that he or she or another person is threatened, that is, in danger of imminent bodily harm:
 - (a) They should attempt to leave the scene if this can be done safely.
 - (b) If the supervisor is unaware of the situation, the employee, volunteer, student or Board member of the District should notify the supervisor as soon as it can be done safely.
 - (c) Either the employee, volunteer, student, or Board member, or the supervisor may determine if law enforcement should be notified.
 - (d) The Fire Chief shall be notified as soon as possible by the supervisor of the District individual who feels threatened, witnesses, or has knowledge of a violent act.
 - (e) When the Fire Chief responds, if law enforcement has not been notified earlier, the Fire Chief may decide to call the police or take other actions related to the incident.

c. Reporting Incidents

- i. The supervisor shall complete an incident report and forward the report to the Fire Chief within 24 hours of a violent act.

- ii. For an act involving the threat of bodily injury, the supervisor is responsible for making sure the Fire Chief is contacted, as soon as it can be done safely.
- iii. Any District personnel having knowledge of a violent act involving any other District employee, volunteer, student, or Board member (as victim or perpetrator) must report it. Disciplinary action may result to any personnel of the District with knowledge of a suspected violent act who fail to report the episode. Personnel of the District may report the incident to the individual's supervisor or, if the District individual prefers, to the Fire Chief or the Board Chair in the absence of the Fire Chief.
- iv. The person complaining may request anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity in any such case.

d. Resolution and Investigation

- i. To the extent practicable, investigations and resolutions shall be conducted using the same procedures as contained within the District's Anti-Harassment policy.
- ii. In cases where the perpetrator is not a member of the District or in any other case the District deems advisable, the District may request law enforcement personnel to conduct the investigation.
- iii. If necessary, the investigating party may alter the procedures of the investigation.

e. Workplace Security

Improved safety frequently stems from the suggestions of the District's personnel. Such suggestions are encouraged and may be directly raised by supervisors and Safety committees. The Fire Chief will review all recommendations and take them into account for workplace security.

APPROVED:

Board President (Sign & Print)	Date
--------------------------------	------

Board Secretary (Sign & Print)	Date
--------------------------------	------

District Office Administrator (Sign & Print)	Date
--	------



BEFORE THE BOARD OF DIRECTORS
OF
CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated
revenue to the General Fund of Crooked
River Ranch Rural Fire Protection District

RESOLUTION: **2020-01**

WHEREAS, Oregon Budget Law, under ORS 294.326(2), provides that money from unforeseen grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution;

WHEREAS, Crooked River Ranch Rural Fire Protection District has received a SDAO Safety and Security Grant in the amount of \$5,000 and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money for a specific purpose,

THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon that the following appropriations be made:

Capital Reserve Fund	Budget Appropriation	Increase	Adjusted Budget
Grant Funds	-0-	\$5,000	\$5,000
Building Purchases	-0-	\$10,000	\$10,000
Reserved for future Expenditure	\$139,250	(\$5,000)	\$134,250

INTRODUCED and ADOPTED Thursday, January 16, 2020

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Barbara Oakley, Board Director

By: _____
Jeff Green, Board Director

By: _____
Brad Pahl, Board Director

By: _____
John Meredith, Board Director

By: _____
Mark W. Wilson, Board Director



BEFORE THE BOARD OF DIRECTORS
OF
**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District

RESOLUTION:

2020-02

WHEREAS, Oregon Budget Law, under ORS 294.326(2), provides that money from unforeseen grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution;

WHEREAS, Crooked River Ranch Rural Fire Protection District has received a DPSST Training grant in the amount of \$40,000 and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money for a specific purpose,

THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon that the following appropriations be made:

Capital Reserve Fund	Budget Appropriation	Increase	Adjusted Budget
Grant Funds	\$5,000	\$40,000	\$45,000
Training Purchases	\$10,000	\$40,000	\$50,000

INTRODUCED and ADOPTED

Thursday, January 16, 2020

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Barbara Oakley, Board Director

By: _____
Jeff Green, Board Director

By: _____
Brad Pahl, Board Director

By: _____
John Meredith, Board Director

By: _____
Mark W. Wilson, Board Director



BEFORE THE BOARD OF DIRECTORS
OF
**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Declaring Surplus of
the Districts existing SCBA
Compressor)

RESOLUTION: **2020-03**

WHEREAS, the Board of Directors of Crooked River Ranch Rural Fire Protection District has determined the Districts existing SCBA compressor is aged and is no longer of use to the District.

WHEREAS, per ORS 279A.250 requires the Board of Directors to officially declare surplus property of the District in order to dispose, donate or sell and

WHEREAS, the Board of Directors has determined with input from staff that the attached item is no longer of use to the District due to receiving a grant for the purchase of a new SCBA compressor and the age of the existing one.

WHEREAS, the District has received an offer to purchase the existing SCBA compressor from Lowell Rural Fire Protection District in the amount of \$10,000.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon hereby grants the surplus of the property listed on the attached form, and is declared surplus property to dispose of, donate or sell.

INTRODUCED and ADOPTED

Thursday, January 16, 2020

ATTEST:

**CROOKED RIVER RANCH RURAL FIRE
PROTECTION DISTRICT**

By: _____
Barbara Oakley, Board Director

By: _____
Jeff Green, Board Director

By: _____
Brad Pahl, Board Director

By: _____
John Meredith, Board Director

By: _____
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

ITEMS FOR SURPLUS

Crooked River Ranch Fire & Rescue Policy gives authority to the Fire Chief to dispose of surplus property by any means determined to be in the best interest of the District or community at large, including but not limited to, transfer to other departments, government agencies, non-profit organizations, sale, trade, auction, or destruction. **Disposal of personal property having a residual value of more than \$1,000 shall be subject to authorization by resolution by the District.**

1. Inventory List Attached: () Yes (X) No If no, complete all of the following fields:

Item Description	Model #	Serial/VIN #	Asset #	Current Value
Eagle Air Cadet CRSI SCBA Compressor	CS210F1C2ES1R	32963901	00776	\$10,000.

- Means of Disposal: Lowell Rural Fire Protection District is offering to purchase the aged equipment in the amount of \$10,000.
- Why are items being surplused? Aged equipment, no longer can use, as well as receiving a grant to purchase a new one.

ACKNOWLEDGED BY: _____ Finance Manager/ Asst. Fire Chief, Sean Hartley _____ Date

The Fire Chief has declared the above or attached items to be surplus.

APPROVED BY: _____ Fire Chief, Harry Ward _____ Date

If items are valued over \$1,000, APPROVED BY BOARD OF DIRECTORS:

_____ Board President, Barbara Oakley _____ Date
 _____ Board Secretary, Mark W. Wilson _____ Date

Attest, Office Administrator, Dana Schulke

I hereby certify the above items were disposed of by the means indicated above this ____ day of _____, 20____.



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 CHIEF'S REPORT – January 16, 2020

FOLLOW UP FOR BOARD:

1) Volunteer Stipends & PERS:

I called PERS and they were very helpful. We are working with them to get everyone's name in the system. Once the data is entered into their spreadsheet and submitted, they will get back to us.

2) Question on Norco and Freightliner Invoices from November:

I believe that Director Paul and Director Oakley received a satisfactory answer from Dana in regards to the Freightliner duplication figures showing on the Payables Report. The credit we received from Norco has been utilized towards Invoice 28078045 in December.

3) AED's for Business's on Business Circle Drive:

We have investigated grant opportunities for communities and were not successful. My suggestion is to call local vendors, or medical companies on-line to accommodate their request to have one at their businesses.

4) Clarification on response volunteers receiving Cell Phone reimbursement checks:

Certain criteria must be met in order for our volunteers to receive the quarterly checks. Assistant Chief Hartley keeps track of the criteria, then gives Dana a sheet with everyone's name on it who qualify for the stipend. The Board signs those checks the following month after each quarter. They receive \$30 per mo.

5) FLSA:

I spoke with a representative from the US Department of Labor Wage & Hours. All first responders get FLSA, no matter how many employees you have.

INFORMATIONAL ITEMS:

1. DPSST Grant: I am currently working with them on the disbursement of the funds for completing our training grounds/building. Right now it sounds like we will do the work and then they will send us the money, but it is yet to be finalized.

2. Our Budget committee meeting will be on **Thursday, May 7th at 6:00 pm**
3. The tentative date for our new ambulance to arrive is April 15th.
4. The date for our Emergency Preparedness Open House will be **Saturday, April 25th** from 10:00 am – 1:00 pm. We will have a Housing Ceremony for the new ambulance during this time. Housing of a fire apparatus goes back a long time, approximately 300 years here in the United States. During the early days of the fire service, fire apparatus would be pushed into fire houses because the apparatus was being pulled by men, and later on horse-drawn apparatus was too hard to back in with horses.
5. Captain Fast is back to work as of this past Monday, which was his first shift. We are glad to have him back.

Respectively,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report January, 2020

- Calls for service in December totaled 48. A breakdown of calls by month is below:

2019 Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1	2	0	0	1	1	3	3	2	0	3	2
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0
3-Rescue & EMS	21	40	33	26	42	26	37	49	33	27	29	34
4-Hazardous Condition (No Fire)	1	0	1	0	0	0	0	1	0	2	0	0
5-Service Call	5	4	7	4	10	9	6	5	2	6	7	4
6-Good Intent Call	4	4	7	3	6	7	5	5	7	7	5	8
7-False Alarm & False Call	6	1	1	3	1	2	0	1	1	1	3	0
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	1	0
Total Calls-To-Month End 2019	38	51	49	36	60	45	51	64	45	43	48	48

Total Calls-To-Month End 2019
578

- Assistance to Firefighters Grant update.
 - The two Zoll X-Series monitor/defibrillators arrived in early January. In-service training is occurring this month. One monitor has been put in-service on 571 and the other will be placed on 572 once training has been completed by all personnel.
- Training on the new CrewForce 911 CAD software for iPads is scheduled for this month.
- Dr. Eschelbach, our Medical Director, taught an end-tidal carbon dioxide (ETCO₂) class for drill in preparation for the new monitors being placed in-service.

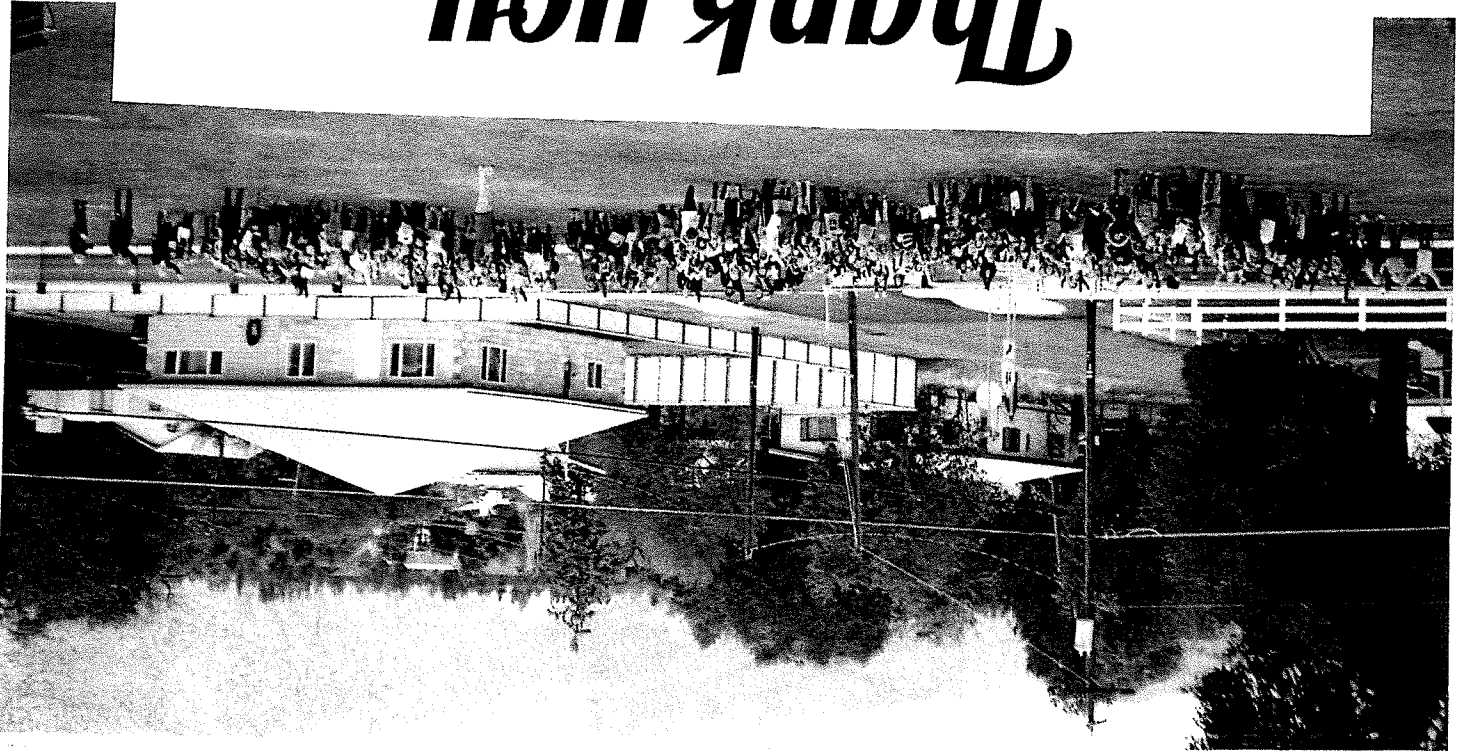
- Deschutes County 911 technicians came out to provide a radio programming update for the mobile and portable radios. This included a voice profile to better interface with our self-contained breathing apparatus (SCBA) voice amplifiers.
- Fire Med Memberships monthly report:
 - New memberships: 5
 - Non-renewals: 4

Respectfully submitted,

Sean Hartley, Assistant Chief

Terrebonne Community School wouldn't be the same without you.

Thank you



Crooked River Ranch Fire Department

THANK YOU for helping our local children.

I have heard great stories from our kids about your Christmas programs. Many of the kids that got to go shopping and those families that recieved gifts and food have stopped by to tell me about how much of an impact your programs had on their winter break. I love the community support that Crooked River Ranch shows for the kids that live on the ranch. I appreciate our partnership. Thank you for helping children and famililes and for your support of our school.

Jennifer Jackson

Terrebonne Community School

Family Access Network

Brooklyn

Shale

Jahalie
Brooklyn
Gog

Melmas

David

SKY

Kierraw

TIA

Shocery et
Michah
Taylor

mark
UTUM

KATIE

Jaton

Gwen

THANK YOU FOR ALL
OF YOUR SUPPORT!
-MR. FLETCHER (PRINCIPAL)

**Thank you for your generous donation
to Terrebonne Community School.**

Mark

Mrs. Jackson
FAN

Brenner

Taylor

Jordan