



# CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760

Phone: (541) 923-6776 | Fax: (541) 923-5247

[www.crrfire.org](http://www.crrfire.org)

## **Notice of Virtual Board Meeting**

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, August 19, 2021. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at [www.crrfire.org](http://www.crrfire.org). This meeting is accessible to people with disabilities and will be recorded. Public comment regarding the topics on this agenda may be emailed to [admin@crrfire.org](mailto:admin@crrfire.org) and will be forwarded to the Board of Directors, prior to the date of this meeting.

### **Board of Directors**

Brad Pahl, President, (Position 1)

Jeff Green, Vice President (Position 3)

Barbara Oakley, Secretary (Position 4)

Kay Norberg, Treasurer (Position 2)

Mark W. Wilson, Director (Position 5)

### **District Staff**

Fire Chief, Harry Ward

Asst. Fire Chief, Sean Hartley - excused

Admin. Assistant, Dana Schulke

---

### **Board Meeting Agenda**

1. Call to Order – Director Pahl
  - 1.1 Roll Call by Director Oakley
2. Review of Agenda – Director Pahl
3. Approval of Board Workshop and Board Meeting Minutes– Director Pahl
  - 3.1 Approval of Board Workshop minutes from July 13,2021
  - 3.2 Approval of Board Meeting minutes from July 15, 2021
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for July 2021 – Director Norberg
  - 4.2 Appointment of Board members to sign checks for Thursday, September 9th and Thursday, September 23<sup>rd</sup>, 2021 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Review/Final Approval of revised policy 14.03 Reconciliations, 16.01 Electronic Mail, 19.01 Land, Facilities & Equipment Use, 21.01 Confidentiality and 25.01 Whistleblower Protection – Director Pahl
  - 5.2 Project Updates – Fire Chief, Harry Ward / Director Pahl
6. New Business (consideration, discussion, and possible action on the following items): -
  - 6.1 Discussion/Review of Electronic Payment Process – Director Pahl

- 6.2 Discussion/Approval of Cyber Security Policy – Director Oakley
- 6.3 Discussion/Approval of Resolution 2021- 07 to surplus the 5-ton military apparatus  
– Fire Chief, Harry Ward and Director Pahl
- 6.4 Discussion of Evacuation Levels – Director Oakley
- 7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
- 8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 9. Correspondence/ Recognitions/ Good of the Order – Director Pahl
  - 9.1 Fire Chief meeting recap – Director Wilson
- 10. Adjournment – Director Pahl

\*\*\*\*\*

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

**Board Workshop Meeting**  
**July 13, 2021**

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, July 13, 2021, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

**Board Workshop Minutes**

1. **Called to Order** by Director Pahl at 6:31 pm. An opening statement was made by Director Pahl in regard to wearing a mask in the building if you have not been vaccinated for COVID-19.

- 1.1 **Roll Call by Director Oakley:** Directors Pahl, Green, Oakley, Norberg and Wilson were present for the meeting. Those also present were Fire Chief, Harry Ward, Administrative Assistant, Dana Schulke and Captain, Alysha Delorto. Assistant Fire Chief, Sean Hartley was excused from the meeting. There were no members of the public in attendance.

- 1.2 **Flag Salute** – Director Green lead the flag salute.

2. **Discussion and review of the following policies: 16.01 (Electronic Mail), 19.01 (Land, Facilities and Equipment Use), 21.01 (Confidentiality), 23.01 (Social Media), 25.01 (Whistleblower Protection) and 26.01 (Schedule of Fees).** The meeting started with review of 16.01, Electronic Mail. The Board reviewed this policy and questioned 3(B) and the Opinion number that was listed. Also, in question was 4(A) and the date that was stated on the policy for the Records Retention Schedule by the Oregon State Archivist. It was asked by the Board for Administrative Assistant, Dana Schulke to check this information and make sure it is current. She will email the Board once she finds out if those two items are current. Another item in question was 4(E) as it did not make sense. It will have to be revised. The next policy that was reviewed was 19.01, Land, Facilities and Equipment Use. It was noted that on the second bullet point under A, the word “endorsement” should read “enforcement”. Also noted on this policy was the general liability limit of \$1,000,000. Director Wilson stated that he believes it should be increased to at least \$2,000,000. The Board asked if Fire Chief, Harry Ward could follow up with our insurance carrier on this amount and get back to them to see if this amount will suffice. There were no other revisions to this policy. The next policy under review was 21.01, Confidentiality. There were many grammar and spelling errors that were noted under A, as well as B. These will be corrected. There were no other comments on this policy, other than to correct the grammar and spelling. The next policy under review was 23.01, Social Media. It was noted by Director Norberg that under F, the word “consequences” was spelled wrong and had to be corrected. At this time, the Board asked if the Administration manual had a Social Media policy. Fire Chief, Harry Ward stated he was quite sure that we did. At this time, Administrative Assistant, Dana Schulke went to go get the Administration manual to double check, and there was a policy on social media. Looking at the policy, they were almost identical. The Board asked for Chief Ward

to do a review of the Administration/Operations social media policy to be done, to make sure all the pertinent Board social media policy verbiage was in the Administration policy. The Board decided that it was not necessary to have this policy in their manual and it will be deleted from the Board policy manual. The Board will follow all the guidelines listed in the social media policy that is in the Administration/Operations manual. The next policy that was under review was 25.01, Whistleblower Protection. Under “the purpose”, the Board was questioning the Oregon Revised Statute number and if this was correct. They asked Administrative Assistant, Dana Schulke to double check with Special District’s Association of Oregon on this and get back to them. It was also noted that under G, the word “city” needed to be changed to “district” in a few places, as well as changing the word “manager” under number 3, to “the Fire Chief”. Other than those items noted there were no other changes to this policy. The Board will wait to hear from Administrative Assistant, Dana Schulke to see if the Oregon Revised Statute number is correct. There were no other revisions to be made on this policy. The next policy that was reviewed was 26.01, Schedule of Fees. A discussion ensued in regard to having the actual fees listed on the schedule. Director Wilson stated that we should just have generic verbiage on the policy that states the Board will approve all fees for the District through a resolution. Director Green stated that they should scratch the number 26.01 and just have an addendum that states all fees presented by the Fire Chief for the District will be approved by the Board via resolution. The Board agreed to this, and it will be revised.

**3. Discussion on process of paying invoices online** – Director Green asked if anyone has any objection to paying the bills online. Then he asked Administrative Assistant, Dana Schulke what the auditors thought of the process. She stated that they were fine with the process, as there are at least four people involved with the process. Director Oakley stated that the bottom line to this process is that the payments will not be made to the vendors until the Board has reviewed all the invoices and the payable invoice detail report is signed off by the Board. The Board was all in agreement that this process will work, and it will be put in section 14 of the Board policy manual, under 14.03. There was no further discussion on this new process.

**4. Adjournment** by Director Pahl at 7:40 pm .

Respectively submitted,

Dana Schulke  
Administrative Assistant



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

**Board Meeting Minutes  
July 15, 2021**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, July 15, 2021, at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

**Board Meeting Minutes**

1. Called to Order by Director Pahl 6:30 p.m. and roll call was taken by Director Oakley. Directors Pahl, Oakley, Norberg and Wilson were present. Director Green attended by telephone. Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke were also present. Other personnel in attendance were Captain, Alysha Delorto and Volunteer, Travis Delorto. There were no members of the public attending the meeting. Director Pahl stated that anyone in attendance who has not been vaccinated for COVID-19 must wear a mask in our building.
2. **Review of Meeting Agenda Items** – Director Pahl stated that everyone had a revised agenda which showed that we added 6.6 for discussion on the radio upgrades. Also added was 6.7, as Director Wilson wanted to speak about credit cards for employee use.
3. **Approval of the Public Budget Hearing Meeting minutes/Board meeting/Special Board meeting minutes.**
  - 3.1. Motion to approve the Public Budget Hearing minutes from June 17<sup>th</sup>, 2021 – Director Pahl asked if anyone had corrections to be made on these minutes. There were none.
  - 3.2. Motion to approve the Board Meeting minutes from June 17<sup>th</sup>, 2021- Director Pahl asked if anyone had corrections to be made on these minutes. Director Norberg stated she had a few to go over. On page 3, under 6.2 there was a sentence that was missing the word “he” which then clarified the sentence. On the bottom of page 4, the sentence that stated, “ Director Oakley stated we need get this budget passed by the end of the month....”, should have said, “needed to get this budget passed by the end of the month”. There was also a correction on page 5 under the Chiefs Report, the word “tress” should have read “trees”. There were no other corrections to be made.
  - 3.3. Motion to approve the Special Board Meeting minutes from June 24<sup>th</sup>, 2021 - Director Pahl asked if there were any corrections to be made on these minutes. There were none.

Director Pahl asked for a motion to approve all the minutes, with the Board meeting minutes for June 17<sup>th</sup> to be “amended” and the other minutes as presented. Director Oakley made a motion for all three sets of minutes to be approved and Director Norberg seconded the motion. Director Green voted yes over the phone; the other Directors voted by hand. All were in favor, motion passed, (5-0).

**4. Financial Reports -**

**4.1** Director Norberg stated that she had met with Director Green to review the financial report process and they will be meeting again for another review. Director Norberg stated that Chief Hartley informed her that there is a correction at the bottom of the Balance Sheet under "Total Liabilities and Equity". The figure should be \$596,587.78 and not the \$595,745.65 figure. Director Wilson asked a question regarding the Tuition reimbursements on the Vendor Payable Detail Report, and why one of the students had received a higher figure than the others. Chief Ward had clarified his question. There were no other questions regarding the financial reports. Director Wilson made a motion to approve the June 2021 financials, Director Oakley seconded the motion. A roll call vote was taken by Director Oakley and all directors present voted yes for the amended financials. Director Green stated his approval over the phone. Motion passed, (5-0).

**4.2 Appointment of Board members to sign checks in August** - It was stated that Director Norberg and Director Green will sign checks on Monday, August 9<sup>th</sup>, and Director Norberg and Director Pahl will sign checks on Wednesday, August 25, 2021.

**5. Unfinished Business –**

**5.1 Project updates –** Director Pahl stated that the only unfinished project is the Cyber Security policy. He stated that Director Oakley has done a great job putting this policy together and it will be emailed out tomorrow to the Board and staff for review.

**6. New Business:**

**6.1 Discussion on Board meeting days, dates, and times** - Director Pahl stated that all our meetings are currently on the third Thursday of the month at 6:30 pm at the Fire Station. He asked if anyone has any issues with this current schedule for the meetings. Director Oakley stated she would like to have the meetings done virtually over Zoom if there is bad weather in the winter months. Director Pahl asked Director Green if he agreed with having the meetings over Zoom when the weather is bad, Director Green said yes over the phone. Director's Wilson, Norberg, Oakley and Pahl were all in agreement to do the meetings virtually as an option when we have bad weather. There was no further discussion on this topic.

**6.2 Discussion on Director Code of Ethics –** Director Pahl reminded all the Board Directors that they must follow the policy for Code of Ethics. There was no further discussion.

**6.3 Discussion on Board Director compensation/reimbursement –** Director Pahl asked Director Wilson if he remembered what the Board policy was on this topic. Director Wilson stated that all they had to do was vote on whether the Board members wanted to be compensated or not, for this new fiscal year 2021-2022. Director Wilson made a motion to not be compensated for their time for the fiscal year 2021-22. Director Oakley and Director Green had seconded the motion. There was no further discussion. Director's Pahl, Wilson, Norberg and Oakley voted "yes", to not be compensated, and Director Green voted "yes" over the phone. Motion passed, (5-0).

**6.4 Discussion/Approval of Resolution 2021-05 revising Emergency Services rates –** Director Pahl stated that they all had a copy of the Resolution in their packets. The rates were approved by the Board back in June. After reading the Resolution, Director Pahl questioned the word "decrease" in the Resolution, which needed to be changed to "increase". It was noted by Administrative Assistant, Dana Schulke and she will revise the

Resolution to revise the wording by the end of the meeting. Director Oakley made a motion to approve Resolution 2021-05 revising our Ambulance/Emergency Service Fees as amended. Director Wilson seconded the motion. There was no further discussion. Roll call was taken to approve Resolution 2021-05 by Director Oakley. All four Board members in attendance voted yes, Director Green voted yes by phone. Motion passed, (5-0).

**6.5 Discussion on Customer Service –** Director Green had stated & questioned the business hours of operation now that we have opened our doors to the public, along with answering the phones after business hours. Chief Ward stated that we are open on Friday's as he is at the Station and front door is open. Director Green had addressed some concerns he had experienced while stopping by the Station on a Friday to sign some documents. Director Norberg asked if there was a possibility that Chief Hartley and Administrative Assistant, Dana Schulke could alternate their days off, either Friday or Monday so the office and phones would be covered. Chief Ward then explained that both currently work 4/10's and they get much more accomplished in the day by working this schedule. A discussion ensued regarding our current telephone status when the night line kicks in, as well as residents making appointments. Chief Ward stated he will investigate the possibility of switching out their days off. Director Green indicated that his goal for this topic was to investigate the possibility of making some changes to accommodate the public. There was no further discussion.

**6.6 Discussion on Radio upgrade and Approval of Resolution 2021-06 transferring appropriations in the General Fund -** Chief Ward stated that many lessons have been learned over this past year. One of which is on radios and communication. There was a radio upgrade proposal in the Board packet which stated the problems we are facing when we need to speak with other agencies on our current radios. The ultimate problem is that we will not be able to communicate with Jefferson County as they are transitioning to a new digital VHF radio system. We are requesting a transfer of appropriations in the General Fund to upgrade our radios which would have VHF band added to them, making them a dual band radio. He stated it would cost a total of \$12,650. A discussion ensued regarding the surplus of our current Kenwood radios and how soon we will be able to get digital radios upgraded. Director Wilson made a motion to upgrade our radios and approve Resolution 2021-06 to transfer appropriations in the general fund, Director Norberg seconded the motion. A roll call vote was done by Director Oakley, all Board Directors in attendance voted yes, Director Green voted yes by telephone. The motion was passed which approved Resolution 2021-06 for the transfer of appropriations in the current budget, (5-0). There was no further discussion.

**6.7 Discussion on use of District credit cards -** Director Wilson stated that he was noticing the reimbursement costs back to the captains on certain purchases. He was asking why each one of them do not have District credit cards to use for purchases, rather than using their own credit cards. Chief Ward stated that the District has 4 credit cards currently with certain limits for each one, which our staff can use and check out with Dana. He is hesitant to give them personal cards at this time because we will be doing a Request for Proposal soon for new banking services after the first of the year. They currently can check out our District cards for purchases. There was no further discussion.

**7. Fire Chief's report** - Chief Ward's report was given to the Board at the meeting. He stated that our Training building behind the station has stalled a bit, due to the hot weather and the little detailed finished work needs to be completed. The reader board sign will be completed with the steel posts, and he is looking for a sign company that can make what we want on top of it. He also stated that last Monday the phones were ringing off the hook due to the fire that was close by. He sent an article to Phyllis Carlin regarding using power tools and starting fires. Director Oakley asked if there was a way we could put a recording on the new phones for information on fires. Director Pahl asked about the status of our grant applications. Chief Ward stated that we have yet to hear if we have been awarded anything from the Assistance to Firefighter grant or the Staffing for Adequate Fire and Emergency Response grant. We are currently waiting for a reply.

**8. Operations Report** – Chief Hartley's report was submitted in the Board packet with updates on the number of calls we have had, apparatus maintenance, number of Title 3 grant applications we have received and Fire Med memberships. Director Wilson had a question regarding 522's auxiliary pump seizing up and Director Norberg asked how many volunteers we had at this time. There were no other questions about the report. Director Pahl thanked Chief Hartley for being present on the Ranch when the fire broke out last Sunday. He was well received on posting comments on social media. Chief Ward added that we are also hosting a CPR class next week for the staff at the Homeowners Association.

**9 Correspondence/Recognitions** – none

**10. Comments/Questions:**

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – none

11.3 **Board** – none

**12. Adjournment** by Director Pahl at 7:38 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant

# Balance Sheet

## Crooked River Ranch Fire & Rescue

As of July 31, 2021

### Cash Basis

JUL 31, 2021

#### Assets

##### Current Assets

##### Cash and Cash Equivalents

Bond Fund	17,296.02
Capital Reserve Fund	328,161.33 + \$35,000
FIB - Checking	21,541.62
FIB - Payroll	3,444.83
General Fund	73,391.86
Local Option Levy Fund	438,378.75
PayPal	261.15
US Bank	10,484.21
<b>Total Cash and Cash Equivalents</b>	<b>892,959.77</b>

**Total Current Assets** 892,959.77

**Total Assets** 892,959.77

#### Liabilities and Equity

##### Liabilities

##### Current Liabilities

FIB - Credit Cards	2,363.97
Payroll Liabilities	(1,824.45)
<b>Total Current Liabilities</b>	<b>539.52</b>

**Total Liabilities** 539.52

##### Equity

Current Year Earnings	892,420.25
<b>Total Equity</b>	<b>892,420.25</b>

**Total Liabilities and Equity** 892,959.77

\$547,502.42

-\$ 539.52

\$546,962.90

-\$ 35,000.00

\$511,962.90

The \$35,000 DPSST grant funds were received in July but the transfer will reconcile in August. This caused a difference in the Balance Sheet versus the Budget Variance.



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

	July Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Ambulance Billing	\$19,082.96	\$19,082.96	\$200,000.00	-\$180,917.04	-90.4585%
Beginning Fund Balance	\$596,453.11	\$596,453.11	\$521,135.00	\$75,318.11	14.4527%
Contractual Income	\$0.00	\$0.00	\$400.00	-\$400.00	-100.0%
Emergency Address Signs	\$75.00	\$75.00	\$500.00	-\$425.00	-85.0%
FireMed	\$1,080.00	\$1,080.00	\$13,500.00	-\$12,420.00	-92.0%
Grant Funds	\$0.00	\$0.00	\$72,658.00	-\$72,658.00	-100.0%
Interest	\$344.30	\$344.30	\$7,500.00	-\$7,155.70	-95.4093%
Misc. Income	\$50.00	\$50.00	\$5,000.00	-\$4,950.00	-99.0%
Previously Levied Taxes	\$5,599.74	\$5,599.74	\$20,000.00	-\$14,400.26	-72.0013%
Sale of Assets/Apparatus	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%
Taxes Collected in Year Levied	\$622.43	\$622.43	\$979,441.00	-\$978,818.57	-99.9365%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
<b>Total Revenue</b>	<b>\$623,307.54</b>	<b>\$623,307.54</b>	<b>\$1,835,634.00</b>	<b>-\$1,212,326.46</b>	<b>-66.0%</b>
<b>Gross Profit</b>	<b>\$623,307.54</b>	<b>\$623,307.54</b>	<b>\$1,835,634.00</b>	<b>-\$1,212,326.46</b>	<b>-66.044%</b>
<b>Operating Expenses</b>					
<b>Debt Services</b>					
Debt Service:Apparatus Payment	\$0.00	\$0.00	\$27,046.00	-\$27,046.00	-100.0%
<b>Total Debt Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,046.00</b>	<b>-\$27,046.00</b>	<b>-100.0%</b>
<b>Materials &amp; Services</b>					
Administration	\$1,398.43	\$1,398.43	\$16,000.00	-\$14,601.57	-91.2598%
Building Maintenance & Supplies	\$511.48	\$511.48	\$35,000.00	-\$34,488.52	-98.5386%
Department Services	\$101.18	\$101.18	\$3,000.00	-\$2,898.82	-96.6273%
Dispatch Services	\$267.06	\$267.06	\$58,952.00	-\$58,684.94	-99.547%
EMS Operations	\$1,874.76	\$1,874.76	\$45,000.00	-\$43,125.24	-95.8339%
Fire Operations	\$7,961.45	\$7,961.45	\$67,535.00	-\$59,573.55	-88.2114%
Fuel	\$1,514.39	\$1,514.39	\$15,000.00	-\$13,485.61	-89.9041%
Insurance	\$0.00	\$0.00	\$36,000.00	-\$36,000.00	-100.0%
Prevention	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Professional Services	\$855.12	\$855.12	\$45,000.00	-\$44,144.88	-98.0997%
Radios/Communications	\$0.00	\$0.00	\$25,150.00	-\$25,150.00	-100.0%
Rope Rescue Operations	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%
SAFER Grant Expenditures	\$425.00	\$425.00	\$26,158.00	-\$25,733.00	-98.3753%
Training	\$287.50	\$287.50	\$25,715.00	-\$25,427.50	-98.882%
Travel	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
Tuition Reimbursement	\$0.00	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Uniforms	\$43.17	\$43.17	\$5,713.00	-\$5,669.83	-99.2444%
Utilities	\$1,136.55	\$1,136.55	\$25,000.00	-\$23,863.45	-95.4538%
Vehicle/Equipment Maintenance	\$7,395.86	\$7,395.86	\$35,000.00	-\$27,604.14	-78.869%
Volunteer Incentive Program	\$1,890.00	\$1,890.00	\$22,600.00	-\$20,710.00	-91.6372%
Wellness Program	\$327.00	\$327.00	\$10,000.00	-\$9,673.00	-96.73%
<b>Total Materials &amp; Services</b>	<b>\$25,988.95</b>	<b>\$25,988.95</b>	<b>\$537,823.00</b>	<b>-\$511,834.05</b>	<b>-95.2%</b>

<b>Personnel Services</b>					
Administrative Assistant	\$3,148.20	\$3,148.20	\$39,403.00	-\$36,254.80	-92.0103%
Administrative Assistant Overtime	\$294.88	\$294.88	\$1,343.00	-\$1,048.12	-78.0432%
Assistant Chief	\$4,969.05	\$4,969.05	\$64,367.00	-\$59,397.95	-92.2801%
Employee Benefits	\$12,704.38	\$12,704.38	\$183,359.00	-\$170,654.62	-93.0713%
Fire Chief	\$6,761.92	\$6,761.92	\$87,524.00	-\$80,762.08	-92.2742%
Part-Time Personnel	\$3,996.25	\$3,996.25	\$33,840.00	-\$29,843.75	-88.1908%
Payroll Taxes	\$3,842.33	\$3,842.33	\$43,615.00	-\$39,772.67	-91.1903%
PERS	\$11,230.87	\$11,230.87	\$151,969.00	-\$140,738.13	-92.6098%
Shift Personnel Overtime	\$5,832.07	\$5,832.07	\$45,920.00	-\$40,087.93	-87.2995%
Shift Personnel Wages	\$14,753.75	\$14,753.75	\$188,023.00	-\$173,269.25	-92.1532%
Student Volunteer Stipends	\$540.00	\$540.00	\$7,290.00	-\$6,750.00	-92.5926%
Volunteer Stipends & Benefits	\$3,500.00	\$3,500.00	\$36,500.00	-\$33,000.00	-90.411%
Workers Comp. & Group Accident Ins	\$13,781.99	\$13,781.99	\$16,000.00	-\$2,218.01	-13.8626%
<b>Total Personnel Services</b>	<b>\$85,355.69</b>	<b>\$85,355.69</b>	<b>\$899,153.00</b>	<b>-\$813,797.31</b>	<b>-90.5%</b>
<b>Total Operating Expenses</b>	<b>\$111,344.64</b>	<b>\$111,344.64</b>	<b>\$1,464,022.00</b>	<b>-\$1,352,677.36</b>	<b>-92.3946%</b>
<b>Operating Income / (Loss)</b>	<b>\$511,962.90</b>	<b>\$511,962.90</b>	<b>\$371,612.00</b>	<b>\$140,350.90</b>	<b>37.7681%</b>
<b>Other Income and Expense</b>					
Contingency	\$0.00	\$0.00	-\$58,952.00	\$58,952.00	100.0%
Transfer Out	\$0.00	\$0.00	-\$50,000.00	\$50,000.00	100.0%
<b>Total Other Income and Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$108,952.00</b>	<b>\$108,952.00</b>	<b>100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$511,962.90</b>	<b>\$511,962.90</b>	<b>\$262,660.00</b>	<b>\$249,302.90</b>	<b>94.9147%</b>
<b>Net Income</b>	<b>\$511,962.90</b>	<b>\$511,962.90</b>	<b>\$262,660.00</b>	<b>\$249,302.90</b>	<b>94.9147%</b>
<b>Total Comprehensive Income</b>	<b>\$511,962.90</b>	<b>\$511,962.90</b>	<b>\$262,660.00</b>	<b>\$249,302.90</b>	<b>94.9147%</b>





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

	July Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Beginning Fund Balance	\$16,232.95	\$16,232.95	\$8,529.00	\$7,703.95	90.3265%
Interest	\$13.84	\$13.84	\$300.00	-\$286.16	-95.3867%
Previously Levied Taxes	\$939.39	\$939.39	\$3,500.00	-\$2,560.61	-73.1603%
Taxes Collected in Year Levied	\$109.84	\$109.84	\$184,087.00	-\$183,977.16	-99.9403%
<b>Total Revenue</b>	<b>\$17,296.02</b>	<b>\$17,296.02</b>	<b>\$196,416.00</b>	<b>-\$179,119.98</b>	<b>-91.2%</b>
<b>Gross Profit</b>	<b>\$17,296.02</b>	<b>\$17,296.02</b>	<b>\$196,416.00</b>	<b>-\$179,119.98</b>	<b>-91.1942%</b>
<b>Operating Expenses</b>					
<b>Debt Services</b>					
Debt Service: Bond Payment	\$0.00	\$0.00	\$179,848.00	-\$179,848.00	-100.0%
<b>Total Debt Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$179,848.00</b>	<b>-\$179,848.00</b>	<b>-100.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$179,848.00</b>	<b>-\$179,848.00</b>	<b>-100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$17,296.02</b>	<b>\$17,296.02</b>	<b>\$16,568.00</b>	<b>\$728.02</b>	<b>4.3941%</b>
<b>Net Income</b>	<b>\$17,296.02</b>	<b>\$17,296.02</b>	<b>\$16,568.00</b>	<b>\$728.02</b>	<b>4.3941%</b>
<b>Total Comprehensive Income</b>	<b>\$17,296.02</b>	<b>\$17,296.02</b>	<b>\$16,568.00</b>	<b>\$728.02</b>	<b>4.3941%</b>



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

	July Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Beginning Fund Balance	\$327,976.01	\$327,976.01	\$359,000.00	-\$31,023.99	-8.6418%
Grant Funds	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	
Interest	\$185.32	\$185.32	\$2,750.00	-\$2,564.68	-93.2611%
Transfer In	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%
<b>Total Revenue</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$411,750.00</b>	<b>-\$48,588.67</b>	<b>-11.8%</b>
<b>Gross Profit</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$411,750.00</b>	<b>-\$48,588.67</b>	<b>-11.8005%</b>
<b>Operating Expenses</b>					
<b>Capital Outlay</b>					
Capital Outlay & Grant Awards: Apparatus Purchases	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%
Capital Outlay & Grant Awards: EMS Purchase	\$0.00	\$0.00	\$38,000.00	-\$38,000.00	-100.0%
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,000.00</b>	<b>-\$88,000.00</b>	<b>-100.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,000.00</b>	<b>-\$88,000.00</b>	<b>-100.0%</b>
<b>Operating Income / (Loss)</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$323,750.00</b>	<b>\$39,411.33</b>	<b>12.1734%</b>
<b>Other Income and Expense</b>					
Contingency	\$0.00	\$0.00	-\$100,000.00	\$100,000.00	100.0%
<b>Total Other Income and Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$100,000.00</b>	<b>\$100,000.00</b>	<b>100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$223,750.00</b>	<b>\$139,411.33</b>	<b>62.3067%</b>
<b>Net Income</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$223,750.00</b>	<b>\$139,411.33</b>	<b>62.3067%</b>
<b>Total Comprehensive Income</b>	<b>\$363,161.33</b>	<b>\$363,161.33</b>	<b>\$223,750.00</b>	<b>\$139,411.33</b>	<b>62.3067%</b>

# Payable Invoice Detail

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

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Adam Wiley</b>					
Jul 6, 2021	Cell Phone Reimb. - Adam W.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Adam Wiley</b>			<b>90.00</b>		
<b>Advanced Stamp &amp; Laser, LLC</b>					
Jul 16, 2021	11184	Nameplate for Kay Norberg	20.50	Paid	Materials & Services:Department Services
<b>Total Advanced Stamp &amp; Laser, LLC</b>			<b>20.50</b>		
<b>Aflac</b>					
Jul 16, 2021	EFT	Premiums from Staff	599.88	Approved	Payroll Liabilities
<b>Total Aflac</b>			<b>599.88</b>		
<b>Amy Weddle</b>					
Jul 6, 2021	Cell Phone Reimb. - Amy W.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Amy Weddle</b>			<b>90.00</b>		
<b>BendTel</b>					
Jul 20, 2021	0436666	Outbound long distance charges, recurring service charges, taxes, surcharges and fees	496.26	Paid	Materials & Services:Utilities:Telecom munications
<b>Total BendTel</b>			<b>496.26</b>		
<b>BoundTree Medical, LLC</b>					
Jul 20, 2021	84125918	IV Solution, Sodium Chloride .9% 1000ml Bag 12 ea	58.32	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84125918	Bandage, Cohesive, COFLEX NL, Purple 1 in x 5 yds	3.81	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	IV Catheter, Via Valve Safety w/Blood Control, 18 ga	102.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	Control Solution, Assure Prism Multi, L1 and L2	22.86	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	Cureplex Oxygen Nasal Cannula, Adult, Conventional, Green	29.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	Bandage, Cohesive, COFLEX NL, Green 1 in x 5 yds	3.81	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	IV Solution, Sodium Chloride .9%, 1000ml bag 14ea/cs	60.96	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 20, 2021	84124351	Electrodes, Blue Sensor SP, Med Size, Pediatric/Adult	103.92	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	Bandage, Cohesive, COFLEX NL, Assorted Color Pack, 2 in x 5 yrd	6.60	Paid	Materials & Services:EMS Operations:Supplies
Jul 20, 2021	84124351	Curaplex ECG Chart Paper	36.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 26, 2021	84134558	IV Start Kit - IV Guard, Lock, Flush	108.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>535.28</b>		
<b>Brodie Blok</b>					
Jul 6, 2021	Cell Phone Reimb - Brodie Blok	Cell phone reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Brodie Blok</b>			<b>90.00</b>		
<b>Carson Oil Company, Inc.</b>					
Jul 6, 2021	CP-00320268	Fuel for all apparatus	818.43	Paid	Materials & Services:Fuel
Jul 20, 2021	CP-00324014	Fuel for all apparatus	695.96	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,514.39</b>		
<b>CLIA Laboratory Program</b>					
Jul 16, 2021	38D0926395	CLIA Inspection Fee	180.00	Paid	Materials & Services:EMS Operations:Fees/Dues
<b>Total CLIA Laboratory Program</b>			<b>180.00</b>		
<b>Colton Steinke</b>					
Jul 6, 2021	Cell Phone Reimb.-Colton S.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Colton Steinke</b>			<b>90.00</b>		
<b>Crooked River Needle Works LLC</b>					
Jul 26, 2021	184	Shirt and embroidery for Kay Norberg	43.17	Paid	Materials & Services:Uniforms
<b>Total Crooked River Needle Works LLC</b>			<b>43.17</b>		
<b>Crooked River Ranch Water Company</b>					
Jul 1, 2021	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Jul 1, 2021	94	Water	74.12	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>108.71</b>		
<b>Crooked River Sanitary</b>					
Jul 1, 2021	00014	Sanitation Services for June	72.02	Paid	Materials & Services:Utilities:Sanitatio n
<b>Total Crooked River Sanitary</b>			<b>72.02</b>		
<b>Dan Marsh</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 6, 2021	Cell Phone Reimb.-Dan Marsh	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Dan Marsh</b>			<b>90.00</b>		
<b>Dennis Senko</b>					
Jul 6, 2021	Cell Phone Reimb. - Dennis S.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Dennis Senko</b>			<b>90.00</b>		
<b>Deschutes County 911 Service District</b>					
Jul 16, 2021	2484	911 Data Network Reimbursement	267.06	Paid	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>			<b>267.06</b>		
<b>Deschutes County Clerk</b>					
Jul 6, 2021		Election Fee for processing voter ballots	36.82	Paid	Materials & Services:Professional Services:Elections Fees
<b>Total Deschutes County Clerk</b>			<b>36.82</b>		
<b>FASTENAL Company</b>					
Jul 6, 2021	ORRED187476	L Goat Pair of Gloves	46.50	Paid	Materials & Services:Fire Suppression:PPE
<b>Total FASTENAL Company</b>			<b>46.50</b>		
<b>Frank Day</b>					
Jul 6, 2021	Cell Phone Reimb. - Frank Day	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Frank Day</b>			<b>90.00</b>		
<b>Garrett Schweigert</b>					
Jul 6, 2021	Cell Phone Reimb. - Garrett S.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Garrett Schweigert</b>			<b>90.00</b>		
<b>Gary White</b>					
Jul 6, 2021	Cell Phone Reimb.- Gary White	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Gary White</b>			<b>90.00</b>		
<b>Hagemeister Enterprises, Inc.</b>					
Jul 20, 2021	32368R	Battery for Generator on Rescue Trailer	62.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:514118
Jul 20, 2021	32368R	Battery for Radios in Chief's rig	21.50	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 28, 2021	32423R	Battery for old 542 512905	149.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:512905
<b>Total Hagemeister Enterprises, Inc.</b>			<b>233.50</b>		
<b>Harry Ward</b>					
Jul 1, 2021	Reimbursement	Reimbursement of Water for Fire Rehab	40.68	Paid	Materials & Services:Department Services:Rehab Supplies
<b>Total Harry Ward</b>			<b>40.68</b>		
<b>HRA VEBA Trust</b>					
Jul 16, 2021	ACH	Contributions for staff/Deferred Compensation	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>1,500.00</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Jul 6, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Jul 6, 2021	PAC Donations - ACH	PAC donations to Union from staff	20.00	Paid	Payroll Liabilities
Jul 16, 2021	Union Dues - ACH	Union Dues for Tom, David, Alysha	102.00	Paid	Payroll Liabilities
Jul 16, 2021	PAC Donations to Union - ACH	PAC Donations from Staff	20.00	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>244.00</b>		
<b>International Association of Fire Chief's</b>					
Jul 1, 2021	000129337	Annual Department Membership and Western Division Dues	260.00	Paid	Materials & Services:Administration:Memberships
<b>Total International Association of Fire Chief's</b>			<b>260.00</b>		
<b>Jeff Scheetz</b>					
Jul 6, 2021	Cell Phone Reimb.- Jeff Scheetz	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Jeff Scheetz</b>			<b>90.00</b>		
<b>L.N. Curtis &amp; Sons</b>					
Jul 20, 2021	INV507353	Battery Pack	6,534.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jul 20, 2021	INV507353	Battery Pack, BOGO deal	-	Paid	
Jul 20, 2021	INV507353	Charging station kit	702.72	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jul 20, 2021	INV507353	Shipping	32.48	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total L.N. Curtis &amp; Sons</b>			<b>7,269.20</b>		
<b>Marta McGovern-Philpott</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 6, 2021	Cell Phone Reimb.-Marta Mc.	Cell Phone Reimbursement for April/May/June 2021	90.00	Paid	Materials & Services:Volunteer Incentives
<b>Total Marta McGovern-Philpott</b>			<b>90.00</b>		
<b>MasterCard</b>					
Jul 1, 2021	XXXX 4382	Batteries for Door Bell at Front Door of Station	14.90	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 7, 2021	C138175	Towing of 522 to TEC Equipment in Redmond	600.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Jul 8, 2021	XXXX 4382	52 tab Index dividers for Admin. Manual	29.54	Paid	Materials & Services:Administration:Supplies
Jul 8, 2021	XXXX 4382	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Jul 9, 2021	XXXX 4382	Heartsaver First Aid CPR AED Course Digital Video Registration Fee for Kay Norberg & Barbara Oakley	165.00	Paid	Materials & Services:EMS Operations:Supplies
Jul 12, 2021	XXXX 4382	for SDAO Risk Management Training @ Eagle Crest, August 10th	100.00	Paid	Materials & Services:Training
Jul 15, 2021	XXXX 4382	Engraved thank you gift for Board Member	40.00	Paid	Materials & Services:Department Services
Jul 15, 2021	HD 202412909	CAT5E Cable 25 FT	11.98	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 16, 2021	5941916-96715066	monthly service fee	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Jul 19, 2021	111-7814418-1067404	Replace a vacuum for station.	347.00	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 19, 2021	111-3339925-8897839	Bookcase for Chief's office	145.52	Paid	Materials & Services:Administration:Office Equipment
Jul 19, 2021	111-9614825-9653057	Rotating Brochure Rack for Lobby	383.00	Paid	Materials & Services:Administration:Office Equipment
Jul 19, 2021	INV-3272353	Mo. Subscription Fee	24.00	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Jul 21, 2021	111-8576856-6463408	Coffee Pods for Kitchen supply from Amazon	29.11	Paid	Materials & Services:Vehicle/Equipment Maintenance:513901
Jul 22, 2021	111-7608784-2775442	iq4 Smart Charger for 542	20.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:513901
Jul 24, 2021	0000Y121Y8301	UPS Charges for shipping of package	20.85	Paid	Materials & Services:Administration:Postage & Shipping
Jul 28, 2021	W870607456	Cabinets for Dana's office	980.00	Paid	Materials & Services:Building & Maintenance



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 29, 2021	D01-4957932-4576204	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:Memberships
Jul 29, 2021	5PTBD1421F1021496	Registration Fee for Trailer	115.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Jul 29, 2021	113-1842317-9276256	CR2016 Lithium Batteries from Amazon for remote door opener	5.98	Paid	Materials & Services:Building & Maintenance:Supplies
Jul 30, 2021	HD 206908627	rubber mats to keep ladders from sliding during training.	119.98	Paid	Materials & Services:Training
<b>Total MasterCard</b>			<b>3,233.34</b>		
<b>Nationwide Retirement Solutions</b>					
Jul 6, 2021	Deferred Comp - EFT	Deferred Comp contributions from staff	230.00	Paid	Payroll Liabilities
Jul 16, 2021	Deferred Comp - EFT	Deferred Compensation contributions from staff	230.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>460.00</b>		
<b>Norco</b>					
Jul 8, 2021	32510765	OX/DM D Medical Oxygen	17.62	Paid	Materials & Services:EMS Operations:Supplies
Jul 8, 2021	32510765	DEY-Medical Oxygen USP	36.77	Paid	Materials & Services:EMS Operations:Supplies
Jul 8, 2021	32510765	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>79.39</b>		
<b>OFSOA</b>					
Jul 16, 2021	Membership Fee	Annual membership for Dana to Oregon Fire Service Office Administrators	40.00	Paid	Materials & Services:Administration:Memberships
<b>Total OFSOA</b>			<b>40.00</b>		
<b>Oregon PERS</b>					
Jul 8, 2021	PERS - EFT	Employer Contributions	4,560.09	Paid	Personnel Services:PERS
Jul 8, 2021	PERS - EFT	Employee Contributions, paid by Employer	1,117.89	Paid	Personnel Services:PERS
Jul 26, 2021	PERS - EFT	Employer contributions	4,639.57	Approved	Personnel Services:PERS
Jul 26, 2021	PERS - EFT	Employee contributions, paid by Employer	1,151.81	Approved	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>11,469.36</b>		
<b>Pacific Power</b>					
Jul 6, 2021	24712171-001-3	Basic Charges, Load Size, Demand Charges, Taxes and Kilowatt Usage	459.56	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>459.56</b>		
<b>Quill Corporation</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jul 16, 2021	17740987	File Folders, Binders, Index tabs, Copier Paper	213.94	Paid	Materials & Services:Administration:Supplies
<b>Total Quill Corporation</b>			<b>213.94</b>		
<b>Solutions Yes</b>					
Jul 21, 2021	INV282399	B/W Copies and Color Copy Use	81.06	Paid	Materials & Services:Administration:Copier Expenses
<b>Total Solutions Yes</b>			<b>81.06</b>		
<b>Special Districts Insurance Services</b>					
Jul 1, 2021	Workers Comp Policy	Workers Comp policy for 2021-2022	13,781.99	Paid	Personnel Services:Workers Comp. & Group Accident
Jul 1, 2021	EAP for Personnel	Fee for EAP for Personnel July 1, 2021 - June 30, 2022	393.12	Paid	Materials & Services:Professional Services:E.A.P.
Jul 6, 2021	03-0052514	August Health Premiums for Staff	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Jul 6, 2021	03-0052514	August Dental Premiums for Staff	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Jul 6, 2021	03-0052514	August Long-Term Dis Premiums for Staff	136.26	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>25,129.49</b>		
<b>Swift Steel</b>					
Jul 21, 2021	991183	Purchase of Steel to finish Reader Board Project	39.60	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Swift Steel</b>			<b>39.60</b>		
<b>Terminix</b>					
Jul 26, 2021	175167	Monthly maintenance for spraying of spiders, rodants, etc.	98.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Terminix</b>			<b>98.00</b>		
<b>US Bank Equipment Finance</b>					
Jul 16, 2021	44738779 - EFT	Contract Payment	139.99	Approved	Materials & Services:Administration:Copier Expenses
Jul 16, 2021	44738779 - EFT	Property Damage Surcharge	24.40	Approved	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>164.39</b>		
<b>Wright Ford, Inc.</b>					
Jul 1, 2021	591	Standard Oil Change and Inspection on 591. Multi-Point Inspection found signs of Leak at Front Inner Axle Seals, will	25.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		need to be replaced by Winter. Battery ok, Brakes and lining ok, Tire Tread and Tires ok. Labor			
Jul 1, 2021	591	Parts	8.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848
Jul 1, 2021	591	Oil/Grease	24.43	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848
Jul 1, 2021	591	Tax	0.20	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848
<b>Total Wright Ford, Inc.</b>			<b>58.58</b>		
<b>Your Care, LLC</b>					
Jul 16, 2021	18009	Firefighter limited lab panel w/PSA for Frank Day	230.00	Paid	Materials & Services:Wellness Program
Jul 16, 2021	18009	CLARS SC LAB Arsenic Speciation	97.00	Paid	Materials & Services:Wellness Program
Jul 16, 2021	18009	Firefighter limited lab panel w/h PSA for Brooklyn Emerson	210.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 16, 2021	18009	Firefighter physical for Brooklyn Emerson	300.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 16, 2021	18009	RQPX Respirator Questionnaire with Physical	25.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 16, 2021	18009	Rapid Drug Screen 10 panel for Brooklyn Emerson	35.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 16, 2021	18009	HEP B Adult Dosage for intramuscular use for Brooklyn Emerson	85.00	Paid	Materials & Services:SAFER Grant Expenditures
Jul 16, 2021	18009	Credit used/adjustment	(230.00)	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total Your Care, LLC</b>			<b>752.00</b>		
<b>Total</b>			<b>56,736.68</b>		

- DRAFT -

**BOARD POLICY- RECONCILIATIONS**

**(14.03)**

**(14.03) RECONCILIATIONS**

**1. PURPOSE**

A. This policy establishes expectations for financial reconciliation procedures.

**2. BANK RECONCILIATIONS:**

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

**BOARD POLICY- RECONCILIATIONS**

**(14.03)**

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

**3. RECONCILIATIONS OF OTHER GENERAL LEDGER ACCOUNTS:**

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

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

- i. Cash - The balances in cash accounts shall agree with the balances shown on the bank reconciliations for each month.
- ii. Prepaid - The amounts in these accounts shall equal advance payments paid to vendors at the end of the accounting period.
- iii. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans, and amounts due to others.
- iv. Accounts Payable - The balance in this account shall equal amounts owed to vendors at the end of the accounting period and the aging report.
- v. Payroll Tax Liabilities - The amounts in these accounts shall equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities.
- vi. Due to Others - If there are any amounts owed to others at the end of the period they shall be recorded and the correct balance maintained in the general ledger accounts.

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

- i. Income - The amounts charged to the various cash accounts shall be reconciled with funding reports.
- ii. Gross Salary Accounts - The balances in the gross salary accounts shall be added together and reconciled with the amounts reported on quarterly payroll returns.
- iii. Consulting - The amounts charged shall be reconciled to the contracts.

**BOARD POLICY- RECONCILIATIONS**

**(14.03)**

**4. ELECTRONIC PAYMENT PROCESS:**

- A. Invoices are received by Administrative Assistant who will match invoices to the packing slip (if any).
- B. Invoices will be stamped with “Approved by Stamp” and given to the Fire Chief or Assistant Chief for approval and assigned a line-item code.
- C. The Fire Chief or Assistant Chief returns the approved invoices to the Administrative Assistant who then enters the payment into the accounting platform utilized by the District.
- D. The Administrative Assistant prepares all invoices for online payments and will have authorization lines on the invoice and/or Vendor Payables Detail Report for the Board of Directors signatures prior to making the payment online.
  - i. Each invoice will state if it is paid by Automated Clearing House (ACH); Electronic Funds Transfer (EFT) or through the Vendors website. This will be printed on the invoice or Vendors Payable Detail Report.
- E. Once invoices are authorized by the Board of Directors, they are paid online by the Administrative Assistant.
- F. Receipt of the payment from the Vendor will be attached to the invoice stating the date of payment, amount, etc. (If it is supplied by the Vendor.)

**THIS PROCESS HAS FOUR (4) DIFFERENT INDIVIDUALS INVOLVED IN THE PAYMENT AND APPROVAL PROCESS.**



**BOARD POLICY- ELECTRONIC MAIL (E-MAIL)****(16.01)**

---

**(16.01) E-MAIL**

1. **PURPOSE:** This policy will define email use within the District. Electronic mail shall be used appropriately in carrying out the business operations of the District. E-mail is a District resource and is provided as a business communications tool. E-mail is subject to the public record and retention requirements established by the State of Oregon. Employees should have no expectation of privacy in their use of electronic mail.
  
2. **PUBLIC / PRIVATE ACCESS:**
  - A. The District reserves the right to monitor E-mail messages and to access employee E-mail.
  - B. No employee shall read E-mail received by another employee when there is no business purpose for doing so.
  - C. No employee shall send E-mail under another employees' name without authorization.
  - D. No employee shall change any portion of a previously sent E-mail message without authorization.
  
3. **APPROPRIATE USE:**
  - A. E-mail shall be used for business matters related to the business activities of the District and as a means to support the District by providing services that are efficient, complete, accurate and timely.
  - B. Personal use of E-Mail is limited and subject to the same guidelines as given for usage of computers and Internet as stated in paragraphs four and five of the Oregon Government Standards and Practices Commission adopted Advisory Opinion No. 98A-1003.
  - C. E-mail shall not be used for personal gain, outside business activities, political activity, fund-raising, or charitable activity not sponsored by the District.



**4. FILING AND RETENTION:**

- A. The District's policy is to provide for efficient retention of E-mail communications. E-mail communications are considered public records and retention and disposition of public records is authorized by the District Records Retention Schedule as transmitted by the Oregon State Archivist May 12, 1992 and as may be updated from time-to-time.
- B. When appropriate, E-mail messages may be filed with program records and assume the same retention as the records they are filed with. When E-mail records do not relate obviously or directly to a program, they may be filed as correspondence. When they are filed as correspondence, the retentions are contained in the District Records Retention Schedule.
- C. Some E-mail systems enable users to enclose or attach records to messages. These enclosed or attached records need to be filed according to their function and content, and they will assume the retention of the records they are filed with.
- D. The District's E-mail system does not meet the State records requirements as a records retention system.
- E. When a Member is separating from the District that Member, with their Supervisor, shall review all of their E-mail documents to determine what should be retained or deleted. All E-mails determined to be retained shall be saved in the appropriate file records in the District's directories.

**BOARD POLICY- LAND, FACILITIES & EQUIPMENT USE (19.01)**

---

**(19.01) LAND, FACILITIES & EQUIPMENT USE**

PURPOSE: To extend the life and honor the public investment in the District’s land, facilities and equipment, and any use of assets should support the public safety functions of the District. In the case of an emergency, any function may be terminated and non-essential personnel asked to leave.

**1. AUTHORIZED USE OF THE BUILDING.**

- A. Fire, rescue and medical operations
- B. Enforcement of fire code rules and regulations
- C. Public safety planning, training and education
- D. Maintenance and storage of District equipment
- E. Residential use for District paid, student and volunteer staff
- F. Administration and District business
- G. Governance activities conducted by District elected officials and their designees
- H. Activities conducted by the District Volunteers that support the District mission
- I. Limited public events and activities that support the District mission
- J. Activities conducted by partner public safety agencies that support the mission of the District.

**2. UNANTICIPATED USE/ADMINISTRATION:**

The District Board of Directors are solely responsible for the adoption of the asset policy. The District Board of Directors may authorize by formal vote activities that are not anticipated by the above-listed uses as long as those uses are consistent with the intent of this policy. The District Fire Chief or his or her designee shall have responsibility for administration of this policy. Should a situation present itself that, in the District Fire Chief’s judgment, not be addressable in a timely manner, the Fire Chief may authorize a use not listed above but consistent with the intent of this policy. The subject use shall then be presented at the next scheduled Board of Director’s meeting for consideration of ratification.

**BOARD POLICY- LAND, FACILITIES & EQUIPMENT USE (19.01)**

---

**3. INSURANCE:**

- A. A user or business group shall provide a “Certificate of Insurance”. Proof of general liability insurance coverage must be provided to the District with limits equal to the current Oregon Tort Caps Act and name the District as an additional named insured under the general liability insurance policy of the user or business group.
  
- B. The policy shall not be less than \$2,000,000 per occurrence and \$4,000,000 aggregate.
  
- C. Some exceptions can be made according to the risk involved and upon approval of the District. Alternatively, a \$1,000,000 per occurrence, \$2,000,000 aggregate and additionally a \$1,000,000 million umbrella policy.
  
- D. If a user or business group doesn’t have the ability to provide the required insurance, then the Fire District might be able to allow the user or business group to purchase the liability insurance from the “TULIP” program provided through Special District Association of Oregon.

**BOARD POLICY- CONFIDENTIALITY**

**(21.01)**

---

**(21.01) CONFIDENTIALITY:**

PURPOSE: This policy will ensure that the operations, activities and business affairs of the District and its constituents are kept confidential to the greatest possible extent.

**1. THE DISTRICT AND ITS RESIDENTS/PATIENTS:**

- A. At the District, all personnel have access to highly confidential information about the District's residents and or patients of the District. Our residents and patients trust us with their confidential information. The District will follow all HIPPA regulations and maintain compliance to avoid costly penalties.
- B. No District records or information including, without limitation, documents, files, records, computer files, and similar materials may be removed from the District's facility without permission from the Fire Chief and or Board of Directors, except in the ordinary course of performing duties on behalf of the District. Additionally, the contents of the District's organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This policy also applies to items posted in a blog or website.

**2. EMPLOYEE RECORDS:**

- A. The District will safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally the District will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the District includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, Equal Employment Opportunity data, social security numbers, date of birth, employment eligibility data, and benefit plan enrollment information. This may include dependent personal information and school/college or certification credentials.
- B. Personal employee information will be considered confidential and, as such, will be shared only as required. All hard copy records will be maintained in a locked and secure records area, and/or through a secure human resources software program, or network. Participants in the District's benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs. This guideline applies to all District employees. If an employee becomes aware of a breach in maintaining confidentiality of his or her personal information, or is aware of any HIPPA violation, the employee should report the incident to the Fire Chief.

**BOARD POLICY- CONFIDENTIALITY**

**(21.01)**

---

**3. CORRECTIVE ACTION:**

- A. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.



**BOARD POLICY- WHISTLEBLOWER PROTECTION (25.01)**

---

**(25.01) WHISTLEBLOWER PROTECTION:**

PURPOSE: To provide and report procedures should the District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

1. The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report to the Fire Chief or designee. The employee may also provide the information to another District Board Director, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Fire Chief.
2. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report or wrongdoing may be subject to corrective action up to and including termination.
3. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
4. All reports of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigation and coordinating corrective action.

**BOARD POLICY- WHISTLEBLOWER PROTECTION (25.01)**

---

- 5. The District does not prohibit any employee from disclosing and will not threaten to take disciplinary action against an employee who discloses information that the employee reasonably believes is evidence of:
  - A. A violation of any federal, Oregon, or local law, rules or regulations by the District;
  - B. Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the District; or
  - C. The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the District will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

- 6. If you wish to report potential improper or unlawful conduct you should first talk to your supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Fire Chief, or if your supervisor is the Fire Chief, the Board President. Supervisors are required to inform the Fire Chief about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

- 7. Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the District’s violation of law will have an “affirmative defense” to any civil or criminal charges related to the disclosure. This affirmative defense is available to an employee who discloses information related to an alleged violation by a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) the Fire Chief employed by the District; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.



DRAFT

**BOARD POLICY- WHISTLEBLOWER PROTECTION**

**(25.01)**

---

8. The District will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful.

In addition, the District prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no District employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The District may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

9. This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the District determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

~~DRAFT~~

## **CYBER SECURITY POLICY**

### Purpose

It is the policy of the Crooked River Ranch Rural Fire Protection District that a sound cyber security policy will be in place to prevent unwanted intrusions, collection, manipulation and ransom of district data and information.

The purpose of this policy is to:

- Protect Crooked River Ranch Rural Fire Protection District data and infrastructure.
- Outline the protocols and guidelines that govern cyber security measures.
- Define the rules for company and personal use.
- List the company's disciplinary process for policy violations.

### Scope

This policy applies to all of Crooked River Ranch Rural Fire Protection District remote workers, permanent and part-time employees, contractors, volunteers, suppliers, interns, Board of Directors, and any individuals with access to the company's electronic systems, information, software, and/or hardware.

### Confidential Data

Crooked River Ranch Rural Fire Protection District defines "confidential data" as:

- Unreleased and classified financial information.
- Customer, supplier, and shareholder information.
- Employees' passwords, assignments, and personal information
- Company contracts and legal records

### Device Security

To ensure the security of all company-issued devices and information, Crooked River Ranch Rural Fire Protection District employees and volunteers are required to

- Keep all company-issued devices, including tablets, computers, and mobile devices, password-protected.
- Secure all relevant devices before leaving their desk/work station.
- Obtain authorization from the Chief/Office Manager before removing devices from company premises.

- DRAFT -

- Refrain from sharing private passwords with coworkers, personal acquaintances, senior personnel.
- Regularly update devices with the latest security software.

### Personal Use

Crooked River Ranch Rural Fire Protection District recognizes that employees and volunteers may be required to use personal devices to access company systems. In these cases, employees and volunteers must report this information to management for record-keeping purposes. To ensure company systems are protected, all employees and volunteers are required to:

- Keep all devices password-protected.
- Ensure all personal devices used to access company related systems are password protected.
- Install full featured antivirus software.
- Regularly upgrade antivirus software.
- Lock all devices if left unattended.
- Ensure all devices are protected at all times.
- Always use secure and private networks.

### Email Security

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, Crooked River Ranch Rural Fire Protection District requires all employees and volunteers to:

- Verify the legitimacy of each email, including the email address and sender name.
- Avoid opening suspicious emails, attachments, and clicking on links.
- Look for any significant grammatical errors.
- Avoid clickbait titles and links.
- Contact the Information Specialist regarding any suspicious emails.

### Transferring Data

Crooked River Ranch Rural Fire Protection District recognizes the security risks of transferring confidential data internally and/or externally. To minimize the chances of data theft, we instruct all employees and volunteers to:

- Refrain from transferring classified information to employees/volunteers and outside parties.
- Only transfer necessary confidential data over Crooked River Ranch Rural Fire Protection networks.



- DRAFT -

- Obtain the necessary authorization from senior management.
- Verify the recipient of the information and ensure they have the appropriate security measures in place.
- Adhere to Crooked River Ranch Rural Fire Protection District data protection law and confidentiality agreement.
- Immediate alert the Information Specialist/Fire Chief of any breaches, malicious software, and/or scams.

### Disciplinary Action

Performance of illegal activities through the District's network by any user is prohibited. The employee/volunteer bears responsibility for and consequences of misuse of their access. Violation of this policy can lead to disciplinary action, up to and including termination. Crooked River Ranch Rural Fire Protection District disciplinary protocols are based on the severity of the violation. Unintentional violations may only warrant a verbal warning, frequent violations of the same nature may lead to a written warning, and intentional violations can lead to suspension and/or termination, depending on the case circumstances.

### Review Process

It is the responsibility of the Fire Chief to develop specific policies regarding passwords, etc. In addition, the Fire Chief will ensure that the Department maintains appropriate insurance policies to cover any cyber breaches, and monitor the coverages provided by outside agencies which have access to Crooked River Ranch Rural Fire Protection Districts information and/or computer systems. Reports will be made to the Board of Directors quarterly at a minimum.



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 District's Equipment and Apparatus      **RESOLUTION:      2021-07**

**WHEREAS**, the Board of Directors of Crooked River Ranch Rural Fire Protection District has determined that specific items in the inventory of the Crooked River Ranch Rural Fire Protection District are outdated and are of no use to the District; and

**WHEREAS**, regulations required that the Board of Directors officially declare equipment or apparatus surplus property in order to dispose of it; and

**WHEREAS**, the Board of Directors has determined with input from the Fire Chief that the 1984 AMGN 5-ton Military Truck, Asset # 512905 is of no longer of use to the District and that he is recommending the apparatus be disposed of according to the policies of the District and Oregon Revised Statutes; and

**WHEREAS**, a copy of the inventory changes will be supplied to the District's Auditor of Record in a timely manner;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT, OREGON** that the property listed here to be declared Surplus Property and be disposed of according to the policies of the Crooked River Ranch Rural Fire Protection District and the laws of the State of Oregon.

**INTRODUCED and ADOPTED** Thursday, August 19, 2021

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Brad Pahl, Board Director

By: \_\_\_\_\_  
Jeff Green, Board Director

By: \_\_\_\_\_  
Barbara Oakley, Board Director

By: \_\_\_\_\_  
Kay Norberg, Board Director

By: \_\_\_\_\_  
Mark W. Wilson, Board Director

*- DRAFT -*



# CROOKED RIVER RANCH FIRE & RESCUE

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

## Fire Chiefs Report – August 2021

- July and the first half of August have been busy with calls, regular maintenance, and other projects.
- The tractor was taken in and had a complete service done on it. Changed the oil and filters as well as making sure all fluids and fixed small hydraulic leaks.
- We also have been stalled a little on the training building due to heat, but our goal is to have it ready for an open house and dedication in October. We will be looking at dates for that event.
- The Pancake breakfast is on it will be scaled down a little, but the goal is to have the event.
  - Some of the changes will be all the butter and syrup will be in individual serving packets along with eating utensils will also be prepackaged.
  - We have filled out paperwork with Jefferson County Health on the event and will get their approval for how we are setting things up and operating.
  - There will only be pancakes and sausage. The group felt this would be easy and frees up more people to clean and bus tables.
- We will be partnering with DPSST and Illinois Fire Service Institute (IFSI) to host an Incident command leadership course.
- The Line of Duty Death Policy and Procedure that I have been working on is coming along very well. I have been asked to work with the Oregon Fire Chiefs Association to have something similar for the Oregon Fire Service.

Respectively submitted,

Harry Ward, Fire Chief





# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report August, 2021

- Calls for service in July totaled 64. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	4	0	3	5	1	6	1					
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0					
3-Rescue & EMS	27	40	36	47	36	45	48					
4-Hazardous Condition (No Fire)	0	0	0	0	3	2	0					
5-Service Call	5	5	5	3	9	4	10					
6-Good Intent Call	3	7	11	5	8	3	4					
7-False Alarm & False Call	0	0	0	1	0	1	1					
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0					
9-Special/Other Incident	0	0	0	0	0	0	0					
	<b>39</b>	<b>52</b>	<b>55</b>	<b>61</b>	<b>57</b>	<b>61</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Calls-To-Month End 2021</b>												
<b>389</b>												
<i>Total Calls-To-Month End 2020</i>	<i>39</i>	<i>66</i>	<i>49</i>	<i>50</i>	<i>53</i>	<i>38</i>	<i>50</i>	<i>61</i>	<i>47</i>	<i>54</i>	<i>41</i>	<i>63</i>

- Auto/Mutual Aid Given/Received (year-to-date)

- Auto-Aid Given - 9
- Auto-Aid Received - 4
- Mutual-Aid Given - 13
- Mutual-Aid Received - 9

- The District has three new Student Volunteers in academy during August. They are Elizabeth Ramirez, Brooklyn Emerson, and Kyle Ward. They will be completing wildland firefighter training, structural firefighting training, and emergency driver training

throughout the month. Once completed they will be assigned to a shift and will be attending Central Oregon Community College this fall.

- Title 3 Grant Applications for fuels reduction on private property as of July 30th:
  - Applications received: 17
  - Applications for work in progress: 10
  - Applications completed for payment: 7
- Fire Med Memberships report (month-to-date):
  - Memberships renewed: 26
  - New memberships: 4
  - Non-renewals: 4

Respectfully submitted,

Sean Hartley, Assistant Chief