



# CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760  
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[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, September 16, 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 – (excused)  
Asst. Fire Chief, Sean Hartley  
Admin. Assistant, Dana Schulke

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### **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 Meeting Minutes– Director Pahl
  - 3.1 Approval of Board Meeting minutes from August 19th, 2021
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for August 2021 – Director Norberg
  - 4.2 Appointment of Board members to sign checks for Monday, October 11th and Monday, October 25th, 2021 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Discussion/Approval of Board Policy 17.01, Cyber Security – 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/Approval of Resolution of 2021-08 Adopting the Board Policy Manual – Director Pahl
  - 6.2 Discussion/Approval of Resolution of 2021-09 Receiving Unanticipated Revenue into the General Fund – Assistant Fire Chief, Sean Hartley

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. Comment/Questions:
  - 9.1 Public input on the current agenda topics
  - 9.2 Public input on future agenda topics – (Please limit to one topic)
10. Correspondence/ Recognitions/ Good of the Order – Director Pahl
11. Adjournment – Director Pahl

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

**Board Meeting Minutes**  
**August 19, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 19, 2021, at 6:30 p.m., via the Zoom platform.

**Board Meeting Minutes**

1. Called to Order by Director Pahl at 6:31 p.m., and roll call was taken by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward and Administrative Assistant, Dana Schulke, Captain, Alysha Delorto and Volunteer, Marta McGovern-Philpott. Assistant Fire Chief, Sean Hartley was excused. Members of the public were John and Pat Hayes.
2. **Review of Meeting Agenda Items** – Director Pahl stated that item 6.1 will be dealt with under 5.1, approval of policies. There were no other items to be added or deleted from the agenda.
3. **Approval of the Board Workshop & Board Meeting minutes from July 13<sup>th</sup> and July 15<sup>th</sup> - (3.1 and 3.2).** A review of the Board Workshop minutes from July 13<sup>th</sup> was done by the Board. Director Wilson questioned the word “Opinion” on section 2 of the Board Workshop minutes. He thought it should read “Oregon”. Director Pahl looked at the old policy and it did say “Opinion”, not Oregon. Administrative Assistant, Dana Schulke thought it should read Oregon. These minutes will be amended. The Board Meeting minutes from July 15<sup>th</sup> were then reviewed and Director Norberg had a correction on section 7 of the Fire Chief’s report. She said she did not understand the second sentence and it did sound right. Chief Ward stated he did say that sentence in the way it currently read in the minutes. There were no other corrections or questions to these minutes. Director Wilson made a motion to approve the Board Workshop minutes from July 13<sup>th</sup> as amended and Board Meeting minutes from July 15<sup>th</sup> as presented. Director Green seconded the motion. A roll call was done by Director Oakley and all Board members approved the motion, (5-0).
4. **Financial Reports, 4.1** – Director Norberg stated that she spent time with Chief Hartley and Director Green to review the financials. She stated that Director Wilson had asked a question about the \$35,000 that is on the Balance Sheet and what it was. Administrative Assistant, Dana Schulke stated these funds were from the second DPSST grant that we were awarded and received in July. The funds did not get moved out of our general operating account until August. Director Green stated that we need to ask our Auditor how to make the correction since he feels the accounts will not be balanced against the actual statements. Dana stated that she will speak with Chief Hartley and our Auditor regarding the difference and an email will go out to the Board with an answer. Director Wilson also stated that on the Budget Variance for the General Fund and the Capital Reserve Fund the contingency figures showed a minus and should be corrected. The Board agreed that they can approve the financials with

the amended corrections. Director Green made a motion to accept the financials as amended, Director Oakley seconded the motion. All members of the Board stated “yes” via a roll call and the motion passed, (5-0).

**4.2 Appointment of Board members to sign checks in September:** On September 9<sup>th</sup> the check signing will be Director Norberg and Director Green, and on September 23<sup>rd</sup> it will be Director Norberg and Director Oakley.

**5. Unfinished Business –**

**5.1 Approval of revised policies 14.03 Electronic Payment Process, 16.01 Electronic Email, 19.01 Land, Facilities & Equipment Use, 21.01 Confidentiality and 25.01 Whistleblower Protection –** Director Pahl stated all the policy numbers for approval, except 14.03. Director Norberg made a motion to approve all the policies stated by Director Pahl. Director Green had a point of discussion on 16.01, Electronic Mail. Under section 2/C he asked why anyone would who ever send an email under another employee’s name at all? A discussion ensued about even having the words “without authorization” in the policy. Director Wilson stated that this is an easy fix, and they can eliminate those words in the policy. Director Wilson revised the policy and emailed it out to the Board. He also was questioning if Dana ever followed up on the Oregon State Archivist date that was in section 4/A in the policy. Dana apologized for not following up on that and will get back to the Board with the correct date. Director Norberg revised her motion to approve all the policies, excluding 14.03, amending 16.01, and approving 19.01, 21.01 and 25.01. A roll call was done by Director Oakley, all Board members voted “yes”, motion was approved, (5-0).

**Discussion on 14.03 Electronic Payment Process Policy (6.1 on the agenda) -** Director Pahl stated the Auditor strongly suggested the Board add a final Board approval process to this policy. This is an additional verification process from what the Administrative Assistant has input online into the banking platform website. A Board member would then approve and release the payment for processing. A discussion ensued regarding when the ACH payments would be ready for final approval by the Board. It was decided that Dana will have all the ACH transactions ready to go in the banking platform when the Board is at the station to sign checks. Director Wilson stated he added the requested Board approval verbiage to the 14.03 policy per the recommendation of our Auditor. Director Green made a motion to approve the amended 14.03 Electronic Payment Process policy, Director Oakley seconded the motion. A roll call was done by Director Oakley and all Board members voted “yes”. Motion passed, (5-0).

**5.2 Project Updates –** Director Pahl asked about Customer Service and our new phone system. Chief Ward stated phone calls are being answered and there has not been much foot traffic coming into the station. He said our biggest problem is going to be what Governor Brown announced in her press conference today. This was in reference to all health care personnel must be vaccinated. Chief stated that a few of our volunteers had a meeting with him this afternoon and were adamant about not getting vaccinated, and if they must get vaccinated, they will walk out. We could easily lose 25% of our volunteers over this. There was much discussion from the Board and Chief Ward regarding this subject matter. Chief Ward suggested that everyone, including Board member, need to email, write letters, and call the Governors’ office to let them know how this will affect

our District. Director Pahl also mentioned that the Fire Chief's review is due in October and Director Wilson offered to do it. Director Norberg offered to work with Director Wilson on this project. Director Pahl stated our Levy is coming up in 2023 and Chief Ward is putting together a steering committee to work on this. Director Pahl also asked Chief Ward about our dedication ceremony for the new training center. Chief Ward is working on a date for this and still plans on having this event. It was mentioned by Director Pahl that our Labor Day Pancake Breakfast has been postponed and we will possibly push it out to a later date.

## **6. New Business:**

**6.2 Discussion/Approval of Cyber Security Policy** – Director Oakley stated that she sent a copy of this policy out to the Board. Director's Green and Wilson had some concerns about some of the content. The language must be stronger in the policy. She said the Board's job is to re-enforce, review and to stay on top of the policy, to make sure we have all the criteria listed. Director Oakley stated that when she attended one of the Cyber Security classes, the speaker stated that if our computer system goes down for any reason, we should have the capability of getting it back up and operating. We need good storage and people that are well trained in getting it back up and running. Director Pahl stated this topic will be carried over to old business for the September Board meeting, and Director Wilson will revise the policy so that it is in the new format, under policy 17.01

**6.3 Discussion/Approval of Resolution 2021-07 to surplus the 5-ton military apparatus**– Director Pahl asked Chief Ward for a review of what is on the 5-ton currently and will be taken off the apparatus. Chief Ward asked Director Wilson to submit a list of items that were on the apparatus since he built it. Director Wilson asked if someone could move the apparatus outside so he can crawl underneath and create a list of the parts, etc. A reserve of \$15,000 was discussed. Director Oakley made a motion to approve Resolution 2021-07 to surplus the 5-ton apparatus as presented, Director Norberg seconded the motion. A roll call was done by Director Oakley and all members of the Board said "yes" to approving Resolution 2021-07, a unanimous vote, (5-0).

**6.4 Discussion on Evacuation Levels** – Director Oakley asked Chief Ward who calls or decides when to evacuate the residents on the Ranch. She said there was an issue years ago regarding this topic and stated the Fire Chief was the only person authorized to call for an evacuation of the Ranch. Chief Ward said the Sheriff's office is the authorized agency to call for an evacuation and set the levels of evacuation. Director Pahl suggested putting the levels of evacuation on our reader board.

**7. Fire Chief's report** - the report was in the Board packet for review. Chief Ward did not have anything else to add to it.

**8. Operations Report** – the report was in the Board packet for review. Chief Ward stated we had sent two people down to the Lakeview fire last weekend. Director Pahl mentioned that we are showing a lot of false alarm calls which are usually medical device calls. Our Title 3 grant applications are steady. Chief Ward is working on a training program to get more of our staff trained on doing lot inspections. He would like to utilize the support volunteers and get them involved with doing the inspections, as well as checking smoke alarm, etc. Director Pahl recognized the three students that have started with us, Kyle Ward, Brooklyn Emerson, and Elizabeth Ramirez.

**9 Correspondence/Recognitions/ Good of the Order** – Director Wilson stated that he and Director Pahl had a two- on- one meeting with Chief Ward. The topics of this meeting were about the surplus of the 5-ton, Cyber Security, and accountability for all personnel if mistakes are made. He stated the two- on-one meeting should be done on a regular basis with the Chief. Director Wilson also mentioned the Special Districts Insurance Services Security Grant is now open, and we may want to apply for it for our District security measures. Director Wilson was also questioning a few items on the Payable Invoice Detail report that were clarified in the meeting by Chief Ward. Under good of the order, Volunteer Marta McGovern-Philpott thanked Director Wilson for being part of the Honor Guard service that she attended on August 7<sup>th</sup>. Director Wilson mentioned that Tina Wilson and Pat Hayes are coordinating the school supply drive and donations have been coming into the station lobby. Chief Ward stated that he will not be attending the September Board meeting, as he will be out of town.

**10. Adjournment** by Director Pahl at 8.12 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant

# Balance Sheet

## Crooked River Ranch Fire & Rescue

As of August 31, 2021

### Cash Basis

AUG 31, 2021

#### Assets

##### Current Assets

##### Cash and Cash Equivalents

Bond Fund	17,693.94
Capital Reserve Fund	363,371.86
FIB - Checking	39,336.26
FIB - Payroll	3,345.81
General Fund	10,064.26
Local Option Levy Fund	377,374.99
PayPal	391.98
Stripe USD	45.00
US Bank	6,267.12
<b>Total Cash and Cash Equivalents</b>	<b>817,891.22</b>

**Total Current Assets** 817,891.22

**Total Assets** 817,891.22

#### Liabilities and Equity

##### Liabilities

##### Current Liabilities

FIB - Credit Cards	2,819.66
Payroll Liabilities	(2,261.41)
<b>Total Current Liabilities</b>	<b>558.25</b>
<b>Total Liabilities</b>	<b>558.25</b>

##### Equity

Current Year Earnings	817,332.97
<b>Total Equity</b>	<b>817,332.97</b>

**Total Liabilities and Equity** 817,891.22

**\$436,825.42**  
**-\$ 558.25**  
**\$436,267.17**







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

	August Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
<b>Revenue</b>						
Ambulance Billing	\$31,034.64	\$50,117.60	\$200,000.00	-\$149,882.40	-74.9412%	\$200,000.00
Beginning Fund Balance	\$0.00	\$596,453.11	\$521,135.00	\$75,318.11	14.4527%	\$521,135.00
Contractual Income	\$0.00	\$0.00	\$400.00	-\$400.00	-100.0%	\$400.00
Emergency Address Signs	\$50.00	\$125.00	\$500.00	-\$375.00	-75.0%	\$500.00
FireMed	\$990.00	\$2,070.00	\$13,500.00	-\$11,430.00	-84.6667%	\$13,500.00
Grant Funds	\$0.00	\$0.00	\$72,658.00	-\$72,658.00	-100.0%	\$72,658.00
Interest	\$341.21	\$685.51	\$7,500.00	-\$6,814.49	-90.8599%	\$7,500.00
Misc. Income	\$206.34	\$256.34	\$5,000.00	-\$4,743.66	-94.8732%	\$5,000.00
Previously Levied Taxes	\$2,268.30	\$7,868.04	\$20,000.00	-\$12,131.96	-60.6598%	\$20,000.00
Sale of Assets/Apparatus	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%	\$15,000.00
Taxes Collected in Year Levied	\$59.41	\$681.84	\$979,441.00	-\$978,759.16	-99.9304%	\$979,441.00
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%	\$500.00
<b>Total Revenue</b>	<b>\$34,949.90</b>	<b>\$658,257.44</b>	<b>\$1,835,634.00</b>	<b>-\$1,177,376.56</b>	<b>-64.1%</b>	<b>\$1,835,634.00</b>
<b>Gross Profit</b>						
	<b>\$34,949.90</b>	<b>\$658,257.44</b>	<b>\$1,835,634.00</b>	<b>-\$1,177,376.56</b>	<b>-64.14%</b>	
<b>Operating Expenses</b>						
Contingency	\$0.00	\$0.00	\$58,952.00	-\$58,952.00	-100.0%	\$58,952.00
Transfer Out	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$50,000.00
<b>Debt Services</b>						
Debt Service:Apparatus Payment	\$0.00	\$0.00	\$27,046.00	-\$27,046.00	-100.0%	\$27,046.00
<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>\$27,046.00</b>
<b>Materials &amp; Services</b>						
Administration	\$735.33	\$2,133.76	\$16,000.00	-\$13,866.24	-86.664%	\$16,000.00
Building Maintenance & Supplies	\$2,113.83	\$2,625.31	\$35,000.00	-\$32,374.69	-92.4991%	\$35,000.00
Department Services	\$114.00	\$215.18	\$3,000.00	-\$2,784.82	-92.8273%	\$3,000.00
Dispatch Services	\$0.00	\$267.06	\$58,952.00	-\$58,684.94	-99.547%	\$71,612.00
EMS Operations	\$2,320.03	\$4,194.79	\$45,000.00	-\$40,805.21	-90.6782%	\$45,000.00
Fire Operations	\$6,509.30	\$14,470.75	\$67,535.00	-\$53,064.25	-78.573%	\$67,535.00
Fuel	\$1,093.35	\$2,607.74	\$15,000.00	-\$12,392.26	-82.6151%	\$15,000.00
Insurance	\$0.00	\$0.00	\$36,000.00	-\$36,000.00	-100.0%	\$36,000.00
Prevention	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	-100.0%	\$1,500.00
Professional Services	\$4,541.88	\$5,397.00	\$45,000.00	-\$39,603.00	-88.0067%	\$45,000.00
Radios/Communications	\$8,747.36	\$8,747.36	\$25,150.00	-\$16,402.64	-65.2192%	\$12,500.00
Rope Rescue Operations	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%	\$3,000.00
SAFER Grant Expenditures	\$2,884.47	\$3,309.47	\$26,158.00	-\$22,848.53	-87.3482%	\$26,158.00
Training	\$1,129.90	\$1,417.40	\$25,715.00	-\$24,297.60	-94.488%	\$25,715.00
Travel	\$62.47	\$62.47	\$5,000.00	-\$4,937.53	-98.7506%	\$5,000.00
Tuition Reimbursement	\$0.00	\$0.00	\$31,500.00	-\$31,500.00	-100.0%	\$31,500.00
Uniforms	\$0.00	\$43.17	\$5,713.00	-\$5,669.83	-99.2444%	\$5,713.00
Utilities	\$1,477.64	\$2,614.19	\$25,000.00	-\$22,385.81	-89.5432%	\$25,000.00
Vehicle/Equipment Maintenance	\$436.88	\$7,832.74	\$35,000.00	-\$27,167.26	-77.6207%	\$35,000.00
Volunteer Incentive Program	\$0.00	\$1,890.00	\$22,600.00	-\$20,710.00	-91.6372%	\$22,600.00
Wellness Program	\$0.00	\$327.00	\$10,000.00	-\$9,673.00	-96.73%	\$10,000.00
<b>Total Materials &amp; Services</b>	<b>\$32,166.44</b>	<b>\$58,155.39</b>	<b>\$537,823.00</b>	<b>-\$479,667.61</b>	<b>-89.2%</b>	<b>\$537,833.00</b>

<b>Personnel Services</b>						
Administrative Assistant	\$2,865.60	\$6,013.80	\$39,403.00	-\$33,389.20	-84.7377%	\$39,403.00
Administrative Assistant Overtime	\$26.87	\$321.75	\$1,343.00	-\$1,021.25	-76.0424%	\$1,343.00
Assistant Chief	\$7,753.17	\$12,722.22	\$64,367.00	-\$51,644.78	-80.2349%	\$64,367.00
Employee Benefits	\$12,704.38	\$25,408.76	\$183,359.00	-\$157,950.24	-86.1426%	\$183,359.00
Fire Chief	\$6,828.83	\$13,590.75	\$87,524.00	-\$73,933.25	-84.472%	\$87,524.00
Part-Time Personnel	\$5,900.00	\$9,896.25	\$33,840.00	-\$23,943.75	-70.7558%	\$33,840.00
Payroll Taxes	\$3,548.08	\$7,390.41	\$43,615.00	-\$36,224.59	-83.0553%	\$43,615.00
PERS	\$12,548.87	\$23,779.74	\$151,969.00	-\$128,189.26	-84.3522%	\$151,969.00
Shift Personnel Overtime	\$3,611.98	\$9,444.05	\$45,920.00	-\$36,475.95	-79.4337%	\$45,920.00
Shift Personnel Wages	\$15,129.71	\$29,883.46	\$188,023.00	-\$158,139.54	-84.1065%	\$188,023.00
Student Volunteer Stipends	\$0.00	\$540.00	\$7,290.00	-\$6,750.00	-92.5926%	\$7,290.00
Volunteer Conflag Reimbursement	\$1,561.70	\$1,561.70	\$0.00	\$1,561.70		
Volunteer Stipends & Benefits	\$6,000.00	\$9,500.00	\$36,500.00	-\$27,000.00	-73.9726%	\$36,500.00
Workers Comp. & Group Accident Ins	\$0.00	\$13,781.99	\$16,000.00	-\$2,218.01	-13.8626%	\$16,000.00
<b>Total Personnel Services</b>	<b>\$78,479.19</b>	<b>\$163,834.88</b>	<b>\$899,153.00</b>	<b>-\$735,318.12</b>	<b>-81.8%</b>	<b>\$899,153.00</b>
<b>Total Operating Expenses</b>	<b>\$110,645.63</b>	<b>\$221,990.27</b>	<b>\$1,572,974.00</b>	<b>-\$1,350,983.73</b>	<b>-85.8872%</b>	
<b>Net Income / (Loss) before Tax</b>	<b>-\$75,695.73</b>	<b>\$436,267.17</b>	<b>\$262,660.00</b>	<b>\$173,607.17</b>	<b>66.0958%</b>	
<b>Net Income</b>	<b>-\$75,695.73</b>	<b>\$436,267.17</b>	<b>\$262,660.00</b>	<b>\$173,607.17</b>	<b>66.0958%</b>	
<b>Total Comprehensive Income</b>	<b>-\$75,695.73</b>	<b>\$436,267.17</b>	<b>\$262,660.00</b>	<b>\$173,607.17</b>	<b>66.0958%</b>	



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

	August Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
<b>Revenue</b>						
Beginning Fund Balance	\$0.00	\$327,976.01	\$359,000.00	-\$31,023.99	-8.6418%	\$359,000.00
Grant Funds	\$0.00	\$35,000.00	\$0.00	\$35,000.00		\$0.00
Interest	\$210.53	\$395.85	\$2,750.00	-\$2,354.15	-85.6055%	\$2,750.00
Transfer In	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$50,000.00
<b>Total Revenue</b>	<b>\$210.53</b>	<b>\$363,371.86</b>	<b>\$411,750.00</b>	<b>-\$48,378.14</b>	<b>-11.7%</b>	<b>\$411,750.00</b>
<b>Gross Profit</b>						
	<b>\$210.53</b>	<b>\$363,371.86</b>	<b>\$411,750.00</b>	<b>-\$48,378.14</b>	<b>-11.7494%</b>	
<b>Operating Expenses</b>						
Contingency	\$0.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%	\$100,000.00
<b>Capital Outlay</b>						
Capital Outlay & Grant Awards:Apparatus Pur.	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$0.00
Capital Outlay & Grant Awards:EMS Pur.	\$0.00	\$0.00	\$38,000.00	-\$38,000.00	-100.0%	\$0.00
<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>\$0.00</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$188,000.00</b>	<b>-\$188,000.00</b>	<b>-100.0%</b>	
<b>Net Income / (Loss) before Tax</b>	<b>\$210.53</b>	<b>\$363,371.86</b>	<b>\$223,750.00</b>	<b>\$139,621.86</b>	<b>62.4008%</b>	
<b>Net Income</b>	<b>\$210.53</b>	<b>\$363,371.86</b>	<b>\$223,750.00</b>	<b>\$139,621.86</b>	<b>62.4008%</b>	
<b>Total Comprehensive Income</b>	<b>\$210.53</b>	<b>\$363,371.86</b>	<b>\$223,750.00</b>	<b>\$139,621.86</b>	<b>62.4008%</b>	



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Bond Fund**

For the month ended 31 August 2021  
 Cash Basis

	August Actual	YTD Actual	Budget	Var USD	Var %	<i>Original Budget</i>
<b>Revenue</b>						
Beginning Fund Balance	\$0.00	\$16,232.95	\$8,529.00	\$7,703.95	90.3265%	\$8,529.00
Interest	\$10.71	\$24.55	\$300.00	-\$275.45	-91.8167%	\$300.00
Previously Levied Taxes	\$347.81	\$1,287.20	\$3,500.00	-\$2,212.80	-63.2229%	\$3,500.00
Taxes Collected in Year Levied	\$0.00	\$109.84	\$184,087.00	-\$183,977.16	-99.9403%	\$184,087.00
<b>Total Revenue</b>	<b>\$358.52</b>	<b>\$17,654.54</b>	<b>\$196,416.00</b>	<b>-\$178,761.46</b>	<b>-91.0%</b>	<b>\$196,416.00</b>
<b>Gross Profit</b>	<b>\$358.52</b>	<b>\$17,654.54</b>	<b>\$196,416.00</b>	<b>-\$178,761.46</b>	<b>-91.0117%</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%	\$179,848.00
<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>\$179,848.00</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>\$358.52</b>	<b>\$17,654.54</b>	<b>\$16,568.00</b>	<b>\$1,086.54</b>	<b>6.5581%</b>	
<b>Net Income</b>	<b>\$358.52</b>	<b>\$17,654.54</b>	<b>\$16,568.00</b>	<b>\$1,086.54</b>	<b>6.5581%</b>	
<b>Total Comprehensive Income</b>	<b>\$358.52</b>	<b>\$17,654.54</b>	<b>\$16,568.00</b>	<b>\$1,086.54</b>	<b>6.5581%</b>	

# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period August 1, 2021 to August 31, 2021

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Accuity, LLC</b>					
Aug 2, 2021	7915	Progress bill for the audit of the District's financial statements for the year ended June 30, 2021	4,000.00	Paid	Materials & Services:Professional Services:Auditor
<b>Total Accuity, LLC</b>			<b>4,000.00</b>		
<b>Aflac</b>					
Aug 17, 2021	August Stmt	Employee premiums for August	599.88	Paid	Payroll Liabilities
<b>Total Aflac</b>			<b>599.88</b>		
<b>AirMedCare Network - AirLink</b>					
Aug 19, 2021	5703-08192021	Added 3 new students to membership, prorated	42.00	Paid	Materials & Services:Administration:Memberships
<b>Total AirMedCare Network - AirLink</b>			<b>42.00</b>		
<b>Annas Consultants, Inc.</b>					
Aug 23, 2021	2980	Annual service to breathing air compressor including changing of oil, oil filter, purification, filters, and air filter	943.91	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
<b>Total Annas Consultants, Inc.</b>			<b>943.91</b>		
<b>Barbara Oakley</b>					
Aug 2, 2021	Reimbursement	Reimbursement for purchase filing cabinet keys	20.00	Paid	Materials & Services:Administration:Office Equipment
<b>Total Barbara Oakley</b>			<b>20.00</b>		
<b>BendTel</b>					
Aug 23, 2021	0439274	Balance Due for Close Out of Account	5.90	Paid	Materials & Services:Utilities:Telecommunications
<b>Total BendTel</b>			<b>5.90</b>		
<b>BIOMED</b>					
Aug 9, 2021	85856	Background checks for Callaway, Emerson, Ramirez	87.00	Paid	Materials & Services:Professional Services:Background Checks
<b>Total BIOMED</b>			<b>87.00</b>		
<b>BoundTree Medical, LLC</b>					
Aug 2, 2021	84148030	IV Start Kit-IV Guard, Lock, Flush	108.00	Paid	Materials & Services:EMS Operations:Supplies
Aug 9, 2021	Return Item	Return of Fasplint Aluminum Pump with Tapered Tip Compact	(182.99)	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 9, 2021	Return Item	Restocking Fee	27.45	Paid	Materials & Services:EMS Operations:Supplies
Aug 17, 2021	84163050	Medical Supplies for Ambulance	705.14	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>657.60</b>		
<b>Carson Oil Company, Inc.</b>					
Aug 2, 2021	CP-00325534	Fuel for all appratus	423.46	Paid	Materials & Services:Fuel
Aug 17, 2021	CP-00329536	Fuel for all appratus	669.89	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,093.35</b>		
<b>Coastal</b>					
Aug 21, 2021	218605	parts to repair 038 chainsaw	8.48	Paid	Materials & Services:Fire Suppression
<b>Total Coastal</b>			<b>8.48</b>		
<b>Crook County Fire &amp; Rescue</b>					
Aug 16, 2021	406	HSFA Cards	160.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Crook County Fire &amp; Rescue</b>			<b>160.00</b>		
<b>Crooked River Ranch Water Company</b>					
Aug 2, 2021	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Aug 2, 2021	94	Water	71.94	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>106.53</b>		
<b>Crooked River Sanitary</b>					
Aug 2, 2021	00014	Sanitation Services for July 2021	72.02	Paid	Materials & Services:Utilities:Sanitatio n
<b>Total Crooked River Sanitary</b>			<b>72.02</b>		
<b>David McDonald</b>					
Aug 3, 2021	728079 / Reimbursement	Chainsaw repair. Vendor would not accept credit card.	72.95	Awaiting Approval	Materials & Services:Fire Suppression:Supplies/Equ ipment
<b>Total David McDonald</b>			<b>72.95</b>		
<b>Deschutes County 911 Service District</b>					
Aug 16, 2021	2542	911- Data Network Reimbursement	268.43	Paid	Materials & Services:Utilities:Telecom munications
<b>Total Deschutes County 911 Service District</b>			<b>268.43</b>		
<b>FirePro, LLC</b>					
Aug 9, 2021	10123485	Bag of safety seals for EMS bags	50.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total FirePro, LLC</b>			<b>50.00</b>		
<b>Hagemeister Enterprises, Inc.</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 3, 2021	32443R	Stud Battery for 5-ton	168.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:512905
Aug 3, 2021	32443R	Battery for Buffalo Hard Drive	39.50	Paid	Materials & Services:Administration:Supplies
<b>Total Hagemeister Enterprises, Inc.</b>			<b>208.00</b>		
<b>HRA VEBA Trust</b>					
Aug 17, 2021	Contributions - EFT	Contributions for employees for August	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>					
Aug 2, 2021	ACH	Union Dues	102.00	Paid	Payroll Liabilities
Aug 2, 2021	ACH	PAC Donations from Staff	20.00	Paid	Payroll Liabilities
Aug 17, 2021	Union Dues - ACH	Union Dues for Tom, Alysha and David	102.00	Paid	Payroll Liabilities
Aug 17, 2021	PAC Donations to Union - ACH	PAC Donations to Union from Staff	20.00	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>244.00</b>		
<b>L.N. Curtis &amp; Sons</b>					
Aug 9, 2021	INV512877	Shipping only of free Battery Pack, G1, Rechargeable for SCBA batteries	25.91	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total L.N. Curtis &amp; Sons</b>			<b>25.91</b>		
<b>Life Flight Network</b>					
Aug 18, 2021	3 students added	Additional memberships for students	117.99	Paid	Materials & Services:Administration:Memberships
<b>Total Life Flight Network</b>			<b>117.99</b>		
<b>MasterCard</b>					
Aug 6, 2021	111-1584181-4922616	Paper Towels for Station from Amazon	57.42	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 6, 2021	111-5645264-0876248	Janitorial items for Kitchen from Amazon	12.24	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 6, 2021	111-8763445-8371430	Janitorial items for Kitchen from Amazon	77.73	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 9, 2021	HD 208431405	Sheets for dorm beds from Walmart	59.52	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 9, 2021	4872	Hood Hinges for 5 tons	100.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:512905
Aug 9, 2021	111-4083014-4465816	TP for Station from Amazon	41.88	Paid	Materials & Services:Building & Maintenance:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 10, 2021	HD 208739473	Purchase of Stamps through Stamps.com	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Aug 10, 2021	4873	Shipping for hood hinges	18.88	Paid	Materials & Services:Vehicle/Equipment Maintenance:512905
Aug 13, 2021	HD 210154935	Dinner for conflagration response	28.06	Paid	Materials & Services:Travel
Aug 14, 2021	HD 210155027	Dinner for conflagration response	34.41	Paid	Materials & Services:Travel
Aug 15, 2021	XXXX 4382	Mo. Stamps.com fee	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Aug 16, 2021	WD79005617	corner cabinet for Dana's office from Home Depot	194.00	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 16, 2021	Return of Cabinet to Home Depot	Credit from Home Depot for return of corner cabinet	(194.00)	Approved	Materials & Services:Building & Maintenance
Aug 17, 2021	111-4540987-5977037	Fog Juice for Training	119.96	Paid	Materials & Services:Training
Aug 18, 2021	HD 210715178	disposal of old tires to Deschutes Co Solid Waste	42.00	Paid	Materials & Services:Building & Maintenance
Aug 18, 2021	HD 210715287	spray foam insulation from Lowes	14.36	Paid	Materials & Services:Training
Aug 18, 2021	HD 210715287	3/4" T-G OSB.	875.60	Paid	Materials & Services:Training
Aug 19, 2021	INV-3326130	Mo. Subscription Fee for Accounting Platform	24.00	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Aug 28, 2021	111-7412559-0441014	Coffee Pods for Kitchen from Amazon	48.86	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 30, 2021	XXXX 4382	Mo. Prime Membership Fee from Amazon	12.99	Paid	Materials & Services:Administration:Memberships
<b>Total MasterCard</b>			<b>1,635.90</b>		
<b>Nationwide Retirement Solutions</b>					
Aug 2, 2021	EFT	Deferred Comp contributions from Staff	230.00	Paid	Payroll Liabilities
Aug 17, 2021	Deferred Comp - EFT	Deferred Comp contributions from Staff	230.00	Approved	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>460.00</b>		
<b>Oregon PERS</b>					
Aug 9, 2021	PERS - EFT	Employer contributions	5,268.37	Paid	Personnel Services:PERS
Aug 9, 2021	PERS - EFT	Employee contributions, paid by Employer	1,308.63	Paid	Personnel Services:PERS
Aug 9, 2021	PERS - EFT	Adjustment by PERS on Tier 2 employee	90.40	Paid	Personnel Services:PERS
Aug 24, 2021	PERS Pmt - EFT	Employer contributions	4,977.24	Approved	Personnel Services:PERS
Aug 24, 2021	PERS Pmt - EFT	Employee contributions, paid by Employer	1,237.09	Approved	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>12,881.73</b>		



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Pacific Power</b>					
Aug 2, 2021	24712171-001 3	Basic Charges, Load Size, Demand Delivery, Federal Tax Act Adjustment and Kilowatt Usage	426.76	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>426.76</b>		
<b>SeaWestern Fire Fighting Equipment</b>					
Aug 2, 2021	PO-0251 / INV11967	Lion Structure coat	390.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2021	PO-0251 / INV11967	Lion Structure Pant	390.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2021	PO-0251 / INV11967	Haix Fire Hunter Extreme Boot	390.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2021	PO-0251 / INV11967	Lion Structure Helmet with Goggles	870.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2021	PO-0251 / INV11967	PBI Structure Hood	109.50	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2021	PO-0251 / INV11967	Shipping	32.10	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Aug 2, 2021	PO-0250 / INV11960	Partial Deliver Combat Sniper 1.75" Hose, 50' length	4,300.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Aug 23, 2021	INV12264	HAIX 8.5 M for Ward	390.00	Paid	Materials & Services:Fire Suppression:PPE
Aug 23, 2021	INV12264	HAIX 8 M for Emerson & Ramirez	780.00	Paid	Materials & Services:Fire Suppression:PPE
Aug 23, 2021	INV12264	Shipping	28.90	Paid	Materials & Services:Fire Suppression:PPE
<b>Total SeaWestern Fire Fighting Equipment</b>			<b>7,680.50</b>		
<b>Solutions Yes</b>					
Aug 19, 2021	INV285632	B/W Copies and Color Copy Use	109.63	Paid	Materials & Services:Administration:Copier Expenses
<b>Total Solutions Yes</b>			<b>109.63</b>		
<b>Special Districts Insurance Services</b>					
Aug 5, 2021	03-0052514	September Health Premiums for Staff	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Aug 5, 2021	03-0052514	September Dental Premiums for Staff	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Aug 5, 2021	03-0052514	September Long-Term Premiums for Staff	136.26	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>10,954.38</b>		
<b>Stryker Medical</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 17, 2021	3484242M	Lucas Suction Cup Disposable 3 pack	118.40	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Stryker Medical</b>			<b>118.40</b>		
<b>US Bank Equipment Finance</b>					
Aug 23, 2021	449962885 - EFT	Mo. Fee for Copier Lease (minus property surcharge)	139.99	Paid	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>139.99</b>		
<b>Witmer Public Safety Group</b>					
Aug 16, 2021	Structure helmet shield - grant	Custom Leather helmet Shield - Schweigert, Cota, Weddle	164.97	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total Witmer Public Safety Group</b>			<b>164.97</b>		
<b>Your Care, LLC</b>					
Aug 9, 2021	18508	Firefighter physical and Lab work for new student, Elizabeth Ramirez.	570.00	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total Your Care, LLC</b>			<b>570.00</b>		
<b>Zoll Medical</b>					
Aug 16, 2021	3337989	Child Cuff, 15-21 Double Tube	89.24	Paid	Materials & Services:EMS Operations:Supplies
Aug 17, 2021	PO-0257 / 3338461	CPR Stat Padz	193.71	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Zoll Medical</b>			<b>282.95</b>		
<b>Total</b>			<b>45,709.16</b>		

— DRAFT —

CROOKED RIVER RANCH FIRE & RESCUE

**BOARD POLICY- CYBER-SECURITY**

**(17.01)**

**(17.01) CYBER-SECURITY**

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.

**1. THE SPECIFIC PURPOSES OF THIS POLICY IS TO:**

- A. Protect Crooked River Ranch Rural Fire Protection District data and infrastructure.
- B. Outline the protocols and guidelines that govern Cyber-Security measures.
- C. Define the rules for the Districts and personal use.
- D. List the Districts disciplinary process for policy violations.

**2. SCOPE:**

- A. 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 District's electronic systems, information, software, and/or hardware.

**3. CONFIDENTIAL DATA:**

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

- A. Unreleased and classified financial information.
- B. Customer, supplier, and constituent information.
- C. Employees' / Volunteers' passwords, assignments, and personal information.
- D. District contracts and legal records.

— DRAFT —

**BOARD POLICY- CYBER-SECURITY**

**(17.01)**

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**4. DEVICE SECURITY:**

To ensure the security of all District issued devices and information, Crooked River Ranch Rural Fire Protection District Employees and Volunteers are required to:

- A. Keep all District issued devices, including tablets, computers, and mobile devices, password protected.
- B. Secure all relevant devices before leaving their desk / work station.
- C. Obtain authorization from the Chief or Designee before removing devices from the District's premises.
- D. Refrain from sharing private passwords with coworkers, personal acquaintances, and senior personnel.
- E. Regularly update devices with the latest security software.

**5. PERSONAL USE:**

Crooked River Ranch Rural Fire Protection District recognizes that Employees and Volunteers may be required to use personal devices to access District systems. In these cases, Employees and Volunteers must report this information to their immediate supervisor for record keeping purposes. To ensure District systems are protected, all Employees and Volunteers are required to:

- A. Keep all devices password protected.
- B. Ensure all personal devices used to access District related systems are password protected.
- C. Install full featured antivirus software.
- D. Regularly upgrade antivirus software.
- E. Lock all devices if left unattended.
- F. Ensure all devices are protected at all times.
- G. Always use secure and private networks.

**BOARD POLICY- CYBER-SECURITY**

**(17.01)**

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**6. 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:

- A. Verify the legitimacy of each Email, including the Email address and sender name.
- B. Avoid opening suspicious Emails, attachments, and clicking on links.
- C. Look for any significant grammatical errors.
- D. Avoid clickbait titles and links.
- E. Contact the Information Specialist regarding any suspicious Emails.

**7. 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:

- A. Refrain from transferring classified information to Employees / Volunteers and outside parties.
- B. Only transfer necessary confidential data over Crooked River Ranch Rural Fire Protection networks.
- C. Obtain the necessary authorization from senior management.
- D. Verify the recipient of the information and ensure they have the appropriate security measures in place.
- E. Adhere to Crooked River Ranch Rural Fire Protection District data protection law and confidentiality agreement.
- F. Immediate alert the Information Specialist / Fire Chief of any breaches, malicious software, and/or scams.

**BOARD POLICY- CYBER-SECURITY****(17.01)**

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**8. DISCIPLINARY ACTION:**

Performance of illegal activities through the District's network by any user is prohibited. The Employee / Volunteer bear's 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.

**9. 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.

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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Updating and Adopting  
the District Board Policy Manual

**RESOLUTION:**

**2021-08**

**WHEREAS**, the Crooked River Ranch Rural Fire Protection District (the District) was organized pursuant to ORS Chapter 478 to provide fire and emergency medical services to the District; and

**WHEREAS**, it is the primary duty and function of the District Board to establish policies for the governance of the District and to delegate the responsibility for the day-to-day administration of the District to the Fire Chief and staff, in a manner consistent with the policies and directions of the Board; and

**WHEREAS**, it is in the best interests of the citizens of the District, the employees of the District, and the volunteers of the District that Board policies be clearly set forth; and

**WHEREAS**, the District Board has carefully tailored and set forth the operating policies of the District in the updated Crooked River Ranch Fire District Policy Manual as of September 16, 2021 and incorporated herein by this reference; and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of Crooked River Ranch Rural Fire Protection District that the District hereby approves and adopts the Policy Manual which from this time forward and shall be known as the Crooked River Ranch Fire District Board Policy Manual; and

**BE IT FURTHER RESOLVED** that all previously adopted Board Policies and Policy Manuals which have not been repealed, are hereby repealed, and replaced.

**INTRODUCED and ADOPTED** Thursday, September 16, 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

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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: 2021-09**

**WHEREAS**, Oregon Budget Law, under ORS 294.338(3), provides that money from unforeseen circumstances paid by a outside source requesting services may be lawfully expended after enactment of an appropriate resolution.

**WHEREAS**, Crooked River Ranch Rural Fire Protection District will be receiving conflagration funds in the amount of \$7,660.87 from the State of Oregon conflagration of the Patton Meadow fire.

**WHEREAS**, Oregon Budget Law, under ORS 294.338(3) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money,

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

General Fund	Budget Appropriation	Increase	Adjusted Budget
Conflagration Revenue	\$0	\$7,661	\$7,661
<b>Expense</b>			
Personnel Services	\$899,153	\$5,316	\$904,469
Contingency	\$ 58,952	\$2,345	\$ 61,297

**INTRODUCED and ADOPTED** Thursday, September 16, 2021

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

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

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

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

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

By: \_\_\_\_\_  
Barbara Oakley, 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](http://www.crrfire.org)

## Fire Chiefs Report – September 2021

- We have the quote for our fencing project and will be applying for the Safety and Security grant through SDAO to help complete this project.
- We are looking at October 30<sup>th</sup> for an open house and dedication of our training building. Maybe if COVID allows we might be able to have the pancake breakfast that day as well.
- We have two volunteers that have let us know that they will be resigning at the end of the month due to the COVID vaccine mandate. I have not heard from anyone else so far about resigning. We have questions into our legal counsel about options to be able to keep our volunteers. Have not heard back from them as of writing this.
- Crooked River Ranch Fire & Rescue will be once again participating in the National Fallen Firefighters Foundation's Light the Night program. We will again light the station Red in support in honor of our fallen firefighters and their families.
- The 5 ton has met its reserve and may go higher.
- Crooked River Ranch Fire & Rescue will be featured in a video produced by DPSST. The video will show us participating in some DPSST training and will be shown at the North American Training Director's Conference in Portland.

Respectively submitted,

Harry Ward, Fire Chief





# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report September, 2021

- Calls for service in August totaled 50. 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	1				
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0				
3-Rescue & EMS	27	40	36	47	36	45	48	45				
4-Hazardous Condition (No Fire)	0	0	0	0	3	2	0	0				
5-Service Call	5	5	5	3	9	4	10	0				
6-Good Intent Call	3	7	11	5	8	3	4	4				
7-False Alarm & False Call	0	0	0	1	0	1	1	0				
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0				
9-Special/Other Incident	0	0	0	0	0	0	0	0				
<b>Total Calls-To-Month End 2021</b>	<b>39</b>	<b>52</b>	<b>55</b>	<b>61</b>	<b>57</b>	<b>61</b>	<b>64</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>439</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 - 15
  - Mutual-Aid Received - 9
  
- The three new Student Volunteers (Firefighters Emerson, Ramirez, and Ward) and one new EMS Volunteer (Paramedic Caudel) have completed their initial training. All four will continue to train on skills while on-shift and respond with crews on calls for service.

- The VHF upgrade has been completed on all Harris portable radios. They are now all multi-band allowing communication with partner wildland and fire agencies utilizing VHF radio systems. Thank you to Deschutes County 911 for assisting with the upgrade of these radios.
- Wildland Engine 542, the converted 5-ton military truck, is having its brake system fixed. During a routine check it was found that there were multiple air leaks when the parking brake was set. The work has been completed and the truck is back in-service.
- Title 3 Grant Applications for fuels reduction on private property as of August 31<sup>st</sup>:
  - Applications received (total): 19
  - Applications for work in progress: 11
  - Applications completed for payment: 8
- Fire Med Memberships report (month-to-date):
  - Memberships renewed: 21
  - New memberships: 1
  - Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief