



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Joint Public Hearing & Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a joint meeting of the Board of Directors and the Local Contract Review Board. This meeting will be held on Thursday, March 16, 2023. The public hearing will start at 6:00 pm with the Board meeting immediately following the hearing. The hearing & meeting will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the public hearing & meeting can be found through the Zoom platform, by accessing our website, @ www.crrfire.org/meetings. The meeting is accessible to people with disabilities and will be recorded. Requests for other accommodations should be made to Crooked River Ranch Fire & Rescue at 541-923-6776 at least 48 hours before the meeting.

Board of Directors

Kay Norberg, President, (Position 2)
Mark W. Wilson, Vice President (Position 5)
Barbara Oakley, Secretary (Position 4)
Brad Pahl, Treasurer (Position 1)
Jeff Green, Director (Position 3)

District Staff

Fire Chief, Sean Hartley
Admin. Assistant, Dana Schulke

Public Hearing Agenda

1. Call to Order – Director Norberg
 - 1.1 Flag Salute – Director Wilson
 - 1.2 Roll Call – Director Oakley
 2. Joint Public Hearing Regarding Resolution Amending Public Contracting Rules for Crooked River Ranch Rural Fire Protection District – Fire Chief, Sean Hartley
(The public hearing will be held for the purpose of taking comments on the District's draft finding supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements).
 3. Discussion/Approval of Joint Resolution 2023-01 of the District Board and Local Contract Review Board Amending Contracting Rules for Crooked River Ranch Rural Fire Protection District – Director Norberg
 4. Adjournment of the Joint Meeting of the District Board/Local Contract Review Board – Director Norberg
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Board Meeting Agenda

1. Call to Order – Director Norberg
 - 1.1 Roll Call – Director Oakley
2. Review of Agenda – Director Norberg
3. Approval of Board Meeting minutes – Director Norberg
 - 3.1 Approval of Board minutes from February 16, 2023
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for February 2023 – Director Pahl
 - 4.2 Appointment of Board members to sign checks for Monday, April 10th and Monday, April 24th, 2023 – Director Norberg
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update on steering committee – Fire Chief, Sean Hartley
 - 5.2 Update on Wildfire Preparedness Open House – Dana Schulke (Tabled)
6. New Business (consideration, discussion, and possible action on the following items):
 - 6.1 SDAO Best Practices Requirements for 2023 – Fire Chief, Sean Hartley
 - 6.2 Contract Negotiations – Fire Chief, Sean Hartley
 - 6.3 Fire Station Exterior Savings / Ideas – Fire Chief, Sean Hartley
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. Update on CERT program – Linda Kay Widmer
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 Norberg
11. Adjournment – Director Norberg



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In the matter of: **JOINT RESOLUTION
OF THE BOARD OF DIRECTORS AND
LOCAL CONTRACT REVIEW BOARD
OPTING OUT OF THE ATTORNEY
GENERAL'S MODEL PUBLIC CONTRACTING
RULES AND AMENDING PUBLIC CONTRACTING
RULES FOR THE CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

RESOLUTION: 2023-01

WHEREAS, it is the policy of the Crooked River Ranch Rural Fire Protection District (District) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2005, the District opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules; and

WHEREAS, that 2005 Resolution confirmed District's governing body would continue as its local contract review board; and

WHEREAS, in 2017, the Board updated its rules via Resolution No.2017-03; and

WHEREAS, since then state law has changed in ways requiring further updates to accommodate changes in Oregon's public contracting code; and

WHEREAS, District recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the District Board additionally requests that the District's Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The District Board of Directors (District Board) shall continue as the Local Contract Review Board of the District and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the "Public

— DRAFT —

Contracting Code”) and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term “Contracting Agency” as used in the attached Rules includes Contracting Agency’s chief administrative officer, his or her designee, or any other purchasing agent, as designated by District policy. Those individuals are hereby designated as District’s Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by District policy.

2. The above recitals and Exhibit A are hereby adopted by the District Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Directors’ request for amendments to classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to District. Instead, the District hereby prescribes the following Rules, which include portions of the Attorney General’s Model Rules, as the Rules of Procedure that the District will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General’s Model Rules, they incorporate District changes to the Model Rules, and, therefore, are not the Attorney General’s promulgated administrative rules. District exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the District’s Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with District’s own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, District shall also comply with the requirements of ORS 279C.305.

7. All previously adopted resolutions, including Resolution No. **2017-03**, establishing public contracting rules for District are hereby repealed.

DATED this 16th day of March 2023.

Kay Norberg, Board Director &
Local Contract Review Board

Mark W. Wilson, Board Director &
Local Contract Review Board

Barbara Oakley, Board Director &
Local Contract Review Board

Brad Pahl, Board Director &
Local Contract Review Board

Jeff Green, Board Director &
Local Contract Review Board

EXHIBIT A

FINDINGS IN SUPPORT OF RESOLUTION NO. 2023-01 ADOPTING PUBLIC CONTRACTING CODE RULES

ORS 279B.085 and 279C.335 authorize Crooked River Ranch Rural Fire Protection District's (District) Board of Directors, sitting as District's local contract review board, to approve findings submitted and exemptions requested by District's Board of Directors upon adoption of appropriate findings, to establish special selection, evaluation and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts.

Pursuant to that authority, the Board makes the following findings in support of Resolution No. 2023-01, which establishes exempt classes of contracts and the solicitation methods for their award:

No Findings Required

Pursuant to ORS 279A.025 and 279A.055, the District is not required to adopt findings with respect to the solicitation methods and awards of the following classes of contracts identified in District's Public Contracting Rules 2022, Class Exemptions:

E-4	Contracts for Price Regulated Items
E-6	Investment Contracts
E-12	Insurance, Employee Benefit
E-17	Personal Service Contracts
E-18	Liability Insurance Contracts

The above Rules govern subjects specifically authorized by state law and, therefore, require no local exemption.

Specific Findings for Public Improvement Class Exemption

The Board approves the following specific findings for the use of a Request for Proposal alternative contracting method for public improvement contracts estimated to cost over \$100,000 and also finds that the establishment of this class of contracts and the method approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
2. The awarding of public improvement contracts under each exemption will result in substantial cost savings to District.

These conclusions are based on the following general findings:

- A. Operational, budget, and financial data. Where various criteria, which may or may not include cost, must be weighed in order to select an appropriate contractor for the desired project, the formal competitive bidding process costs of up to \$7,000 are a significant budgetary waste in that the most qualified contractor for the project may not be the lowest responsible bidder;
- B. Public benefits. Exempting contracts from competitive bidding requirements and instead utilizing statutory competitive proposal procedures will protect and preserve public funds, enable greater competition between the most qualified contractors, and result in a better product which meets the public's and District's needs;
- C. Value engineering, Specialized expertise required, Technical complexity. Only through a competitive proposal process can District weigh, evaluate and select the type of expertise needed to address the technical complexities of a particular public improvement project. Competitive proposals allow the District to determine which contractor may best provide such services. These are qualities not reflected in cost, where a determination on cost alone could forfeit these valuable and essential attributes;
- D. Public safety. Utilizing a competitive proposal process as opposed to competitive bidding can ensure high quality, more safely constructed facilities through the construction period, and after completion. Capitalizing upon design and construction planning and compatibility can also allow earlier use of public facilities even while construction continues;
- E. Market conditions. The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of a number of criteria, rather than simply cost.

Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.

The Board approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring: (1) reasonable competition; (2) the best contract price for the public; and (3) a cost-effective process for both contractors and District;

2. The awarding of public contracts under these exemptions will result in substantial cost savings to District because District will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the contracts; and
3. The awarding of public contracts pursuant to any of the requested exemptions substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of District's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and District, and identified classes address areas of public contracting left unresolved by state statute which are essential for District's operations, such as awarding personal service contracts, purchasing used personal property, and disposing of surplus personal property.

Specifically, the Board finds:

E-2 – Advertising Contracts.

Alternate Award Process. In District's discretion. The process selected may be competitive or non-competitive.

Cost Savings and Other Benefits. Size of and frequency of average advertisement (including all notices required to be published by District) does not justify the cost of solicitation. Period of time from recognition of need to advertise until advertising date is too short to issue solicitation.

Effect on Competition. The potential market is limited because not all advertisers work in every market. Choice of advertising medium is somewhat price sensitive, but primarily driven by location and size of circulation in comparison with District's target audience.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-3 – Equipment Repair and Overhaul.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits.

1. Pre-contract pricing is difficult to obtain and cannot be relied upon.
2. District has discretion to decide whether costs of solicitation are justified in relationship to size of contract and availability of skilled technicians to repair the specific equipment.

3. Delay required for solicitation would impair District's ability to respond to equipment breakdown and be injurious to the public interest.
4. Experience with contractor is crucial because reliability over the course of several projects is important.

Effect on Competition. Allows contractor to be selected based on ability to provide accurate, reliable and fast service.

Effect on Favoritism. Favoritism will not be greater than if statutory request for proposals process is used.

E-5 - Copyrighted Materials.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits. Necessary to allow District to acquire special needs products that are unique.

Effect on Competition. None. There is no competitive market for a unique product. Copyrighted materials are generally acquired from a sole-source copyright holder, as used property, or by donation.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-7 – Requirements Contracts.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

E-8 – Office Copier Purchases.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon multiple factors, not just cost.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon set factors, in addition to cost.

Other Factors. Allows Contracting Agency to address emergency circumstances. Cannot anticipate when immediate replacement or repairs will be needed to ensure normal operations.

E-9 - Manufacturer Direct Supplies.

Alternate Award Process. Subject to cost saving analysis.

Cost Savings and Other Benefits. Allowed only after a formal solicitation is completed and manufacturer's price is less than offers received. Cost of formal solicitation, therefore not merited.

Effect on Competition. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Effect on Favoritism. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Other Factors. Allowed on a contract-by-contract basis and shall not result in an ongoing price agreement, further fostering competition.

E-10 – Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt.

Alternate Award Process. Intermediate procurement process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-11 – Hazardous Material Removal; Oil Cleanup.

Alternate Award Process. Rule encourages competitive procedures to the extent reasonable under the circumstances.

Cost Savings and Other Benefits. Avoids unnecessary cost and delay associated with procurement procedures when most qualified available contractor required for immediate performance. Primary consideration is public safety and compliance with hazardous material laws.

Effect on Competition. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Effect on Favoritism. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Other Factors. Exemption necessary to ensure District's ability to comply with State law governing hazardous materials.

E-13 – Medical and Laboratory Supplies.

Alternate Award Process. Direct award to different vendors allowed, following initial competitive solicitation process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-14 – Concession Agreements.

Alternate Award Process. When in District's best interest, a competitive proposal solicitation will be used.

Cost Savings and Other Benefits. Allows District to take advantage of unique revenue opportunities.

Effect on Competition. Responds to unique opportunities for which the number of competitors may range from none to many.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Not a contract for the acquisition or disposal of goods, or services or public improvements. Most similar to personal services contract because the quality of the concession may be more important than price factors. Variation in types and sizes of concession opportunities is too great to provide a single method of solicitation. Statutory public contracting requirements may not apply. May not be a public contract. Most similar to personal services contract. Findings may not be required.

E-15 – Used Personal Property, Purchase of.

Alternate Award Process. Rule requires individualized ORS 279B.085 findings and an intermediate procurement process, where feasible.

Cost Savings and Other Benefits. Allows District to take advantage of unique opportunity to acquire needed goods and services for discounted prices.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

E-16 – Surplus Personal Property, Disposition of.

Alternate Award Process. Any means in District's best interest, after making individualized ORS 279B.085 findings. Items with a residual value of more than \$10,000 require local contract review board prior authorization.

Cost Savings and Other Benefits.

1. Avoids unnecessary solicitation expense by allowing District to determine whether cost of solicitation is justified by value of surplus property.
2. Allows District to establish programs for donation to charitable organizations.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Variations in the type, quantity, quality and opportunities for recycling of surplus property are too large to have this class of contracts governed by a single solicitation method.

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

February 16, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 16, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1. 1 Flag Salute by Director Wilson

1.2 Called to Order at 6:30 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Director's Norberg, Oakley, Wilson, and Green. Director Pahl attended the meeting electronically through the Zoom platform. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto and FF/Paramedic Ryan Ahrendt. Members of the public in attendance – Bill Burt, Joe Costigan and Linda Kay Widmer.

2. Review of Meeting Agenda Items – no changes or additions

3. Approval of the Board meeting minutes from January 19, 2023.

3.1 The Board Meeting minutes were reviewed by the Board. Director Green made a motion to approve the January 19th minutes as presented, Director Oakley seconded the motion. All in favor stated "Aye," motion approved, (5-0).

4. Financial Reports -

4.1 Financial reports for January 2023 – the financials were in the Board packet. Director Pahl stated that our Bond payment did not clear until January. He also stated that we have finally closed our US Bank account, however our First Interstate Bank account is still open because we are still getting ambulance billing revenue in that account. The billing company (Systems Design West) is working on contacting all the vendors to get the account changed over to our Chase account. Director Wilson made a motion to approve the January 2023 financials as presented. Director Green seconded the motion. All voted by stating "Aye," motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Wilson will sign the checks on Friday, March 10th and Director Norberg and Director Green will sign checks on Monday, March 27th, 2023.

5. Unfinished Business –

5.1 Update on Steering Committee - Chief Hartley stated he is putting information together for all the committee members and he is looking to hold a meeting with everyone the first week in March.

5.2 Update on Wildfire Preparedness Open House – Dana stated the agenda has been set for the presenters and she emailed it out yesterday to everyone. She sent an email out to all the CERT members to see if they can man their recruitment table. She will then email the Volunteers to see if a few of them can man the Volunteer recruitment table.

Everything is on schedule. Chief Hartley reminded everyone this event is on Saturday, April 29th.

6. New Business:

6.1 - Revision of Board policy 8.10A (Equal Employment Opportunity policy) – Chief Hartley stated we received a survey tool from the Department of Human Services, Office of Civil Rights that needs to be completed since we have received Federal grant funds. They are asking for a copy of our Equal Employment Opportunity policy, however we are missing some language that they are requesting. Chief Hartley stated we emailed to the Board language that was missing for their policy 8.10A (Equal Employment Opportunity policy). He also stated that another policy is being requested from us, (Limited English Proficiency policy) that we are currently drafting, and it will be an Administrative policy. This is for if we had a patient or resident with limited English and how we would respond and communicate with them. Director Wilson stated that they can add a #3 which will follow 8.10 A, #1 & #2 and add the necessary language. Director Wilson made a motion to adopt the language for section #3 on the Board policy Equal Employment Opportunity policy as presented, Director Norberg seconded the motion. All voted by stating “Aye” for approval, motion passed, (5-0).

6.2 - Discussion on creating Board policy to never terminate a staff member without prior legal advice. Chief Hartley stated he spoke with Spencer at SDAO regarding this policy, and it should fall under an Administrative policy, and he has all the language that should be stated in the policy. Director Green stated he has an issue with the word “never”. Chief Hartley stated in the language he received back from Spencer at SDAO, the words “will seek legal counsel” will be utilized instead. Chief Hartley went into details about the \$25,000 deductible that we would have to pay to SDAO if we did not follow the reasonable advice provided by them. The Board reiterated that this should be an Administrative policy and when it came to any firing of a Fire Chief, all members of the Board have to vote for the termination of the Fire Chief and legal advice must be adhered to a head of time. There was no further discussion.

6.3 – Selection of Board members to attend Union negotiations – Director Pahl stated that June ends our Union contract and Chief Hartley is our Union negotiator. He stated it is customary for Board members to observe in the negotiations and discuss with Chief Hartley. He stated he would like to volunteer to be part of the negotiation process and Director Norberg offered to assist in the negotiations as well. Director Wilson offered to assist as well. There was no further discussion.

7. Fire Chief Report - His report was in the Board packet. He stated we have not slowed down with the number of calls we are getting. He reviewed topics in his report. Director Green had a question on the assisted and received medical aid calls and Chief Hartley explained what happened on that particular call. Chief Hartley stated we should be hearing about our staffing and engine grants we applied for through OSFM in March. He stated we are on schedule to start our Exhaust System project in the Bay for next week. He stated that a March 9th meeting will be held at 6: 30 pm with the Board and the current Budget Committee to go over our current budget. There was no other questions from the Board.

Director Wilson stated the Volunteer Association will be having their Easter Egg Hunt on Saturday, April 8th at 10:00 am, He asked if we would have any Levy information handout to pass out to residents during this event. Chief Hartley stated he believes we will have a handout.

Director Green stated we should have some bullet points of information such as the cost of a fire engine, etc.

8. CERT Report - Linda Kay stated the CERT members took November and December off for training. She, Norm Park, and Chief Hartley now have 3 programmed radios in service for the CERT team to utilize and will be doing training on them this month. In the month of January, she completed the CERT Program Manager course and is certified. She is the only one in Central Oregon that we are aware of that is a certified CERT program manager. She is having issues with getting Instructors to do another Basic training for CERT in the month of March. She is working on a Map Your Neighborhood project with the Phase Reps.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - Bill Burt had a question regarding the March 9th meeting and if we were going to email out the Budget Law requirements/manual. Chief Hartley stated we can download the manual and signup for the classes online.

10. Correspondence/Recognitions/Good of the order - Chief Hartley stated we received a nice certificate from the Ready Set Go program on the number of hours we have put into wildfire mitigation and lot assessments. Dana stated we received a Thank You note from Oregon PERS for recording all our contributions on time for 2022. Director Oakley asked a question about the gate that was hit by our ambulance and if there was something the property owner could have done differently so it would have not been hit. Chief Hartley stated if we would have had the gate code ahead of time to make sure it was open, that would have helped. We will be putting out some information to the residents through social media and the Telegraph newspaper about getting the District their gate codes, etc. Director Wilson stated that the Honor Guard is very busy with funerals and still looking for more members to join the Honor Guard. There was mention of the Lions Club raising their rates for the use of the limb dump. Chief Hartley stated the HOA and the Lions Club together were applying for the Oregon State Fire Marshal Community Wildfire Reduction grant to get some equipment for the Lions Club, etc. Dana stated she received notice that she has been assigned jury duty by Jefferson County for the months of March and April. Director Pahl stated that our 2022 Annual Report will be up on our website the next couple of days.

11. Adjournment by Director Norberg at 7:20 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of February 28, 2023

Account	Feb 28, 2023
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	29,837.56
Capital Reserve Fund	405,855.70
Chase Business	14,644.12
Chase Payroll	4,972.74
Chase Savings	35,011.13
FIB - Checking	22,931.95
General Fund	401,162.30
Local Option Levy Fund	600,268.13
Total Cash and Cash Equivalents	1,514,683.63
Total Current Assets	1,514,683.63
Total Assets	1,514,683.63
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	1,431.23
A. WILEY	1,095.27
D. MCDONALD	1,527.90
D. SCHULKE	697.42
FIB - Credit Cards	130.55
Payroll Liabilities	(5,984.43)
S. HARTLEY	100.94
Total Current Liabilities	(1,001.12)
Total Liabilities	(1,001.12)
Equity	
Current Year Earnings	1,515,684.75
Total Equity	1,515,684.75
Total Liabilities and Equity	1,514,683.63
	1,078,990.37
	(1,001.12)
	1,079,991.49
Capital Reserve Funds unspent on new 591 in Chase Business	-543.43
General Fund Net Income	1,079,448.06
	405,855.70
	543.43
Capital Reserve Fund Net Income	406,399.13



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 28 February 2023
Cash Basis

	February Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Ambulance Revenue	\$39,403.50	\$196,329.26	\$250,000.00	-\$53,670.74	-21.4683%	\$ 250,000.00
Beginning Fund Balance	\$0.00	\$665,067.68	\$510,000.00	\$155,067.68	30.4054%	\$ 510,000.00
Conflagration Revenue	\$0.00	\$34,661.98	\$21,256.00	\$13,405.98	63.0692%	\$ -
Contractual Income	\$0.00	\$400.00	\$800.00	-\$400.00	-50.0%	\$ 800.00
Emergency Address Signs	\$0.00	\$200.00	\$500.00	-\$300.00	-60.0%	\$ 500.00
FireMed	\$990.00	\$9,180.00	\$13,500.00	-\$4,320.00	-32.0%	\$ 13,500.00
Grant Funds	\$0.00	\$64,222.78	\$113,350.00	-\$49,127.22	-43.3412%	\$ 78,350.00
Interest	\$2,403.86	\$8,526.27	\$5,000.00	\$3,526.27	70.5254%	\$ 5,000.00
Misc. Income	\$0.00	\$4,000.98	\$5,000.00	-\$999.02	-19.9804%	\$ 5,000.00
Previously Levied Taxes	\$1,755.89	\$15,400.01	\$25,000.00	-\$9,599.99	-38.4%	\$ 25,000.00
Taxes Collected in Year Levied	\$21,669.18	\$1,043,416.68	\$1,027,982.00	\$15,434.68	1.5015%	\$ 1,027,982.00
Training Income	\$0.00	\$140.00	\$500.00	-\$360.00	-72.0%	\$ 500.00
Total Revenue	\$66,222.43	\$2,041,545.64	\$1,972,888.00	\$68,657.64	3.5%	\$ 1,916,632.00
Gross Profit	\$66,222.43	\$2,041,545.64	\$1,972,888.00	\$68,657.64	3.4801%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$37,204.00	-\$37,204.00	-100.0%	\$ 37,204.00
Transfer Out	\$0.00	\$75,000.00	\$75,000.00	\$0.00	0.0%	\$ 75,000.00
Debt Services						
Debt Service:Apparatus Payment	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%	\$ 27,046.00
Total Debt Services	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	0.0%	\$ 27,046.00
Materials & Services						
Administration	\$1,746.43	\$12,506.77	\$20,700.00	-\$8,193.23	-39.5808%	\$20,700.00
Building Maintenance & Supplies	\$6,402.08	\$11,639.59	\$35,000.00	-\$23,360.41	-66.744%	\$35,000.00
CERT Program	\$0.00	\$2,167.67	\$5,000.00	-\$2,832.33	-56.6466%	\$5,000.00
Department Services	\$0.00	\$3,836.15	\$5,000.00	-\$1,163.85	-23.277%	\$5,000.00
Dispatch Services	\$0.00	\$65,960.27	\$64,898.00	\$1,062.27	1.6368%	\$64,898.00
EMS Operations	\$5,848.51	\$26,508.11	\$45,000.00	-\$18,491.89	-41.0931%	\$45,000.00
Fire Operations	\$3,772.64	\$20,808.70	\$39,300.00	-\$18,491.30	-47.0517%	\$39,300.00
Fuel	\$2,170.11	\$13,279.05	\$15,000.00	-\$1,720.95	-11.473%	\$15,000.00
Insurance	\$0.00	\$34,122.00	\$37,515.00	-\$3,393.00	-9.0444%	\$37,515.00
Prevention	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	-100.0%	\$2,000.00
Professional Services	\$750.24	\$12,978.64	\$22,000.00	-\$9,021.36	-41.0062%	\$22,000.00
Radios/Communications	\$69.98	\$3,007.37	\$16,000.00	-\$12,992.63	-81.2039%	\$16,000.00
Rope Rescue Operations	\$0.00	\$1,575.53	\$3,000.00	-\$1,424.47	-47.4823%	\$3,000.00
SAFER Grant Expenditures	\$766.11	\$11,469.91	\$41,850.00	-\$30,380.09	-72.5928%	\$41,850.00
Training	\$393.25	\$8,234.38	\$30,000.00	-\$21,765.62	-72.5521%	\$30,000.00
Travel	\$521.16	\$1,507.11	\$5,000.00	-\$3,492.89	-69.8578%	\$5,000.00
Tuition Reimbursement	\$0.00	\$6,797.80	\$31,500.00	-\$24,702.20	-78.4197%	\$31,500.00
Uniforms	\$0.50	\$3,561.47	\$7,000.00	-\$3,438.53	-49.1219%	\$7,000.00
Utilities	\$3,958.55	\$20,010.55	\$29,000.00	-\$8,989.45	-30.9981%	\$29,000.00
Vehicle/Equipment Maintenance	\$1,231.53	\$17,695.91	\$35,000.00	-\$17,304.09	-49.4403%	\$35,000.00
Volunteer Incentive Program	\$180.00	\$3,960.00	\$22,600.00	-\$18,640.00	-82.4779%	\$22,600.00
Wellness Program	\$62.76	\$581.45	\$10,000.00	-\$9,418.55	-94.1855%	\$10,000.00
Total Materials & Services	\$27,873.85	\$282,208.43	\$522,363.00	-\$240,154.57	-46.0%	\$522,363.00

Personnel Services						
Administrative Assistant	\$3,545.40	\$26,399.63	\$41,045.00	-\$14,645.37	-35.6813%	\$41,045.00
Administrative Assistant Overtime	\$34.99	\$777.84	\$2,798.00	-\$2,020.16	-72.2001%	\$2,798.00
Assistant Chief	\$0.00	\$30,074.13	\$68,229.00	-\$38,154.87	-55.9218%	\$68,229.00
Employee Benefits	\$5,111.93	\$100,818.45	\$213,589.00	-\$112,770.55	-52.7979%	\$213,589.00
Fire Chief	\$6,458.34	\$40,605.86	\$87,524.00	-\$46,918.14	-53.606%	\$87,524.00
Firefighter/Paramedic OT, 40-Hour	\$0.00	\$0.00	\$7,932.00	-\$7,932.00	-100.0%	\$7,932.00
Firefighter/Paramedic, 40-Hour	\$0.00	\$823.35	\$38,777.00	-\$37,953.65	-97.8767%	\$38,777.00
Part-Time Personnel	\$3,747.50	\$43,512.10	\$68,840.00	-\$25,327.90	-36.7924%	\$33,840.00
Payroll Taxes	\$2,929.07	\$28,624.14	\$48,671.00	-\$20,046.86	-41.1885%	\$48,671.00
PERS	\$8,597.40	\$83,985.47	\$169,589.00	-\$85,603.53	-50.4771%	\$169,589.00
Shift Personnel Overtime	\$2,885.61	\$26,247.38	\$46,614.00	-\$20,366.62	-43.6921%	\$46,614.00
Shift Personnel Wages	\$13,523.80	\$129,584.10	\$192,121.00	-\$62,536.90	-32.5508%	\$192,121.00
Student Volunteer Stipends	\$540.00	\$3,769.53	\$7,290.00	-\$3,520.47	-48.2918%	\$7,290.00
Volunteer Conflag Reimb.	\$0.00	\$17,323.91	\$21,256.00	-\$3,932.09	-18.4987%	
Volunteer Stipends & Benefits	\$4,300.00	\$29,700.00	\$36,500.00	-\$6,800.00	-18.6301%	\$36,500.00
Workers Comp. & Grp Acc. Ins.	\$0.00	\$15,598.09	\$15,500.00	\$98.09	0.6328%	\$15,500.00
Total Personnel Services	\$51,674.04	\$577,843.98	\$1,066,275.00	-\$488,431.02	-45.8%	\$1,010,019.00
Total Operating Expenses	\$79,547.89	\$962,097.58	\$1,727,888.00	-\$765,790.42	-44.3194%	
Net Income / (Loss) before Tax	-\$13,325.46	\$1,079,448.06	\$245,000.00	\$834,448.06	340.591%	
Net Income	-\$13,325.46	\$1,079,448.06	\$245,000.00	\$834,448.06	340.591%	
Total Comprehensive Income	-\$13,325.46	\$1,079,448.06	\$245,000.00	\$834,448.06	340.591%	



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 28 February 2023
 Cash Basis

	February YTD Actual		Budget	Var USD	Var %	Original Budget
	Actual	Actual				
Revenue						
Beginning Fund Balance	\$0.00	\$377,163.04	\$376,918.00	\$245.04	0.065%	\$ 376,918.00
Grant Funds	\$0.00	\$0.00	\$95,239.00	-\$95,239.00	-100.0%	
Interest	\$874.09	\$3,692.66	\$2,750.00	\$942.66	34.2785%	\$ 2,750.00
Misc. Income	\$0.00	\$0.00	\$12,383.00	-\$12,383.00	-100.0%	
Transfer In	\$0.00	\$75,000.00	\$75,000.00	\$0.00	0.0%	\$ 75,000.00
Total Revenue	\$874.09	\$455,855.70	\$562,290.00	-\$106,434.30	-18.9%	\$ 454,668.00
Gross Profit						
	\$874.09	\$455,855.70	\$562,290.00	-\$106,434.30	-18.9287%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$84,500.00	-\$84,500.00	-100.0%	\$ 100,000.00
Capital Outlay						
Cap Outlay & Grant Awards:Apparatus Pur.	\$0.00	\$49,456.57	\$60,000.00	-\$10,543.43	-17.5724%	\$ 60,000.00
Cap Outlay & Grant Awards:Building Pur.	\$0.00	\$0.00	\$155,739.00	-\$155,739.00	-100.0%	\$ 45,000.00
Total Capital Outlay	\$0.00	\$49,456.57	\$215,739.00	-\$166,282.43	-77.1%	\$ 105,000.00
Total Operating Expenses	\$0.00	\$49,456.57	\$300,239.00	-\$250,782.43	-83.5276%	
Net Income / (Loss) before Tax	\$874.09	\$406,399.13	\$262,051.00	\$144,348.13	55.084%	
Net Income	\$874.09	\$406,399.13	\$262,051.00	\$144,348.13	55.084%	
Total Comprehensive Income	\$874.09	\$406,399.13	\$262,051.00	\$144,348.13	55.084%	



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 28 February 2023
Cash Basis

	February Actual	YTD Actual	Budget	Var USD	Var %	<i>Original Budget</i>
Revenue						
Beginning Fund Balance	\$0.00	\$15,919.26	\$12,223.00	\$3,696.26	30.2402%	\$ 12,223.00
Interest	\$55.27	\$460.98	\$300.00	\$160.98	53.66%	\$ 300.00
Previously Levied Taxes	\$298.84	\$2,665.32	\$3,500.00	-\$834.68	-23.848%	\$ 3,500.00
Taxes Collected in Year Levied	\$3,528.52	\$169,910.00	\$184,203.00	-\$14,293.00	-7.7594%	\$ 184,203.00
Total Revenue	\$3,882.63	\$188,955.56	\$200,226.00	-\$11,270.44	-5.6%	\$ 200,226.00
Gross Profit	\$3,882.63	\$188,955.56	\$200,226.00	-\$11,270.44	-5.6289%	
Operating Expenses						
Debt Services						
Debt Service: Bond Payment	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.3616%	\$ 181,562.00
Total Debt Services	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.4%	\$ 181,562.00
Total Operating Expenses	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.3616%	
Net Income / (Loss) before Tax	\$3,882.63	\$29,837.56	\$18,664.00	\$11,173.56	59.8669%	
Net Income	\$3,882.63	\$29,837.56	\$18,664.00	\$11,173.56	59.8669%	
Total Comprehensive Income	\$3,882.63	\$29,837.56	\$18,664.00	\$11,173.56	59.8669%	

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period February 1, 2023 to February 28, 2023

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Feb 22, 2023	EFT	Premiums from staff for February	434.24	Approved	Payroll Liabilities
Total Aflac			434.24		
Air Med Care Network					
Feb 8, 2023	5703-02082023	Membership for Torrey Piatt, Emma Borlen and Vidahlia Baca	96.00	Paid	Materials & Services:Administration:Memberships
Total Air Med Care Network			96.00		
BIOMED					
Feb 6, 2023	96055	Background check for Vidahlia Baca	29.00	Paid	Materials & Services:Professional Services:Background Checks
Total BIOMED			29.00		
BoundTree Medical, LLC					
Feb 8, 2023	84851370	Various sizes of Airway Kits, Suction Catheter and King Vision Video Laryngoscope Blade with digital camera	241.23	Paid	Materials & Services:EMS Operations:Supplies
Feb 9, 2023	84853023	Suction Catheter, sterile, 10 FR Adult, 50/ea/cs	2.37	Paid	Materials & Services:EMS Operations:Supplies
Feb 9, 2023	84853024	Suction catheter, 18 FR, adult, 50ea/cs	2.37	Paid	Materials & Services:EMS Operations:Supplies
Feb 9, 2023	84853024	King LTS-D Supraglottic Airway Kit Size 4	40.25	Paid	Materials & Services:EMS Operations:Supplies
Feb 9, 2023	84853024	King LTS-D Supraglottic Airway Kit Size 5	39.59	Paid	Materials & Services:EMS Operations:Supplies
Feb 9, 2023	84853024	BVM, SPUR II, w med adult mask, 12ea/cs	61.12	Paid	Materials & Services:EMS Operations:Supplies
Feb 16, 2023	PO-0358 /84859495	Stretcher Orange Reeves 101	330.49	Paid	Materials & Services:EMS Operations:Supplies
Feb 23, 2023	PO-0360 / 84868595	EMS Supplies- Blood Glucose Test Strips and Suction Cups for LUCAS 2	395.50	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			1,112.92		
Carson Oil Company, Inc.					
Feb 1, 2023	IN-0815402 - EFT	Diesel for building generator	1,060.34	Paid	Materials & Services:Fuel
Feb 2, 2023	CP-00430507 - EFT	Fuel for all apparatus	543.65	Paid	Materials & Services:Fuel
Feb 16, 2023	CP-00433654 - EFT	Fuel for all apparatus	626.82	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			2,230.81		
Cascade Fire Equipment					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 2, 2023	Grant Purchase/PO 0355/Inv1492	Dex-Pro Structure glove	750.00	Paid	Materials & Services:SAFER Grant Expenditures
Feb 2, 2023	Grant Purchase/PO 0355/Inv1492	Shipping	16.11	Paid	Materials & Services:SAFER Grant Expenditures
Total Cascade Fire Equipment			766.11		
CIT - First Citizens Bank & Trust					
Feb 16, 2023	41726450 - EFT	Contract Payment for Lease of Copier	138.43	Paid	Materials & Services:Administration:C opier Expenses
Feb 16, 2023	41726450 - EFT	Documentation Fee (one time fee)	75.00	Paid	Materials & Services:Administration:C opier Expenses
Total CIT - First Citizens Bank & Trust			213.43		
CoEnergy -Central Oregon					
Feb 1, 2023	3142	Commercial Propane for building	143.53	Paid	Materials & Services:Utilities:Propane
Total CoEnergy -Central Oregon			143.53		
Crooked River Needle Works LLC					
Feb 16, 2023	539	Embroidery for Board member shirt with Logo	22.50	Paid	Materials & Services:Uniforms
Total Crooked River Needle Works LLC			22.50		
Crooked River Ranch Water Company					
Feb 1, 2023	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Feb 1, 2023	94	Water	32.70	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			67.29		
Crooked River Sanitary					
Feb 1, 2023	00014	Sanitation Services for January	72.02	Paid	Materials & Services:Utilities:Sanitatio n
Total Crooked River Sanitary			72.02		
Department of Consumer & Business Services					
Feb 1, 2023	730003026123	Permit for Air Tank located in Shop of building	112.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Department of Consumer & Business Services			112.00		
Department of Public Safety Standards Training					
Feb 1, 2023	ARF74794	Fingerprinting for Ryan Rhodes	46.25	Paid	Materials & Services:Training
Total Department of Public Safety Standards Training			46.25		
HRA VEBA Trust					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 22, 2023	YA422 - ACH	Contributions for staff	1,250.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,250.00		
Hughes Fire Equipment					
Feb 16, 2023	588178	Maintenance on 521/510165. Discharged #2 LED indicators were not showing the valve is opening and closing properly. Broken chip inside sensing mechanism, which will have to be replaced. Found primer is leaking primer fluid and Anti Siphon Valve was plugged. Customer stated they fixed issue by removing the Governor and finding a loose connection on the back side. They secured the connector and the problem was fixed. Found no other issues on vehicles.	187.16	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510165
Total Hughes Fire Equipment			187.16		
IAFF 3650 - Redmond Firefighters Union					
Feb 2, 2023	Union Dues - ACH	Union Dues for Alysha, David, Adam	102.00	Paid	Payroll Liabilities
Feb 2, 2023	PAC Donations - ACH	PAC Donations from staff	16.00	Paid	Payroll Liabilities
Feb 22, 2023	Union Dues - ACH	Union Dues from Alysha, David, Adam	102.00	Paid	Payroll Liabilities
Feb 22, 2023	PAC Donations - ACH	PAC donations from staff	16.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			236.00		
Johnson Controls Fire Protection LP					
Feb 16, 2023	23368794	Annual Fee for monitoring of the Fire Alarm System in Building	634.88	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Johnson Controls Fire Protection LP			634.88		
Kiley Samples					
Feb 2, 2023	Refund	Refund of ambulance billing charges, insurance reprocessed	544.62	Paid	Ambulance Revenue
Total Kiley Samples			544.62		
L.N. Curtis & Sons					
Feb 1, 2023	PO 0300/ INV669905	CO/ H2S sensor Xcell Sensor Reploacement Kit	405.79	Paid	Materials & Services:Fire Operations:Supplies/Equi pment
Feb 1, 2023	PO 0300/ INV669905	Shipping	23.48	Paid	Materials & Services:Training

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 6, 2023	PO-0356/INV673282	CO/ H2S sensor	413.25	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 6, 2023	PO-0356/INV673282	Shipping	16.28	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 6, 2023	PO-0300 / INV670702	Oxygen sensor Kit	305.51	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 6, 2023	PO-0300 / INV670702	Shipping	23.48	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 16, 2023	PO-0356/INV674557	Oxygen sensor	313.50	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 16, 2023	PO-0356/INV674557	Shipping	23.52	Paid	Materials & Services:Training
Feb 16, 2023	INV675157	Cobustable Ex Sensor Replacement	356.81	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Feb 16, 2023	INV675157	Shipping	23.52	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Total L.N. Curtis & Sons			1,905.14		
Life Flight Network					
Feb 8, 2023	5126	Addition of 3 new volunteers to membership (prorated)	32.49	Paid	Materials & Services:Administration:Memberships
Total Life Flight Network			32.49		
Life-Assist					
Feb 21, 2023	1293505	Rocuronium, 100 mg, 10 ml vial box/10	163.30	Paid	Materials & Services:EMS Operations:Supplies
Total Life-Assist			163.30		
Local Government Law Group					
Feb 16, 2023		Services Rendered to investigate sample English language policy and how to proceed under DHS guidelines	390.00	Paid	Materials & Services:Professional Services:Legal
Total Local Government Law Group			390.00		
Nationwide Retirement Solutions					
Feb 2, 2023	Deferred Comp - ACH	Deferred Comp contributions from staff	220.00	Paid	Payroll Liabilities
Feb 22, 2023	Deferred Comp - ACH	Deferred Comp contributions from staff	220.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			440.00		
Norco					
Feb 2, 2023	36899687	D Medical Oxygen USP	35.24	Paid	Materials & Services:EMS Operations:Supplies
Feb 2, 2023	36899687	DEY Medical Oxygen USP	36.77	Paid	Materials & Services:EMS Operations:Supplies
Feb 2, 2023	36899687	Handling Charge	29.00	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 2, 2023	36899687	Fuel Charge	2.49	Paid	Materials & Services:EMS Operations:Supplies
Feb 16, 2023	37017205	D Medical Oxygen/Small Tanks	52.86	Paid	Materials & Services:EMS Operations:Supplies
Feb 16, 2023	37017205	DEY Medical Oxygen/Large Tanks	36.77	Paid	Materials & Services:EMS Operations:Supplies
Feb 16, 2023	37017205	Handling Charge	29.00	Paid	Materials & Services:EMS Operations:Supplies
Feb 16, 2023	37017205	Fuel Charge	2.49	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			224.62		
Northwest Safety Clean					
Feb 1, 2023	23-34387	Coat: NFPA Advanced Inspection for Shell and Liner	225.00	Paid	Materials & Services:Fire Operations:PPE
Feb 1, 2023	23-34387	Pant: NFPA Advanced Inspection for Shell and Liner	225.00	Paid	Materials & Services:Fire Operations:PPE
Feb 1, 2023	23-34387	General Repairs and Alterations Meeting NFPA Compliance	260.00	Paid	Materials & Services:Fire Operations:PPE
Feb 1, 2023	23-34387	Shipping	210.62	Paid	Materials & Services:Fire Operations:PPE
Total Northwest Safety Clean			920.62		
Oregon Health Authority - OFS Receipting Unit					
Feb 23, 2023	GEMT Non Fed portion - ACH	2nd half of GEMT 2022, non-federal portion contribution	1,876.14	Paid	Materials & Services:EMS Operations:Fees/Dues
Feb 23, 2023	GEMT Non Fed portion - ACH	20% Administration fee	375.23	Paid	Materials & Services:EMS Operations:Fees/Dues
Total Oregon Health Authority - OFS Receipting Unit			2,251.37		
Oregon PERS					
Feb 8, 2023	PERS - EFT	Employer Contributions	3,714.94	Paid	Personnel Services:PERS
Feb 8, 2023	PERS - EFT	Employee Contributions, paid by Employer	941.62	Paid	Personnel Services:PERS
Feb 21, 2023	PERS -EFT	Employer Contributions	3,680.81	Approved	Personnel Services:PERS
Feb 21, 2023	PERS -EFT	Employee Contributions, paid by Employer	933.07	Approved	Personnel Services:PERS
Total Oregon PERS			9,270.44		
Pacific Power					
Feb 21, 2023	24712171-001-3	Basic Charges/Demand Charges/Load Size, Kilowatt usage	2,836.65	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			2,836.65		
Peterson					
Feb 1, 2023	SW290082313	Annual maintenance of Load testing on building generator	1,861.00	Paid	Materials & Services:Building & Maintenance:Maintenance

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 1, 2023	SW290082351	3 yr maintenance on building generator	3,327.18	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Peterson			5,188.18		
SeaWestern Fire Fighting Equipment					
Feb 21, 2023	PO-0316/INV21147/Grant/ACH	Sigma Twill 7.0 oz outershell, Lime/Yellow ventilated 3M Scotchlite II reflective material triple trim above cuffs, self-fabric with 1 layer of Lite-N-Dri foam knee reinforcments, pants cuffs have self-fabric hook and loop and dee-ring adjusters, thermoplastic zipper with hook and loop and snap storm fly closer, postman-style take-up stramps at waist, etc.	663.50	Paid	Materials & Services:Fire Operations:PPE
Feb 21, 2023	PO-0316/INV21147/Grant/ACH	Shipping	14.20	Paid	Materials & Services:Fire Operations:PPE
Feb 21, 2023	INV21322 - ACH	Majestic Ultra PBA Firefighter Hood - Natural	264.00	Paid	Materials & Services:Fire Operations:PPE
Feb 21, 2023	INV21322 - ACH	Shipping	14.20	Paid	Materials & Services:Fire Operations:PPE
Total SeaWestern Fire Fighting Equipment			955.90		
Special Districts Insurance Services					
Feb 6, 2023	03-0052514 - ACH	Health Premiums for Staff for March	7,226.65	Paid	Personnel Services:Employee Benefits:Health Insurance
Feb 6, 2023	03-0052514 - ACH	Dental Premiums for Staff for March	657.42	Paid	Personnel Services:Employee Benefits:Dental Insurance
Feb 6, 2023	03-0052514 - ACH	Long-Term Premiums for Staff for March	119.80	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Feb 6, 2023	03-0052514 - ACH	Credit for Termination of employee premiums	(4,341.94)	Paid	Personnel Services:Employee Benefits:Health Insurance
Total Special Districts Insurance Services			3,661.93		
Streamline					
Feb 2, 2023	41F663CA-0027 - ACH	Mo. Fee for use of website platform	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline			100.00		
Sureline Broadband					
Feb 6, 2023	23824	Internet and Telephone charges	599.00	Paid	Materials & Services:Utilities:Telecom munications
Total Sureline Broadband			599.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Systems Design West					
Feb 21, 2023	20230336	EMS Billing for January	950.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Feb 21, 2023	20230336	Postage	21.42	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Systems Design West			971.42		
TEC Equipment					
Feb 8, 2023	503348P3S	CSA Check 22 inspection on 522: included oil change, replacement of fuel and lube filters, checking of tires, checking of all fluid levels. Reported maintenance concern to customer of seeping transmission leak and seeping transfer case leak. Labor	160.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Feb 8, 2023	503348P3S	Parts	206.18	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Feb 8, 2023	503348P3S	Misc. Charges	22.40	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Feb 8, 2023	503348P3S	Tax	1.48	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Feb 16, 2023	503386P3S	Performed B Service (Oil & Filter change) on 521. Removed Marker Light Cover and found burnt out bulb, replaced bulb and confirmed proper operation. Labor	419.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Feb 16, 2023	503386P3S	Parts	174.18	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Feb 16, 2023	503386P3S	Misc Charges	58.66	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Feb 16, 2023	503386P3S	Tax	2.47	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Total TEC Equipment			1,044.37		
US Bank Equipment Finance					
Feb 6, 2023	500-0538646-000	Payoff amount of Kyocera copier lease	288.36	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			288.36		
Verizon Wireless					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 2, 2023	9926084670	data charges for iPads	240.06	Paid	Materials & Services:Utilities:Telecom munications
Total Verizon Wireless			240.06		
VISA - Chase					
Feb 1, 2023	HD 369757633	Vacuum Cleaners	194.00	Paid	Materials & Services:Building & Maintenance:Supplies
Feb 7, 2023	HD 372890180	New plug connector for rhythm generator	97.83	Paid	Materials & Services:EMS Operations:Supplies
Feb 13, 2023	XXXX	USPS Shipping Fee for part to DayWireless	9.55	Paid	Materials & Services:Administration:Postage & Shipping
Feb 14, 2023	S-339 Training	S-339 for Lt. Day	300.00	Paid	Materials & Services:Training
Feb 15, 2023	XXXX	Mo. Fee for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Feb 16, 2023	HD 374943785	repair part for bay restroom toilet	6.98	Paid	Materials & Services:Building & Maintenance:Maintenance
Feb 16, 2023	HD 375008378	Service call for station washing machine	150.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Feb 17, 2023	HD 375245635	Trifold exercise mat	62.76	Paid	Materials & Services:Wellness Program
Feb 17, 2023	HD 375245635	Suspension rod for Samsung washer	52.66	Paid	Materials & Services:Building & Maintenance:Maintenance
Feb 17, 2023	HD 376774202	Zoll Rhythm Generator	813.68	Paid	Materials & Services:EMS Operations:Supplies
Feb 18, 2023	HD 376872832	Charges for shipping of package	434.61	Approved	Materials & Services:Administration:Postage & Shipping
Feb 21, 2023	XXXX	Purchase of Stamps for payables	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Feb 21, 2023	XXXX	Mo. Fee for Accounting platform	27.75	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Feb 22, 2023	HD 376829096	Lunch for Dan M. & Sean H. when picking up new 591.	25.26	Paid	Materials & Services:Travel
Feb 24, 2023	HD 377644622	Ram mount for new 591	69.98	Paid	Materials & Services:Radios/Communications
Feb 26, 2023	Winter Fire School	Lodging La Quinta	354.42	Paid	Materials & Services:Travel
Feb 26, 2023	Winter Fire School	Food- Flight Deck Salem OR. Frank, Adam, Travis	100.00	Paid	Materials & Services:Travel
Feb 26, 2023	Winter Fire School	Food- Red Robin Salem OR	41.48	Paid	Materials & Services:Travel
Feb 27, 2023	111-6836187-2172222	Plastic Sign Holders for walls of building.	38.99	Paid	Materials & Services:Building & Maintenance:Supplies
Feb 27, 2023	HD 378260807	Adobe Acrobat software renewal for Dana	239.88	Paid	Materials & Services:Administration:Subscriptions/Reference Materials

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 28, 2023	HD 379961200	Pals Instructor Online Course- Adam Wiley	38.00	Paid	Materials & Services:Training
Total VISA - Chase			3,125.82		
Zoll Medical					
Feb 16, 2023	PO-0357 / 3661412	EMS Supplies	213.37	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical			213.37		
Total			43,021.80		



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report March, 2023

➤ Calls for service in February totaled 59. 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.)	1	1										2
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0										0
3-Rescue & EMS	48	48										96
4-Hazardous Condition (No Fire)	1	1										2
5-Service Call	4	6										10
6-Good Intent Call	5	3										8
7-False Alarm & False Call	1	0										1
8-Severe Weather & Natural Disaster	0	0										0
9-Special/Other Incident	0	0										0
Total Calls-To-Month End 2023	60	59	0	0	0	0	0	0	0	0	0	0
119												
Total Calls-To-Month End 2022	41	51	50	38	51	45	44	65	54	49	65	60

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

- Auto-Aid Given – 0
- Auto-Aid Received – 2
- Mutual-Aid Given – 3
- Mutual-Aid Received – 2

➤ We are pleased to welcome on another new Volunteer. Firefighter/EMT Mark Cooly. He will be a welcome addition to our response force. If you see him at the station, please welcome him to the District.

- Grant Update:
 - AFG for direct vehicle exhaust capture system. The system has been installed and is now operational!
- The application period is open to hire two permanent Shift Paramedic/Firefighters. The application period is open until March 10th. At the time of this report, we have received three applications. The Assessment Center/Interview will be scheduled for the week of March 20th.
- Security camera upgrade project is underway. One camera is now installed. The project should be completed by the end of March.
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 22
 - New memberships: 1
 - Non-renewals: 2
 - Total for the year: 293
- Lot Assessments (year-to-date)
 - Number of assessment Requests: 11
 - Number of first assessment done: 5
 - Number of grant applications received: 5
 - Number of grant applications complete: 0
- Volunteer Association Update
 - Easter egg candy stuffing is on-going. Watch for an email with sign-up information for the Annual Easter Egg Hunt on Saturday, April 8th at 10am.

Respectfully submitted,

Sean Hartley
Fire Chief