



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
Phone: (541) 923-6776 | Fax: (541) 923-5247
www.crrfire-or.gov, EIN #93-0779775

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board of Directors meeting on Thursday, September 17, 2026. The Board meeting will start at 6:00 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the meeting can be found through the Zoom platform, by accessing our website, www.crrfire-or.gov/public-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. **We ask that all cell phones be silenced and notifications be turned off.**

Board of Directors

Rodney Cross, President (Position 5)
Brad Pahl, Vice President (Position 1)
Joseph Costigan, Secretary (Position 4)
Mike Fletcher, Treasurer (Position 2)
Dave Palmer, Board Director (Position 3)

District Staff

Sean Hartley, Fire Chief
Dana Schulke, Admin. Asst.

Board Meeting Agenda

1. Call to Order – Director Cross
 - 1.1 Flag Salute – Director Palmer
 - 1.2 Roll Call – Director Costigan
2. Review of Agenda – Director Cross
3. Approval of minutes – Director Cross
 - 3.1 Approval of Supplemental Budget Hearing & Board Meeting minutes from August 20, 2026
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for August 2026
– Director Fletcher
 - 4.2 Appointment of Board members to sign payables for Monday, October 12th and Tuesday, October 27th, 2026 – Director Cross
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update on Sale of Surplus Apparatus – Fire Chief, Sean Hartley
6. New Business (consideration, discussion, and possible action on the following items):
 - 6.1 Discussion on Fire Chief 'evaluation and who will Chair the process – Director Cross
 - 6.2 Updated Public Official Ethics Policy – Fire Chief, Sean Hartley
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. CERT Report – 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 Cross

11. Adjournment – Director Cross

(In accordance with ORS 192.660, the Crooked River Ranch Rural Fire Protection District Board of Directors may convene in executive session at any time)

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

August 20, 2026

A Supplemental Budget Hearing & Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 20th, 2026, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Terrebonne, Oregon.

Supplemental Budget Hearing Minutes

1. Called to Order by Director Cross at 6:00 pm.

1.1 Flag Salute – Led by Director Palmer.

1.2 Roll Call – Taken by Director Costigan and the following were in attendance: Directors Cross, Pahl, Costigan, Palmer and Fletcher. Also in attendance were Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke, Captain David McDonald and Maria Bartness (student intern). Members of the public were Robin Huber, Mike Dries, Dennis Senko, Linda Kay Widmer, Kay Norberg, Susan Holt, Vicki & Bill Burt, and Kay Limbaugh. Michael Miller attended virtually via the Zoom platform.

2. Supplemental Budget Presentation – The supplemental budget was included in the board packet. Chief Hartley reviewed the highlighted changes.

3. Comments or questions from the Board – There were no questions asked by the Board or by the public in attendance.

4. Adjournment – The public hearing adjourned at 6:10 PM.

Board Meeting Minutes

1. Called to Order by Director Cross at 6:10 PM.

1.1 Roll Call – Taken by Director Costigan and the following were in attendance: Directors Cross, Pahl, Costigan, Palmer and Fletcher. Also in attendance were Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke, Captain David McDonald and Maria Bartness. Members of the public were Robin Huber, Mike Dries, Dennis Senko, Linda Kay Widmer, Kay Norberg, Susan Holt, Vicki & Bill Burt, and Kay Limbaugh. Michael Miller attended virtually via the Zoom platform.

2. Review of Agenda – Director Cross reviewed the agenda. There were no additional topics to add or any to delete.

3. Approval of the minutes

3.1 Joint Public Hearing & Board Meeting minutes from Thursday, July 16, 2026 – Director Fletcher made a motion to approve the joint public hearing and board meeting minutes from July 16th as

presented. Director Costigan seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

4. Financial Reports

4.1 Acknowledge receipt and approval of the financial reports for July 2026 – Director Fletcher reported that everything balanced as of July 31, 2026. Director Pahl made a motion to approve the June 2026 financials as presented. Director Palmer seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

4.2 Appointment of Board members to sign checks for Thursday, September 10th and Thursday, September 24th, 2026 – Directors Costigan and Palmer will sign on Thursday, September 10th, and Directors Palmer and Pahl will sign on Thursday, September 24th.

5. Unfinished Business –

5.1 Update on Sale of Surplus Apparatus– Chief Hartley reported that there has been no activity from the new listing of the apparatus. He advised the Board that he had already lowered the price from \$50,000 down to \$45,000. There are a lot of apparatus for sale right now, which is making it harder to sell. Director Costigan asked about putting the apparatus on the state surplus sale site and Chief Harley stated that he would check to see if that was allowed by the current sales company we are utilizing. He asked the Board if they would consider donating the apparatus to Warm Springs. Chief Hartley stated he is going to wait a little while longer and then we need to decide on what to do with it.

5.2 Selection of a date for October Board Workshop – Suggested topics for discussion at the workshop are the revised financial policy (Bill Pay addition) and discussion of a possible levy. Director Palmer made a motion to set October 13th at 6 PM as the date for the workshop. Director Pahl seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

6. New Business –

6.1 Discussion on Board Meeting times/days – Director Cross stated to the Board if they are comfortable with keeping the Board meetings on the third Thursday of every month, at 6:00 pm. Director Palmer made a motion to continue the current schedule for Board meetings. Director Costigan seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

6.2 Discussion on Board Director compensation/reimbursement – Director Cross stated that every year the Board needs to review whether or not they will be taking any compensation for their time, etc. Director Costigan stated for the record that the Board does receive a free membership to the LifeFlight and AirMed Ambulance transport memberships. Director Costigan made a motion not to accept any compensation for being on the Board of Directors. Director Palmer seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

6.3 Discussion/Approval of Resolution 2026-07 to approve Supplemental Budget for 2026/2027 – Director Pahl made a motion to approve Resolution 2026-07 to adopt the Supplemental Budget as

presented in the Supplemental Budget Hearing, prior to this meeting. Director Palmer seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

6.4 Update on Strategic Plan Goals – Chief Hartley reported on progress of the Strategic Plan goals.

He stated we are still working on increasing our staffing and filling the Captain position. We are currently working on Volunteer Recruitment and marketing. We are working with Deschutes County 911 on testing personnel with phishing emails, etc. He stated that we have come across a couple phishing emails lately and reported them.

7. Fire Chief’s Report – Chief Hartley’s report was in the Board packet, which he summarized. He stated in his report that July has been very busy with all the fires going on. Brent Goold has been the IC on many of them and 2 of our personnel went on the Grasshopper conflagration. Our Audit went well and Chief is working on finishing up new requirement paperwork that annual audit.

8. CERT Report – Linda Kay Widmer reported she has two new members that will be coming next week. Linda stated that she and Chief Hartley discussed her budget. The road signs that were purchased last fiscal year did not arrive until this fiscal year, along with the invoice for it. Therefore, it has decreased her budget this year. She stated that the CERT training is coming up next week.

9. Comment/Questions –

9.1 Public input on the current agenda topics – There was none.

9.2 Public input on future agenda topics – There was none.

10. Correspondence/Recognitions/Good of the Order – Director Cross read a thank you note from a young resident of the Ranch. Director Pahl stated that for September’s Board meeting, a discussion will take place on the Fire Chief’s evaluation coming up, and discussion on more topics for October’s Workshop.

11. Adjournment – Director Cross adjourned the meeting at 6:57 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of August 31, 2026

Account	Aug 31, 2026
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	15,042.82
Capital Reserve Fund	309,471.06
Chase Business	50,375.78
Chase Payroll	38,160.30
Chase Savings	113,028.53
General Fund	256,895.05
Local Option Levy Fund	1,144,020.84
Stripe USD	120.00
Total Cash and Cash Equivalents	1,927,114.38
Accounts Receivable	(60.00)
Total Current Assets	1,927,054.38
Total Assets	1,927,054.38
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	1,660.06
A. WILEY	298.34
D. MCDONALD	420.26
D. SCHULKE	1,139.54
VISA CC - S. HARTLEY	(1,012.05)
Payroll Liabilities	(855.21)
Total Current Liabilities	1,650.94
Total Liabilities	1,650.94
Equity	
Current Year Earnings	1,925,403.44
Total Equity	1,925,403.44
Total Liabilities and Equity	1,927,054.38
	1,602,540.50
	1,650.94
General Fund Net Income	1,600,889.56

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended August 31, 2026
Cash Basis



Fund Name is General Fund.

Account	Actual for Aug 2026	July - Aug-26	Budget	Variance	Variance %
Revenue					
Ambulance Revenue	49,000.54	87,164.34	325,000.00	(237,835.66)	-73.18%
Beginning Fund Balance	0.00	1,732,657.00	1,733,133.00	(476.00)	-0.03%
Conflagration Revenue	0.00	0.00	40,000.00	(40,000.00)	-100.00%
Contractual Income	0.00	0.00	400.00	(400.00)	-100.00%
Emergency Address Signs	50.00	50.00	275.00	(225.00)	-81.82%
FireMed	1,380.00	3,120.00	15,000.00	(11,880.00)	-79.20%
Grant Funds	0.00	3,000.00	38,000.00	(35,000.00)	-92.11%
Interest	5,093.78	10,163.11	30,000.00	(19,836.89)	-66.12%
Misc. Income	500.00	1,700.00	15,000.00	(13,300.00)	-88.67%
Previously Levied Taxes	3,261.18	11,292.87	27,500.00	(16,207.13)	-58.94%
Taxes Collected in Year Levied	73.88	1,062.12	1,354,225.00	(1,353,162.88)	-99.92%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
Donation	3,414.00	3,414.00	0.00	3,414.00	0.00%
Total Revenue	62,773.38	1,853,623.44	3,579,033.00	(1,725,409.56)	-48.21%
Gross Profit	62,773.38	1,853,623.44	3,579,033.00	(1,725,409.56)	-48.21%
Operating Expenses					
Debt Service:Apparatus Payment	0.00	0.00	60,497.00	(60,497.00)	-100.00%
Debt Services & Contingency:Contingency	0.00	0.00	95,869.00	(95,869.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	100,000.00	(100,000.00)	-100.00%
Materials & Services					
Administration	4,324.08	4,920.74	23,350.00	(18,429.26)	-78.93%
Building Maintenance & Supplies	4,008.55	4,873.00	30,000.00	(25,127.00)	-83.76%
CERT Program	21.00	972.89	3,000.00	(2,027.11)	-67.57%
Department Services	94.71	379.48	15,000.00	(14,620.52)	-97.47%
Dispatch	0.00	0.00	79,500.00	(79,500.00)	-100.00%
EMS Operations	7,037.80	8,428.92	37,000.00	(28,571.08)	-77.22%
Fire Operations	841.34	990.37	28,450.00	(27,459.63)	-96.52%
Fuel	3,286.68	4,871.78	25,000.00	(20,128.22)	-80.51%
Insurance	0.00	0.00	56,500.00	(56,500.00)	-100.00%
Prevention	0.00	169.00	2,000.00	(1,831.00)	-91.55%
Professional Services	5,973.39	11,053.33	70,000.00	(58,946.67)	-84.21%
Radios & Communications	19.88	146.64	6,000.00	(5,853.36)	-97.56%
Rope Rescue Operations	0.00	0.00	3,000.00	(3,000.00)	-100.00%
Training	2,620.00	2,665.00	20,000.00	(17,335.00)	-86.68%
Travel	0.00	0.00	2,500.00	(2,500.00)	-100.00%
Tuition Reimbursement	0.00	0.00	61,300.00	(61,300.00)	-100.00%
Uniforms	18.00	54.00	10,000.00	(9,946.00)	-99.46%
Utilities	1,917.60	3,615.52	42,000.00	(38,384.48)	-91.39%
Vehicle/Equipment Maintenance	1,172.95	2,510.35	50,000.00	(47,489.65)	-94.98%
Volunteer Incentive Program	0.00	0.00	10,000.00	(10,000.00)	-100.00%
Wellness Program	0.00	2,308.00	20,000.00	(17,692.00)	-88.46%
Total Materials & Services	31,335.98	47,959.02	594,600.00	(546,640.98)	-91.93%
Personnel Services					
Administrative Assistant	4,685.20	9,126.70	60,632.00	(51,505.30)	-84.95%
Administrative Assistant Overtime	165.36	230.73	3,307.00	(3,076.27)	-93.02%
Employee Benefits	13,999.30	28,143.10	212,403.00	(184,259.90)	-86.75%
Fire Chief	10,000.00	18,605.33	126,923.00	(108,317.67)	-85.34%
Firefighter/Paramedic OT, 40 Hour	0.00	0.00	13,157.00	(13,157.00)	-100.00%
Firefighter/Paramedic, 40-Hour	0.00	0.00	53,321.00	(53,321.00)	-100.00%
Part-Time Personnel	15,282.00	29,642.00	41,000.00	(11,358.00)	-27.70%
Payroll Taxes	5,638.47	10,199.66	58,804.00	(48,604.34)	-82.65%
PERS	15,454.61	26,750.78	238,758.00	(212,007.22)	-88.80%
Shift Personnel Overtime	4,688.06	8,780.87	47,594.00	(38,813.13)	-81.55%

Shift Personnel Wages	15,598.24	29,747.73	280,568.00	(250,820.27)	-89.40%
Shift Firefighter/Paramedic OT	5,264.10	7,782.97	0.00	7,782.97	0.00%
Shift Firefighter/Paramedic Wage	5,443.42	10,738.69	0.00	10,738.69	0.00%
Student Volunteer Stipends	0.00	0.00	21,600.00	(21,600.00)	-100.00%
Volunteer Conflag Reimbursement	6,805.21	6,805.21	40,000.00	(33,194.79)	-82.99%
Workers Comp. & Group Accident Insurance	18,221.09	18,221.09	30,000.00	(11,778.91)	-39.26%
Total Personnel Services	121,245.06	204,774.86	1,228,067.00	(1,023,292.14)	-83.33%
Total Operating Expenses	152,581.04	252,733.88	2,079,033.00	(1,826,299.12)	-87.84%
Net Profit	(89,807.66)	1,600,889.56	1,500,000.00	100,889.56	6.73%

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended August 31, 2026
Cash Basis



Fund Name is Capital Reserve Fund.

Account	Actual for Aug 2026	July - Aug-26	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	307,524.54	307,525.00	(0.46)	0.00%
Interest	999.22	1,946.52	7,500.00	(5,553.48)	-74.05%
Total Revenue	999.22	309,471.06	315,025.00	(5,553.94)	-1.76%
Gross Profit	999.22	309,471.06	315,025.00	(5,553.94)	-1.76%
Operating Expenses					
Capital Outlay & Grant Awards:Building Purchases	0.00	0.00	22,000.00	(22,000.00)	-100.00%
Total Operating Expenses	0.00	0.00	22,000.00	(22,000.00)	-100.00%
Net Profit	999.22	309,471.06	293,025.00	16,446.06	5.61%

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended August 31, 2026
Cash Basis



Fund Name is Bond Fund.

Account	Actual for Aug 2026	July- Aug-26	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	12,996.11	6,500.00	6,496.11	99.94%
Interest	46.34	112.72	1,250.00	(1,137.28)	-90.98%
Previously Levied Taxes	512.35	1,772.38	4,000.00	(2,227.62)	-55.69%
Taxes Collected in Year Levied	11.24	161.61	225,484.00	(225,322.39)	-99.93%
Total Revenue	569.93	15,042.82	237,234.00	(222,191.18)	-93.66%
Gross Profit	569.93	15,042.82	237,234.00	(222,191.18)	-93.66%
Operating Expenses					
Debt Service:Bond Payment	0.00	0.00	215,690.00	(215,690.00)	-100.00%
Total Operating Expenses	0.00	0.00	215,690.00	(215,690.00)	-100.00%
Net Profit	569.93	15,042.82	21,544.00	(6,501.18)	-30.18%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period August 1, 2026 to August 31, 2026

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Accuity, LLC						
Aug 3, 2026	Payable Invoice	13352 - Chase Bill Pay	Progress bill for the audit of the district's financial statements ending June 30th, 2026	1	4,000.00	Paid
Total Accuity, LLC				1	4,000.00	
Aflac						
Aug 17, 2026	Payable Invoice	ACH	Premiums from staff	1	434.24	Paid
Total Aflac				1	434.24	
Air Med Care Network						
Aug 1, 2026	Payable Invoice	5703-20260729 - Chase Bill Pay	Prorated membership for Russell Emmerson	1	20.00	Paid
Total Air Med Care Network				1	20.00	
Bend Alterations						
Aug 25, 2026	Payable Invoice	8278 - Chase Bill Pay	Hemming of Pants for Russell E.	1	18.00	Paid
Total Bend Alterations				1	18.00	
Blue Mountain Networks						
Aug 10, 2026	Payable Invoice	372681- ACH	Internet and Phone Charges	1	684.40	Paid
Total Blue Mountain Networks				1	684.40	
BoundTree Medical, LLC						
Aug 4, 2026	Payable Invoice	86301736 -ACH	Gloves, High Five Blaze, LG	1	165.90	Paid
Aug 4, 2026	Payable Invoice	86301736 -ACH	Curaplex ECG Chart Paper, Thermal 80mm, Red Grid	10	37.90	Paid
Total BoundTree Medical, LLC				11	203.80	
Bulldog Septic						
Aug 19, 2026	Payable Invoice	5446 - Chase Bill Pay	Pump 2000 Gallon Septic Tank and Pump 1100 Gallon Septic, did bio-filter cleaning and backflush	1	2,222.65	Paid
Total Bulldog Septic				1	2,222.65	
Carson Oil Company, Inc.						
Aug 3, 2026	Payable Invoice	CP-00651101 - EFT	Fuel for all apparatus	1	2,210.92	Paid
Aug 17, 2026	Payable Invoice	CP-00654085 - EFT	Fuel for all apparatus	1	1,221.93	Paid
Total Carson Oil Company, Inc.				2	3,432.85	

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Central Oregon Community College						
Aug 20, 2026	Payable Invoice	S0971625 - Chase Bill Pay	Tuition Contract Charges/Academy for Carter Hylen and Jason Patric	1	2,620.00	Paid
Total Central Oregon Community College				1	2,620.00	
Chase Visa						
Aug 25, 2026	Payable Invoice	XXXX	Purchase of Mouse for Dana's new Laptop	1	12.99	Paid
Total Chase Visa				1	12.99	
CMG Oregon						
Aug 16, 2026	Payable Invoice	147134 - Chase Bill Pay	Posting of Notice of Supplemental Budget Hearing	1	126.00	Paid
Total CMG Oregon				1	126.00	
Crook County Fire & Rescue						
Aug 6, 2026	Payable Invoice	735 - Chase Bill Pay	BLS Cards	2	12.00	Paid
Total Crook County Fire & Rescue				2	12.00	
Crooked River Ranch Water Company						
Aug 1, 2026	Payable Invoice	002563-000 - EFT	Use of Water	1	357.22	Paid
Total Crooked River Ranch Water Company				1	357.22	
Crooked River Sanitary						
Aug 1, 2026	Payable Invoice	00014- EFT	Sanitation Services for July	1	79.22	Paid
Total Crooked River Sanitary				1	79.22	
Dell						
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Dell Pro Slim Plus Desktop	1	1,658.64	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Dell Webcam - WB3023 - 2K QHD	1	47.24	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Dell Pro P 24 Monitor - P2426H	1	134.10	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Dell Pro Premium Conferencing Soundbar - SB725	1	48.83	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Dell Pro 14 Laptop	1	1,657.70	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Delivery	1	91.06	Paid
Aug 24, 2026	Payable Invoice	PO-0512/10888893742 - Chase Bill Pay	Delivery Discount	1	(91.06)	Paid
Total Dell				7	3,546.51	

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Deschutes County Clerk						
Aug 5, 2026	Payable Invoice	Recording of Ordinance	Deschutes County Recording Fees for Ordinance	1	142.00	Paid
Total Deschutes County Clerk				1	142.00	
First Citizens Bank						
Aug 18, 2026	Payable Invoice	49606675 - EFT	Copier Lease Payment	1	138.43	Paid
Aug 18, 2026	Payable Invoice	49606675 - EFT	B/W Copies	1	17.43	Paid
Aug 18, 2026	Payable Invoice	49606675 - EFT	Color Copies	1	55.81	Paid
Total First Citizens Bank				3	211.67	
Hagemeister Enterprises, Inc.						
Aug 10, 2026	Payable Invoice	44485R - Chase Bill Pay	New 135A 6A alternator for 592	1	510.00	Paid
Total Hagemeister Enterprises, Inc.				1	510.00	
HRA VEBA Trust						
Aug 17, 2026	Payable Invoice	ACH	Contributions for staff	1	1,750.00	Paid
Total HRA VEBA Trust				1	1,750.00	
IAFF 3650 - Redmond Firefighters Union						
Aug 3, 2026	Payable Invoice	Union Dues - ACH	Union Dues from: David, Alysha and Alan	3	102.00	Paid
Aug 3, 2026	Payable Invoice	PAC Contributions - ACH	PAC donations from staff	3	12.00	Paid
Aug 17, 2026	Payable Invoice	Union Dues - ACH	Union Dues from: David, Alysha, Alan	3	102.00	Paid
Aug 17, 2026	Payable Invoice	PAC Donations - ACH	PAC Donations from staff	3	12.00	Paid
Total IAFF 3650 - Redmond Firefighters Union				12	228.00	
IAFF MERP						
Aug 3, 2026	Payable Invoice	MERP - ACH	MERP contributions from Union staff	1	112.50	Paid
Aug 17, 2026	Payable Invoice	IAFF MERP - ACH	MERP contributions from: David, Alysha, Alan	3	112.50	Paid
Total IAFF MERP				4	225.00	
Jefferson County Clerk						
Aug 5, 2026	Payable Invoice	Recording of Ordinance	Jefferson County Clerk Recording Fees for Ordinance	1	156.00	Paid
Total Jefferson County Clerk				1	156.00	
Life Flight Network						
Aug 1, 2026	Payable Invoice	0656053 - Chase Bill Pay	Membership for Russell Emmerson	1	50.00	Paid
Total Life Flight Network				1	50.00	
Life-Assist						

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Aug 4, 2026	Payable Invoice	2174793 - ACH	Ambu Blue Sensor SP Electrode with Wet Gel	8	109.28	Paid
Aug 4, 2026	Payable Invoice	2174793 - ACH	Sodium Chloride, .9% Baxter, 1000 ml	1	82.88	Paid
Aug 19, 2026	Payable Invoice	2175332 - ACH	Medisource ClearSafe Comfort IV Cath, Blood Control, 24g x 075"	20	36.40	Paid
Total Life-Assist				29	228.56	
Linda Kay Widmer						
Aug 3, 2026	Payable Invoice	Reimbursement - Chase Bill Pay	Reimbursement for dry cleaning of CERT tablecloth	1	21.00	Paid
Total Linda Kay Widmer				1	21.00	
Nationwide Retirement Solutions						
Aug 3, 2026	Payable Invoice	401(a) contributions - EFT	401 (a) contributions from District for: McDonald	1	191.40	Approved
Aug 3, 2026	Payable Invoice	401(a) contributions - EFT	401 (a) contribution from District for: Delorto	1	223.30	Approved
Aug 3, 2026	Payable Invoice	Deferred Comp - EFT	Deferred compensation contributions from staff	1	550.00	Paid
Aug 17, 2026	Payable Invoice	401(a) contributions - EFT	Contributions for Alysha & David	1	414.70	Approved
Aug 17, 2026	Payable Invoice	Deferred Comp - EFT	Deferred compensation contributions from staff	1	550.00	Paid
Total Nationwide Retirement Solutions				5	1,929.40	
Newhouse Mfg. Company Inc.						
Aug 17, 2026	Payable Invoice	554731 - Chase Bill Pay	Replaced Driveline-RP on Tractor	1	490.00	Paid
Total Newhouse Mfg. Company Inc.				1	490.00	
OFSOA						
Aug 1, 2026	Payable Invoice	Membership Renewal - Chase Bill Pay	Annual Fee for Membership to OFSOA	1	75.00	Paid
Total OFSOA				1	75.00	
Oregon PERS						
Aug 6, 2026	Payable Invoice	PERS - EFT	Employer contributions	1	6,488.57	Paid
Aug 6, 2026	Payable Invoice	PERS - EFT	Employee contributions, paid by Employer	1	1,378.44	Paid
Aug 24, 2026	Payable Invoice	PERS- EFT	Employer Contributions	1	7,044.05	Approved

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Aug 24, 2026	Payable Invoice	PERS- EFT	Employee Contributions, paid by Employer	1	1,489.13	Approved
Total Oregon PERS				4	16,400.19	
Pacific Power						
Aug 24, 2026	Payable Invoice	24712171-001 - EFT	Basic Charges, Load Size Charge, Demand Charges, Delivery Charge, Kilowatt Usage, etc.	1	497.32	Paid
Total Pacific Power				1	497.32	
Paladin Background Screening						
Aug 3, 2026	Payable Invoice	7704 - ACH	Background checks on: Emmerson, Bosworth, Proffitt and Minshe	1	429.00	Paid
Total Paladin Background Screening				1	429.00	
Performance Systems Integration/Summit Fire & Security						
Aug 16, 2026	Payable Invoice	4330246- ACH	Backflow - Check 1 & 2 Repair Kit and Retest of Fire Alarms	1	1,375.00	Paid
Aug 24, 2026	Payable Invoice	4361810 - ACH	20lb ABC Dry Chem Recharge	1	154.35	Paid
Total Performance Systems Integration/Summit Fire & Security				2	1,529.35	
SAIF						
Aug 1, 2026	Payable Invoice	Inv. 1002309770 - Chase Bill Pay	Workers' Comp premium for 2026 / 2027	1	18,221.09	Paid
Total SAIF				1	18,221.09	
Sean Hartley						
Aug 16, 2026	Payable Invoice	Reimbursement - Chase Bill Pay	Reimbursement for candy purchased for the 4th of July Parade	1	94.71	Paid
Total Sean Hartley				1	94.71	
Special Districts Insurance Services						
Aug 3, 2026	Payable Invoice	03-0052514 - ACH	September Health Premium for staff	1	11,062.00	Paid
Aug 3, 2026	Payable Invoice	03-0052514 - ACH	September Dental Premium for staff	1	837.25	Paid
Aug 3, 2026	Payable Invoice	03-0052514 - ACH	September Long-Term Care Premium for staff	1	130.05	Paid
Total Special Districts Insurance Services				3	12,029.30	
Stryker Medical						
Aug 3, 2026	Payable Invoice	9213105625 - ACH	Labor-EMS in quarters hours	1	3,017.14	Paid
Aug 3, 2026	Payable Invoice	9213105621 - ACH	PM Power Cot	1	341.00	Paid
Aug 3, 2026	Payable Invoice	9213105616 - ACH	PM Cot Fasteners	1	550.00	Paid

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Aug 3, 2026	Payable Invoice	9213105617 - ACH	PM Cot Fasteners	1	550.00	Paid
Aug 3, 2026	Payable Invoice	9213105615 - ACH	PM EC Stair Chair	1	141.00	Paid
Aug 3, 2026	Payable Invoice	9213105619 - ACH	PM Power Cot	1	341.00	Paid
Aug 3, 2026	Payable Invoice	9213105614 - ACH	PM EC Stair Chair	1	141.00	Paid
Aug 24, 2026	Payable Invoice	9212837944 - ACH	Lucas Suction Cup Disposable 3-Pak	1	170.85	Paid
Aug 24, 2026	Payable Invoice	9212837944 - ACH	Shipping	1	11.45	Paid
Total Stryker Medical				9	5,263.44	
Tactical Business Group						
Aug 16, 2026	Payable Invoice	OR-CRR-2026-005 - ACH	Ambulance Billing Services for July 2026	27	945.00	Paid
Total Tactical Business Group				27	945.00	
Teleflex						
Aug 20, 2026	Payable Invoice	PO-0511 / Chase Bill Pay	Arrow® EZ-IO® Needle+Stabilizer Kit - 45 mm	1	665.00	Paid
Aug 20, 2026	Payable Invoice	PO-0511 / Chase Bill Pay	Arrow® EZ-IO® Needle+Stabilizer Kit - 25 mm	1	665.00	Paid
Total Teleflex				2	1,330.00	
Verizon Wireless						
Aug 3, 2026	Payable Invoice	6149393853 - Chase Bill Pay	Data charges for all iPads in Apparatus	1	224.44	Paid
Total Verizon Wireless				1	224.44	
VISA - Chase						
Aug 3, 2026	Payable Invoice	XXXX	Purchase of new Door Bell for front door	1	14.43	Paid
Aug 3, 2026	Payable Invoice	HD 974383367	Station supplies	1	25.98	Paid
Aug 4, 2026	Payable Invoice	001734	Napa - air filter for 590	1	66.34	Paid
Aug 4, 2026	Payable Invoice	001734	Napa - air filter for 591	1	41.65	Paid
Aug 4, 2026	Payable Invoice	001734	Oregon CAT Tax	1	0.62	Paid
Aug 7, 2026	Payable Invoice	HD 976213858	Motor oil for 592 toolbox	1	18.38	Paid
Aug 7, 2026	Payable Invoice	HD 976918113	Shipping of Ordinance to Jefferson and Deschutes County Clerk	1	23.54	Paid
Aug 10, 2026	Payable Invoice	1009554	Annual NFPA codes membership.	1	129.99	Paid
Aug 11, 2026	Payable Invoice	HD 980912327	shipping radio for warranty repair	1	30.15	Paid
Aug 12, 2026	Payable Invoice	HD 984661290	AA batteries	1	20.99	Paid
Aug 12, 2026	Payable Invoice	HD 984661290	AA battery discount	1	(3.50)	Paid
Aug 12, 2026	Payable Invoice	HD 984661290	Case of paper towels	1	17.79	Paid
Aug 12, 2026	Payable Invoice	HD 984661290	Case of paper towels discount	1	(4.00)	Paid
Aug 13, 2026	Payable Invoice	HD 978502687	Fuel for jet boil	3	83.85	Paid
Aug 13, 2026	Payable Invoice	HD 978502687	paper towel holder	1	7.59	Paid

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS
Aug 14, 2026	Payable Invoice	WN67686890	sink drain cleaner	2	23.98	Paid
Aug 14, 2026	Payable Invoice	WN67686890	shower drain cleaner	2	24.38	Paid
Aug 17, 2026	Payable Invoice	111-9630454-7273846	Dividers for 3 ring notebooks ordered	1	26.28	Paid
Aug 17, 2026	Payable Invoice	111-1538208-8156229	3 ring notebooks ordered through Amazon	1	33.94	Paid
Aug 18, 2026	Payable Invoice	XXXX	Mo. Fee for use of Stamps.com	1	20.99	Paid
Aug 19, 2026	Payable Invoice	XXXX	Mo. Fee for use of Xero Accounting Platform	1	41.25	Paid
Aug 19, 2026	Payable Invoice	HD 981596514	Phone case for Fire Chief's district issued phone	1	19.88	Paid
Aug 22, 2026	Payable Invoice	HD 987611960	Station supplies	1	146.40	Paid
Aug 26, 2026	Payable Invoice	1131	1" wildland nozzle for apparatus	1	740.00	Paid
Aug 26, 2026	Payable Invoice	HD 986693116	Disposal of wood from training props	1	75.00	Paid
Aug 31, 2026	Payable Invoice	111-5775038-6080250	station supplies	1	102.33	Paid
Aug 31, 2026	Payable Invoice	111-0366789-9673049	station supplies	1	84.16	Paid
Aug 31, 2026	Payable Invoice	112-2191379-4973013	Rugged case for new iPad	1	16.14	Paid
Total VISA - Chase				32	1,828.53	
Waystar Merchant Services						
Aug 3, 2026	Payable Invoice	Credit Card Use charges	Charges for use of Credit Card payments	1	6.00	Paid
Total Waystar Merchant Services				1	6.00	
Total				179	82,584.88	

CROOKED RIVER RANCH FIRE & RESCUE BOARD POLICY – PUBLIC OFFICIAL ETHICS

ADOPTED:
REVISED: 8/10/2026
SUPERSEDES: CODE OF
CONDUCT & CODE OF
ETHICS POLICIES - 2018

PURPOSE

The purpose of this policy is to establish guidelines for ethics by which elected official, appointed official, employee, agent and volunteers (hereinafter “Public Official”) of Crooked River Ranch Fire & Rescue (hereinafter “the District”) agrees to conduct themselves on behalf of the district, as governed by state statutes, primarily ORS Chapter 244; the authority of the Oregon Government Ethics Commission; the Oregon Ethics Law Guide for Public Officials; and as further outlined and adopted by this policy.

AUTHORITY

Governing Statutes – Public Officials of the District will review and follow the requirements of the Oregon Ethics Law Guide for Public Officials and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon’s Ethics Laws for Public Officials is **personal to the public official**. It is not covered by the district’s liability coverage, and the costs of investigation and any penalty issued are the responsibility of the individual.

CONFLICTS OF INTEREST

Public Officials are strictly prohibited from using a position in public office for private financial gain. Public Officials must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

1. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the public official, a relative of the public official, or a business owned by the public official or a relative of the public official. A potential conflict must be disclosed, but the public official, if a board member, may still participate in the discussion and vote on the issue.
2. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the public official, a relative of the public official, or a business owned by the public official or a relative of the public

official. An actual conflict must be disclosed and the public official, if a board member, may not participate in discussion of the matter or vote on the issue.

If a public official has questions as to whether or not a conflict exists, or regarding any other facet of government ethics, they are encouraged to reach out to the OGEC for assistance at (503) 378-5105 or mail@ogec.oregon.gov.

NEPOTISM

Personnel Actions: Public Officials, who are relatives, may be employed by the District at the same time, or serve at the same time on the board of the District. However, per the nepotism rules outlined in ORS Chapter 244, public officials of the District are prohibited from participating in personnel actions taken by the district that would impact the *paid employment* of a relative or member of the public official's household, including but not limited to appointing; employing; promoting; discharging; terminating; or demoting such relative or household member. Neither may a public official of the District participate in any interview, discussion, or debate regarding such personnel actions.

Supervision:

Public Officials of the District are prohibited from directly supervising relatives or members of their household in paid positions. Public Officials may supervise an unpaid volunteer serving the public body, unless the volunteer position is as a member of the governing body of the public body.

OREGON GOVERNMENT ETHICS COMMISSION

The Oregon Government Ethics Commission ("OGEC") is the oversight authority charged to impartially and effectively administer and enforce Oregon's government ethics laws. The OGEC enforces compliance with all government ethics laws, including but not limited to public disclosure of financial conflicts of interest; filing of statements of economic interest (if applicable); and gift limitations. The OGEC also handles complaints for violation of Oregon government ethics laws, which may be initiated by the public or by the Commission. Public Officials are subject to all the laws and rules outlined by the OGEC's website, www.oregon.gov/ogec. If a complaint is made and the OGEC finds that a violation has occurred, it may impose sanctions ranging from letters of reprimand to civil penalties and forfeitures. Public Officials found in violation by the OGEC are **individually liable** for any sanctions or penalties assessed.

Training Requirement for Board Members

Each member of a governing body of a district with annual expenditures of \$1 million or greater is required to complete public meetings training administered and/or sanctioned by the OGEC at least once during his or her term of office. Board members of the District are/are not subject to this requirement. *(If this requirement does not apply to your district, consider recommending or requiring the training of your board members as a best practice).*

BOARD MEMBER CONDUCT

Representative of District: If a board member of the District appears before another government agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

Governance of District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district manager. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member's operational duties/functions, and the board president and district manager shall agree to said arrangement prior to the board member commencing involvement.

PROHIBITED ACTIONS

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, public officials will refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the public.
2. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
3. Seeking employment of relatives with the district without making appropriate disclosures.
4. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
5. Taking an action that benefits special interest groups at the expense of the district.
6. Any other action or request for preferential treatment that places the interest of the public official, a public official's relatives, associates, co-workers, clients or friends above the best interests of the district.

ETHICAL CODE OF CONDUCT / ATTESTATION

Public Officials of the District shall adhere to the following Ethical Code of Conduct adopted by the OGE and incorporated into policy herein:

Ethical Code of Conduct

As an elected, appointed, employed, or volunteer public official of the District, I acknowledge that I am subject to compliance with Oregon Government Ethics law as set forth in ORS Chapter 244. In the conduct of my official duties as a public official, I will act ethically when I:

- Uphold the public trust by safeguarding the public money and resources
- Behave in an open, honest, and transparent manner
- Conduct the public's business fairly and objectively
- Disclose financial conflicts of interest
- Do not use my public position for personal gain
- Observe limits on the receipt of gifts

DRAFT



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report September, 2026

- Calls for service in August totaled 39. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Fire	1	1	7	1	5	4	20	3					42
Hazardous Situation	1	2	2	0	0	1	4	0					10
Law Enforcement Support	0	0	0	0	0	1	0	1					2
Medical	48	38	42	44	43	51	37	27					330
No Emergency	12	3	6	7	2	1	8	4					43
Public Service	4	13	2	6	2	6	7	3					43
Rescue	0	0	0	0	0	0	0	1					1
Total Calls-To-Month End 2026	66	57	59	58	52	64	76	39	0	0	0	0	
471													
Total Calls-To-Month End 2025	54	59	50	63	61	77	63	56	66	49	62	53	
713													

- Unlike July, August was the slowest month for calls that we have had since April of 2022 when we had 38 calls for the month. We did respond to Jefferson County to assist on the Round Butte Fire at the beginning of August. After about the second week call volumes decreased dramatically. We believe this was in part to the poor air quality that kept many people home and visitors from coming to Central Oregon.
- The following reimbursement packets have been submitted to OSFM for our responses to Immediate Response and Conflagrations this year: The Olive Butte Fire, Gilliam County Fires, Rowe Creek Complex – East, Shingle Fire, and the Grasshopper Fire. For those fires a total reimbursement of \$84,284.48 has been submitted. Of that amount \$30,737.80 is for apparatus costs.
- Welcome to Erin Arant, a new Volunteer Firefighter and soon to be EMT. Erin lives on the Ranch, and we are looking forward to having her on board. We are also in the process of doing our Fall Volunteer recruitment. One October 1st we will have a Volunteer Information Night. We will provide information to candidates who have submitted Interest Forms through our website. They will then be required to attend three drills and do a ride along as the next step in the process. Those that complete this will then move to an interview panel before final decisions are made.
- 2027 is the year for the 5-year update of the Jefferson County Community Wildfire Preparedness Plan. In preparation for this process, we will be preparing a list of projects and tasks to improve wildfire resilience for Crooked River Ranch. Topics that have been discussed include prioritizing fuels reductions in the road rights-of-way to enhance emergency egress and

create fire breaks, air curtain burners to help dispose of brush and limbs created from defensible space projects, and prioritizing fuels reductions on public lands surrounding the community.

➤ Monthly Fire Med Report

- Number of paid memberships: 21
- Number of new memberships: 1
- Number of lapsed/non-renewals: 3
- Total of all Memberships: 270

Respectfully submitted:

Sean Hartley, Fire Chief