



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board meeting on Thursday, October 19, 2023. The Board meeting will start at 6:30 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to this 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)
David Palmer, Vice President (Position 3)
Joseph Costigan, Secretary (Position 4)
Brad Pahl, Treasurer (Position 1)
Cole Gayheart, Jr., (Position 5)

District Staff

Fire Chief, Sean Hartley
Admin. Assistant, Dana Schulke

Board Meeting Agenda

1. Call to Order – Director Norberg
 - 1.1 Flag Salute – Director Palmer
 - 1.2 Roll Call – Director Costigan
2. Review of Agenda – Director Norberg
3. Approval of minutes – Director Norberg
 - 3.1 Approval of Board Meeting minutes from September 21, 2023
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for September 2023 – Director Pahl
 - 4.2 Appointment of Board members to sign checks for Thursday, November 9th and Monday, November 27th, 2023 – Director Norberg
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Discussion on upcoming Levy - Fire Chief Sean Hartley
 - 5.2 Civil Service Commission update - Fire Chief Sean Hartley
6. New Business (consideration, discussion, and possible action on the following items):
 - 6.1 Discussion/Approval of Resolution 2023-06 to accept VFA grant funds the District has been awarded – Fire Chief Sean Hartley
 - 6.2 Discussion/Approval of Resolution 2023-07 to approve a Civil Service Commission for the District – Fire Chief Sean Hartley
 - 6.3 Discussion on the Board having a policy for voting – Director Norberg
 - 6.4 Discussion on the Fire Med program – Director Pahl

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 Palmer

(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 97760-9250**

September 21, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 21, 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. Called to Order at 6:30 pm by Director Norberg. Director Costigan completed the role call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan, Norberg and Pahl. Also, in attendance was Administrative Assistant Dana Schulke and Captain Alysha Delorto. Fire Chief, Sean Hartley was excused from the meeting. Members of the public in attendance were Bill Burt, Mike Dries, and Linda Kay Widmer. Barbara Oakley attended the meeting via the Zoom platform, as well as Kori Sarrett from Accuity, LLC.

1.1 Flag Salute – done by Director Palmer

2. Review of the Agenda - Director Pahl wanted to add a 6.2 for Fire Chief’s evaluation/compensation discussion and a 6.3 to discuss the Fire Med program.

3. Review/Approval of Meeting Minutes –

3.1 & 3.2 Approval of Supplemental Budget Hearing minutes & Board Meeting minutes from August 17, 2023 - The minutes were in the Board packet and reviewed by all directors. A motion was made by Director Pahl to approve the Supplemental Budget Hearing minutes and the Board meeting minutes as presented. Director Costigan seconded the motion, all were in favor by stating “Aye”, motion carried, (5-0).

4. Financial Reports -

4.1 Review of the 2022/2023 fiscal year audit – All Board members received a copy of the audit, prior to the meeting. At this time Kori Sarrett from Accuity, LLC presented the Board the process of an audit and why one needs to be done. Kori stated that all went well, as Dana was able to provide them with documentation up front before their arrival in the summer, which speeds things up for them. There was only one small issue pertaining to a \$30 overage in a Resolution for the Debt Service Fund, which was a typographical error. She said the staff of the District do a good job in reviewing all financial data. There were no questions from the Board and Kori signed off of the Zoom platform.

4.2 Acknowledge receipt and approval of financial reports for July & August 2023 - Director Pahl started off by talking about the July financial statements. He stated they found \$28 issue (which was a shipping charge) and now the July General Fund Net Income has balanced, to \$1,223,460.82. The August financials have balanced, and the corrected General Fund net income was \$1,176,592.99. Director Costigan had a question in regard to a significant difference in the Ambulance Billing revenue, compared to the previous month. Director Pahl explained that we had switched to a new billing company as of July 1st and it will take a couple of months to start seeing the revenue come into our Chase account. Director Costigan brought this question up

only for transparency reasons. Director Pahl has some questions in regard to a few vendor payments that were duplicated, along with ambulance billing refund checks, which were answered by Dana. Director Costigan made a motion to approve both the July & August financials as presented, Director Pahl seconded the motion, all in favor stated "Aye", motion carried, (5-0).

4.3 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Costigan will sign checks on Tuesday, October 10th and Director Norberg and Director Gayheart will sign checks on Wednesday, October 25th, 2023.

5. Unfinished Business –

5.1 Discussion on upcoming Levy - Chief Hartley provided the Board with documentation regarding the levy in their Board packets (while he was away). He stated the information video had been completed and was available to view on our website. There were two "Coffee with the Chief" meetings held at the station for the public to attend, and they were able to ask many questions at these meetings. The media had scheduled a date to come out and speak with Chief Hartley regarding the Levy and a segment was done on KTVZ news. He is also scheduling some days to meet with the local organizations to go over any questions members may have about the District and Levy. He is also working with Grant (our Public Information Officer) on postcards or mailers to mail out to the public.

5.2 Civil Service Commission update - Chief Hartley also provided the Board with documentation regarding this subject. He stated the Commission held their first meeting and discussed a draft of the Civil Service Commission rules for the District. Debbie Miles was nominated as Chair of the Commission and Vicki Burt was nominated as Secretary of the Commission. Richard Hoffmann is also a member of the Commission. Once the draft rules are updated, they will go to our Attorney for final review and comments. Then a meeting will be scheduled with the Commission to review the Attorney's comments.

6. New Business:

6.1 Discussion/Approval of Resolution 2023-05 on receiving an appropriating conflagration revenue - Director Pahl stated the Resolution was in the Board packet and it is for receiving the funds from the State from three Conflagrations and appropriating the funds to the correct line items in the General Fund and Capital Reserve fund. Director Palmer made a motion to approve Resolution 2023-05 to receive and appropriate the Conflagration revenue, as presented. Director Costigan seconded the motion. All in favor of the approval stated "Aye", motion carried, (5-0).

6.2 Discussion on Fire Chief's evaluation - Director Pahl stated that December will be Chief Hartley's one year anniversary and an evaluation will need to be done. Per Chief's contract, after six months of being in the position, he was supposed to receive an increase in his salary and waived this increase last June. He wanted to wait until the new fiscal year started until receiving it. Since the Board neglected to adjust his increase in July, Director Pahl made a motion to increase Chief Hartley's compensation, effective July 1, 2023, as per his contract. Director Gayheart seconded the motion. All in favor stated "Aye", motion carried, (5-0).

6.3 Discussion on the Fire Med program - Director Pahl stated he would like to have a review of the Fire Med program to make sure we are solvent in this program. Along with that, he would like to review the payment methods for membership. He would like to evaluate the methods of utilizing PayPal and Stripe, to see which one is used more frequently, etc. He would like to look at this in terms of customer service. This will be put on the agenda for October's meeting.

7. Fire Chief's report - the Chief's report was in the Board packet for all Director's to review. Director Norberg asked the Board if there were any comments or questions from his report. There were no questions.

8. Update on CERT program - Linda Kay Widmer stated their August training meeting was a little different, as the team had to sign on the computer and review Mass Casualty training. They have not purchased their signage for traffic management as of yet, as she has to find time to get together with Chief Hartley to purchase them. The team enjoyed helping with the Pancake Breakfast again this year. She handed out six applications to residents who would be interested in being on the CERT team, however, none of them have been returned back to the station. She has received confirmation this week for next week's training which will be on Search and Rescue. A member of the Deschutes County Search and Rescue team will be coming out to train everyone.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - Bill Burt stated that the limb dump will be open through the end of October. He also stated that the Jefferson County Commission meeting was held last week, and it looks like there will now be a delay in the subdivision that will be behind the fire station. It has been put on hold until further notice.

12. Adjournment by Director Norberg at 7:17 pm.

Respectfully,
Dana Schulke
Administrative Assistant

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

October 12, 2023

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 12, 2023, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Workshop Minutes

1. Called to Order at 6:30 pm by Director Norberg. Director Costigan completed the roll call, and the following individuals were in attendance: Directors Gayheart, Costigan, Norberg and Pahl. Director Palmer was excused. Also, in attendance was Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley. There were no members of the public in attendance.

1.1 Flag Salute – done by Director Pahl

2. Discussion on future apparatus plans for the District - at this time Chief Hartley had a Power Point presentation of the topics listed below that he wanted to review with the Board. He reviewed our current fleet the District has, Chief Hartley reviewed with the Board where we are now with the apparatus, what we have coming and what we need to start thinking about for the future for apparatus. There were questions from the Board as the condition of all of the apparatus, how old each vehicle is, when we were getting our new fire truck from the State, etc. Chief Hartley stated to the Board that we are thinking of donating the 5-ton military vehicle to the Lower Bridge Rangeland Protection District or Alfalfa Fire District as they could really use it. The Chief asked the Board for their input on this, and it was suggested by Director Costigan to get an estimated value of the 5-ton to be transparent with our constituents, before we donate it to the Lower Bridge Rangeland Protector District. The Chief also stated to the Board that in speaking with other agencies we may want to think of going with a used fire truck through Brimley Mountain instead of purchasing a new one for the future , as it is taking up to 4 years to get a new fire truck from the vendors. There was discussion on which apparatus would be rotated into reserve status, etc., once we receive our new fire truck from the State. He then discussed with the Board about specking out a new Ambulance in 2027/28 to get a new one by 2030 and the market for used ambulances is fairly good, so we could sell 572. Director Costigan stated to the Board that they need to factor in the milage, maintenance, personnel costs when we go to purchase our next apparatus as our money is really tight. This will be a project for the Board to work on, along with reviewing our milage rates for our services in the future for people that live in the RV parks here that do not pay property taxes, rescues out of the canyon, etc. More discussion ensued regarding the current apparatus. Chief then moved on to the next topic.

3. Discussion on strategic plan vision statement for the District – Chief stated that once we get past the voting of the Levy in November, we will be going down one of two paths. If it does pass, we will work on our strategic plan for the next five years. If it does not pass, we will put the Levy out for voting again in May 2024 . Then we will work on the strategic plan after that. When the Chief was at the National Fire Academy, one of the main topics discussed was who should set the vision statement for your Districts? It was stated that our elected officials of the District should set a vision statement. Do we want to add

specifics to it? Discussion ensued about the District's needs for additional staff, such as adding additional showers in the women's restroom, additional locker space, etc. This is going to be a big project and we will have to figure out how to make it all work within the next few years. This will be a topic when we go to sit down and talk about our next 5-year plan. The Chief stated we also need to look at our Core Values and trim them down to 3-5 max. He wanted to plant the seed with the Board on this to start thinking about all this.

4. Discussion on Civil Service Rules for the District – The Attorney has reviewed the drafted Civil Service Rules and has made some edits. The Chief stated that one of the necessary items we need to do is a Resolution because the Board is appointing the commission members and approving the rules. By November we should have the rules all updated and we can have another Civil Service meeting with the members to review and discuss the next hiring process with them. There will be language in the rules for when we only have one candidate apply, along with other situations. The Resolution should be ready to be adopted at the Board meeting next week.

5. Discussion on proposed supplemental budget - The Chief stated there were three pieces of information regarding this topic. One was the VFA grant which we applied for last year (which is a 50/50 match grant) for VHR mobile radios, of which we were awarded. These funds came be brought into the current budget through a Resolution. The Dorm upgrade is the second piece to this topic. We have received one quote back from a cabinet company, which was just over \$20K just to do three locking cabinets, the bed frames, and a desk. We are waiting for two other quotes to come in. So, we will have to push off doing a supplemental budget until we receive the other quotes, so we know what amounts we are dealing with. The third piece to this is that we have an opportunity to go in 50/50 with the Volunteer Association to purchase refurbished extrication tools. Our current tools are old, and the new tools would be hydraulic, which would really help us out. The Association would cover \$7,902.50 and we would cover the other half of that. This would be a turnkey ready to go set along training time on how to use them. With that said, because we have no line item for Capital Purchases – Tools, we have to print out a summary to the public. So, we will have to do this at the November Board meeting, or schedule a Special Meeting sooner, as we did not have enough time to advertise it in the papers, etc. Discussion ensued regarding using extrication tools on electric cars.

6. Questions/Comments/Concerns from the Board - Director Norberg stated that she would like to draft a Board policy on voting, such as electing Board officials for the water company. She would like to bring this up as a topic at the Board meeting next week. Other topics to be discussed at the meeting next week were mentioned by Dana. The Chief stated we also received Redmond Fire's postcards voting for their Levy and they should not have been mailed out to our Ranch residents. He asked that we share the social media post of apology from Redmond Fire with everyone. The Chief stated that he has our PIO, Grant Caudel, working on our mailing card to send out to registered voters regarding our Levy information.

7. Adjournment of the meeting ended at by Director Norberg @ 7:39 pm

**Crooked River Ranch RFPD
6971 SW Shad Rd
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Balance Sheet

Crooked River Ranch Fire & Rescue

As of September 30, 2023

<u>Account</u>	<u>Sep 30, 2023</u>
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	15,810.56
Capital Reserve Fund	388,692.41
Chase Business	21,254.10
Chase Payroll	5,479.78
Chase Savings	396,569.53
General Fund	13,326.87
Local Option Levy Fund	610,230.46
Stripe USD	431.91
Total Cash and Cash Equivalent:	1,451,795.62
Total Current Assets	1,451,795.62
Total Assets	1,451,795.62
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	752.40
D. MCDONALD	976.18
D. SCHULKE	889.34
S. HARTLEY	32.57
Payroll Liabilities	(234.62)
FIB - Credit Cards	452.45
Total Current Liabilities	2,868.32
Total Liabilities	2,868.32
Equity	
Current Year Earnings	1,448,927.30
Total Equity	1,448,927.30
Total Liabilities and Equity	1,451,795.62
	1,047,292.65
	2,868.32
General Fund Net Income	1,044,424.33

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended September 30, 2023
Cash Basis



General Fund

Account	Sep Actual ul-Sep 2023		Budget	Variance	Variance %
Revenue					
Ambulance Revenue	14,411.35	67,958.07	275,000.00	(207,041.93)	-75.29%
Beginning Fund Balance	0.00	1,284,784.89	856,886.00	427,898.89	49.94%
Conflagration Revenue	0.00	16,926.02	13,086.00	3,840.02	29.34%
Contractual Income	0.00	0.00	400.00	(400.00)	-100.00%
Emergency Address Signs	50.00	100.00	500.00	(400.00)	-80.00%
FireMed	1,080.00	3,602.12	13,320.00	(9,717.88)	-72.96%
Grant Funds	0.00	0.00	483,500.00	(483,500.00)	-100.00%
Interest	1,616.84	5,151.61	7,500.00	(2,348.39)	-31.31%
Misc. Income	1,077.61	3,111.61	7,500.00	(4,388.39)	-58.51%
Previously Levied Taxes	1,461.74	12,277.52	25,000.00	(12,722.48)	-50.89%
Taxes Collected in Year Levied	20.32	90.37	1,083,566.00	(1,083,475.63)	-99.99%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
Total Revenue	19,717.86	1,394,002.21	2,766,758.00	(1,372,755.79)	-49.62%
Gross Profit	19,717.86	1,394,002.21	2,766,758.00	(1,372,755.79)	-49.62%
Operating Expenses					
Debt Service:Apparatus Payment	0.00	0.00	27,046.00	(27,046.00)	-100.00%
Debt Services & Contingency:Contingenc	0.00	0.00	38,721.00	(38,721.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	77,250.00	(77,250.00)	-100.00%
Materials & Services					
Administration	2,313.42	5,374.30	18,450.00	(13,075.70)	-70.87%
Building Maintenance & Supplies	2,143.14	5,162.15	30,000.00	(24,837.85)	-82.79%
CERT Program	15.99	215.99	5,000.00	(4,784.01)	-95.68%
Department Services	0.00	857.78	5,000.00	(4,142.22)	-82.84%
Dispatch	0.00	0.00	70,350.00	(70,350.00)	-100.00%
EMS Operations	608.73	8,736.92	45,690.00	(36,953.08)	-80.88%
Fire Operations	821.53	1,159.25	34,750.00	(33,590.75)	-96.66%
Fuel	1,638.13	3,824.38	20,000.00	(16,175.62)	-80.88%
Insurance	0.00	0.00	40,000.00	(40,000.00)	-100.00%
OSFM OFSCP - PPE/Uniform	0.00	825.10	9,500.00	(8,674.90)	-91.31%
Prevention	0.00	0.00	2,000.00	(2,000.00)	-100.00%
Professional Services	1,181.91	10,756.33	20,850.00	(10,093.67)	-48.41%
Radios & Communications	0.00	99.41	21,587.00	(21,487.59)	-99.54%
Rope Rescue Operations	0.00	0.00	3,000.00	(3,000.00)	-100.00%
SAFER Grant Expenditures	0.00	9,881.86	42,000.00	(32,118.14)	-76.47%
Training	0.00	1,396.24	24,455.00	(23,058.76)	-94.29%
Travel	0.00	34.00	5,000.00	(4,966.00)	-99.32%
Tuition Reimbursement	0.00	0.00	31,500.00	(31,500.00)	-100.00%
Uniforms	0.00	2,506.98	7,000.00	(4,493.02)	-64.19%
Utilities	966.38	3,962.49	34,800.00	(30,837.51)	-88.61%
Vehicle/Equipment Maintenance	30.74	4,738.57	35,000.00	(30,261.43)	-86.46%
Volunteer Incentive Program	90.00	1,590.00	20,800.00	(19,210.00)	-92.36%
Wellness Program	0.00	412.48	10,000.00	(9,587.52)	-95.88%
Total Materials & Services	9,809.97	61,534.23	536,732.00	(475,197.77)	-88.54%
Personnel Services					
Administrative Assistant	3,621.60	10,738.80	44,254.00	(33,515.20)	-75.73%
Administrative Assistant Overtime	45.27	339.53	3,017.00	(2,677.47)	-88.75%
Employee Benefits	14,075.84	45,268.43	241,547.00	(196,278.57)	-81.26%
Fire Chief	8,525.72	21,442.40	87,135.00	(65,692.60)	-75.39%
Part-Time Personnel	8,593.50	28,291.13	35,000.00	(6,708.87)	-19.17%
Payroll Taxes	5,241.89	14,611.82	53,933.00	(39,321.18)	-72.91%
PERS	13,859.79	33,666.98	207,337.00	(173,670.02)	-83.76%

Shift Personnel Overtime	8,418.20	19,121.13	53,619.00	(34,497.87)	-64.34%
Shift Personnel Wages	14,046.40	48,488.08	202,151.00	(153,662.92)	-76.01%
Student Volunteer Stipends	0.00	405.00	10,800.00	(10,395.00)	-96.25%
Volunteer Conflag Reimbursement	8,770.35	15,463.51	6,749.00	8,714.51	129.12%
Volunteer Stipends & Benefits	5,500.00	13,200.00	45,000.00	(31,800.00)	-70.67%
Workers Comp. & Group Accident Insurar	0.00	17,804.82	26,000.00	(8,195.18)	-31.52%
Total Personnel Services	90,698.56	268,841.63	1,016,542.00	(747,700.37)	-73.55%
Personnel Services:Shift Firefighter:Overt	152.30	1,412.47	32,642.00	(31,229.53)	-95.67%
Personnel Services:Shift Firefighter:Wage	7,202.99	17,789.55	132,291.00	(114,501.45)	-86.55%
Total Operating Expenses	107,863.82	349,577.88	1,861,224.00	(1,511,646.12)	-81.22%
Net Profit	(88,145.96)	1,044,424.33	905,534.00	138,890.33	15.34%

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended September 30, 2023
Cash Basis



Capital Reserve Fund

Account	Sep Actual		11-Sep 2023	Budget	Variance	Variance %
Revenue						
Beginning Fund Balance	0.00	396,669.29		382,067.00	14,602.29	3.82%
Interest	809.47	2,476.54		4,500.00	(2,023.46)	-44.97%
Total Revenue	809.47	399,145.83		386,567.00	12,578.83	3.25%
Gross Profit						
	809.47	399,145.83		386,567.00	12,578.83	3.25%
Other Income						
Transfer(s) In	0.00	0.00		77,250.00	(77,250.00)	-100.00%
Total Other Income	0.00	0.00		77,250.00	(77,250.00)	-100.00%
Operating Expenses						
Capital Outlay & Grant Awards: Building Purchases	2,071.00	10,453.42		15,000.00	(4,546.58)	-30.31%
Total Operating Expenses	2,071.00	10,453.42		15,000.00	(4,546.58)	-30.31%
Net Profit	(1,261.53)	388,692.41		448,817.00	(60,124.59)	-13.40%

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended September 30, 2023
Cash Basis



Bond Fund

<u>Account</u>	<u>Sep Actual</u>	<u>Jul-Sep 2023</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance %</u>
Revenue					
Beginning Fund Balance	0.00	13,629.18	10,000.00	3,629.18	36.29%
Interest	31.80	119.31	500.00	(380.69)	-76.14%
Previously Levied Taxes	243.70	2,047.36	3,500.00	(1,452.64)	-41.50%
Taxes Collected in Year Levied	3.31	14.71	199,600.00	(199,585.29)	-99.99%
Total Revenue	278.81	15,810.56	213,600.00	(197,789.44)	-92.60%
Gross Profit					
	278.81	15,810.56	213,600.00	(197,789.44)	-92.60%
Operating Expenses					
Debt Service: Bond Payment	0.00	0.00	193,028.00	(193,028.00)	-100.00%
Total Operating Expenses	0.00	0.00	193,028.00	(193,028.00)	-100.00%
Net Profit					
	278.81	15,810.56	20,572.00	(4,761.44)	-23.15%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period September 1, 2023 to September 30, 2023

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Sep 18, 2023	AFLAC - ACH	Premiums from staff	490.84	Paid	Payroll Liabilities
Total Aflac			490.84		
AirMedCare Network - AirLink					
Sep 18, 2023	5703	Air Ambulance Memberships for Volunteers/Board Members	1,365.00	Paid	Materials & Services:Administration:Memberships
Total AirMedCare Network - AirLink			1,365.00		
BIOMED					
Sep 20, 2023	101585	Background checks for Geist, Huber's and Stokes	116.00	Paid	Materials & Services:Professional Services:Background Checks
Total BIOMED			116.00		
BoundTree Medical, LLC					
Sep 1, 2023	85068584 - ACH	Epinephrine 1:10000m 1 mg 10ml Luer Jet	143.78	Paid	Materials & Services:EMS Operations:Supplies
Sep 1, 2023	85068585 - ACH	EMS Supplies for Supply Room and Ambulances	210.79	Paid	Materials & Services:EMS Operations:Supplies
Sep 20, 2023	85094272 - ACH	King Vison Pediatric aBlades in various sizes for Ambulances	73.12	Paid	Materials & Services:EMS Operations:Supplies
Sep 21, 2023	85095867 - ACH	King Vision Pediatric aBlade Channeled Size 2	35.58	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			463.27		
Carson Oil Company, Inc.					
Sep 18, 2023	CP-00475834 - EFT	Fuel for all appratus	739.05	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			739.05		
Cotiviti Healthcare/Kaiser Foundation Health Plan					
Sep 1, 2023	Refund of ambulance transport	Payment was paid in error, Medicare Oregon is primary on this claim and was billed. Member ID: 8MY9FW9HU53, Johnson	1,760.00	Paid	Ambulance Revenue
Total Cotiviti Healthcare/Kaiser Foundation Health Plan			1,760.00		
Crooked River Ranch Water Company					
Sep 1, 2023	94 - EFT	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Sep 1, 2023	94 - EFT	Water	58.86	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			93.45		
Crooked River Sanitary					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Sep 1, 2023	00014 - EFT	Sanitation Services for August	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
DPSST					
Sep 19, 2023	ARF75158	Fingerprinting for Lara, Waldron & Spadaro	138.75	Paid	Materials & Services:Professional Services:Background Checks
Total DPSST			138.75		
Emma Borlen					
Sep 27, 2023	Cell Phone Reimbur. for Emma B	Cell Phone Reimbursement for July/August/September.	90.00	Paid	Materials & Services:Volunteer Incentives
Total Emma Borlen			90.00		
First Citizens Bank					
Sep 7, 2023	43135360 - ACH	lease payment	138.43	Paid	Materials & Services:Administration:Copier Expenses
Sep 7, 2023	43135360 - ACH	b&w prints	11.75	Paid	Materials & Services:Administration:Copier Expenses
Sep 7, 2023	43135360 - ACH	color prints	59.15	Paid	Materials & Services:Administration:Copier Expenses
Total First Citizens Bank			209.33		
Glacier Ridge Construction					
Sep 18, 2023	790	Custom shelving for kitchen in station	90.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Glacier Ridge Construction			90.00		
Grainger					
Sep 18, 2023	Fire Extinguisher sign	Fire extinguisher sign	51.30	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 18, 2023	Fire Extinguisher sign	shipping	11.68	Paid	Materials & Services:Building & Maintenance:Supplies
Total Grainger			62.98		
HRA VEBA Trust					
Sep 18, 2023	HRA/VEBA - ACH	Contributions for staff from District	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			2,450.00		
IAFF 3650 - Redmond Firefighters Union					
Sep 1, 2023	Union Dues - ACH	Union Dues for: Alysha, David, Adam, Laura, Elizabeth	170.00	Paid	Payroll Liabilities

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Sep 1, 2023	PAC Donations - ACH	PAC donations to Union from Staff	18.08	Paid	Payroll Liabilities
Sep 18, 2023	Union Dues - ACH	Union Dues from staff	170.00	Paid	Payroll Liabilities
Sep 18, 2023	PAC Donations - ACH	PAC donations to Union, from staff	18.08	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			376.16		

Local Government Law Group

Sep 18, 2023		Services rendered for questions on LEVY and committees	243.00	Paid	Materials & Services:Professional Services:Legal
Total Local Government Law Group			243.00		

Nationwide Retirement Solutions

Sep 1, 2023	Deferred Comp - EFT	Deferred comp contributions from Staff	220.00	Paid	Payroll Liabilities
Sep 18, 2023	Deferred Comp - EFT	Deferred Comp contributions from Staff	220.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			440.00		

Norco

Sep 1, 2023	38559802	DEY Medical Oxygen USP	36.77	Paid	Materials & Services:EMS Operations:Supplies
Sep 1, 2023	38559802	D-Medical Oxygen USP	35.24	Paid	Materials & Services:EMS Operations:Supplies
Sep 1, 2023	38559802	Handling Charge	35.17	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			107.18		

Oregon PERS

Sep 15, 2023	PERS - EFT	Employer contributions	4,889.65	Paid	Personnel Services:PERS
Sep 15, 2023	PERS - EFT	Employee contributions, paid by Employer	1,146.71	Paid	Personnel Services:PERS
Sep 15, 2023	PERS - EFT	Adjustment from PERS	(12.36)	Paid	Personnel Services:PERS
Sep 21, 2023	PERS - EFT	Employer contributions	5,455.72	Approved	Personnel Services:PERS
Sep 21, 2023	PERS - EFT	Employee contributions, paid by Employer	1,071.68	Approved	Personnel Services:PERS
Total Oregon PERS			12,551.40		

Pacific Power

Sep 18, 2023	24712171-001 3/ ACH	Basic Charges, Load Size, Demand Charges, etc.	556.05	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			556.05		

Pamplin Media Group

Sep 18, 2023	147134	Advertising of Supplemental Budget Hearing	192.00	Paid	Materials & Services:Administration:Advertising
Total Pamplin Media Group			192.00		

Pape' Kenworth

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Sep 1, 2023	14134035	Cap, Filler for 532	30.74	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Total Pape' Kenworth			30.74		
SDIS					
Sep 1, 2023	health benefits statement	October OFCA Health Premium	10,251.80	Paid	Personnel Services:Employee Benefits:Health Insurance
Sep 1, 2023	health benefits statement	October OFCA Dental Premium	930.82	Paid	Personnel Services:Employee Benefits:Dental Insurance
Sep 1, 2023	health benefits statement	October Long-Term Premium	143.22	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total SDIS			11,325.84		
SeaWestern Fire Fighting Equipment					
Sep 18, 2023	PO-0395 / INV26147 - ACH	Lion Legend Helmets - White	730.00	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Sep 18, 2023	PO-0395 / INV26147 - ACH	shipping	19.60	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Total SeaWestern Fire Fighting Equipment			749.60		
Streamline					
Sep 1, 2023	41F663CA-0034	monthly website fee	126.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline			126.00		
Systems Design West					
Sep 21, 2023	20231855	Final billing for July & August	38.28	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Sep 21, 2023	20231855	Shipping final acct data	17.10	Paid	Materials & Services:Administration:Supplies
Total Systems Design West			55.38		
Terminix					
Sep 21, 2023	232037	Spraying of Ants, Spiders, etc.	104.00	Paid	Materials & Services:Building & Maintenance:Supplies
Total Terminix			104.00		
Terrebonne Hardware					
Sep 4, 2023	Hardware	Hardware for building maintenance	9.88	Paid	Materials & Services:Building & Maintenance:Supplies
Total Terrebonne Hardware			9.88		
VISA - Chase					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Sep 1, 2023	HD 455182545	AAA batteries for wildland headlamps	20.99	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Sep 3, 2023	HD 448386697	Station Supplies	135.27	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 3, 2023	HD 448387106	Station Supplies	69.16	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 3, 2023	HD 448387273	Station Supplies	103.58	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 5, 2023	5799156	Bay backing line tape	193.05	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 5, 2023	HD 449662750	Ping Pong Net	23.00	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 5, 2023	HD 449662774	Pool cue repair parts	19.48	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 6, 2023	HD 451200809	Blender for Station	59.00	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 10, 2023	HD 451836853	entry threshold screws	12.85	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 19, 2023	XXXX	Mo. Fee for use of Stamps.com	19.99	Paid	Materials & Services:Administration:Postage & Shipping
Sep 19, 2023	HD 455546016	Paint and Supplies for new dorm room conversion	180.36	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 20, 2023	XXXX 4806768	Monthly fee for accounting platform	27.75	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Sep 21, 2023	HD 456436224	OSHA required railing for mezzanine	122.18	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 23, 2023	2559973709	Adobe Acrobat software renewal for Sean	239.88	Paid	Materials & Services:Professional Services:Computer Services
Sep 26, 2023	HD 457669283	Hard Hat washable sweat bands for CERT team hats	15.99	Paid	Materials & Services:CERT Program
Sep 26, 2023	HD 457705790	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Sep 27, 2023	581	Tyvek PPE (3) for Senko on fire investigations.	50.94	Paid	Materials & Services:Fire Operations:PPE
Sep 28, 2023	HD 458681990	Handles for push brooms/squeegees	19.94	Paid	Materials & Services:Building & Maintenance:Supplies
Sep 29, 2023	XXXX	Mo Fee for Prime Membership	14.99	Approved	Materials & Services:Administration:Memberships
Sep 29, 2023	CERT traffic control devices	Alert Safety Supply - Incident Ahead Signs	220.00	Paid	Materials & Services:CERT Program
Sep 29, 2023	CERT traffic control devices	Alert Safety Supply - Sign stands	290.00	Paid	Materials & Services:CERT Program

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Sep 29, 2023	CERT traffic control devices	Alert Safety Supply - Stop/Slow signs	140.00	Paid	Materials & Services:CERT Program
Sep 29, 2023	CERT traffic control devices	Alert Safety Supply - CC charge	19.50	Paid	Materials & Services:Professional Services:Credit Card Fees
Sep 29, 2023	CERT Traffic control grant purchase	Alert Safety Supply - Reflective Gators	21.50	Paid	Materials & Services:CERT Program
Sep 29, 2023	CERT Traffic control grant purchase	Alert Safety Supply - CC charge	0.65	Paid	Materials & Services:Professional Services:Credit Card Fees
Total VISA - Chase			2,070.05		
Total			37,077.97		



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District **RESOLUTION: 2023-06**

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

WHEREAS, Crooked River Ranch Rural Fire Protection District has received a Volunteer Fire Assistance (VFA) grant in the amount of \$9,999.00 for radio communications equipment and;

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

THEREFORE, BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon recognizes the additional revenue and appropriates the funds as follows:

General Fund Resources	Budget Appropriation	Increase/ (Decrease)	Budget Adjusted
Grant Funds	\$483,500	\$9,999	\$493,499
Appropriations			
Materials & Services	\$536,732	\$9,999	\$546,731

INTRODUCED and ADOPTED Thursday, October 19, 2023

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Kay Norberg, Board Director

By: _____
David Palmer, Board Director

By: _____
Brad Pahl, Board Director

By: _____
Joe Costigan, Board Director

By: _____
Cole Gayheart, Board Director



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Adopting Civil Service Commission Rules **RESOLUTION: 2023-07**

WHEREAS, ORS 242.702 to 242.824 requires a civil service system for fire districts with four or more fire fighters employed on a full time basis not including the Chief; and

WHEREAS, ORS 242.704 allows a district governing body to adopt regulations substantially accomplishing the general purposes of civil service; and

THEREFORE, BE IT RESOLVED that the Crooked River Ranch Rural Fire Protection District Board of Directors adopts the draft rules, reviewed by legal counsel, as the civil service rules for the Crooked River Ranch Rural Fire Protection District.

BE IT FURTHER RESOLVED that those rules shall be amended by the process established within the rules.

ADOPTED this 19th day of October 2023, by the Crooked River Ranch Rural Fire Protection District Board of Directors. This resolution takes effect upon its adoption.

INTRODUCED and ADOPTED Thursday, October 19, 2023

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Kay Norberg, Board Director

By: _____
David Palmer, Board Director

By: _____
Brad Pahl, Board Director

By: _____
Joe Costigan, Board Director

By: _____
Cole Gayheart, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report October, 2023

- Calls for service in September totaled 51. 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	1	0	1	4	5	3	3			19
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0			0
3-Rescue & EMS	48	48	45	40	43	36	50	41	42			393
4-Hazardous Condition (No Fire)	1	1	0	0	0	0	0	0	0			2
5-Service Call	4	6	0	5	2	7	5	2	2			33
6-Good Intent Call	5	3	7	8	5	4	6	7	2			47
7-False Alarm & False Call	1	0	1	0	0	0	4	0	2			8
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0			0
9-Special/Other Incident	0	0	0	0	0	0	0	0	0			0
	60	59	54	53	51	51	70	53	51	0	0	0
Total Calls-To-Month End 2023												
502												
<i>Total Calls-To-Month End 2022</i>	41	51	50	38	51	45	44	65	54	49	65	60

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

- Auto-Aid Given – 4
- Auto-Aid Received – 3
- Mutual-Aid Given – 17
- Mutual-Aid Received – 10

- Congratulations to Elizabeth Ramirez on successfully passing her National Registry Paramedic Exam. She is now waiting for the Oregon Health Division to process her paperwork for her Oregon Paramedic License.
- Library to dorm conversion update. Sheet rock and painting has been completed. New doors have been installed. Finish electrical, fire alarm system components, and cabinetry to be completed.
- Annual service of fire apparatus is beginning. 531 has been completed; 521, 522, and 532 will be scheduled over the next couple of months.
- Lot Assessments (year-to-date). These are final statistics for 2023.
 - Number of grant applications received: 21
 - Number of grant applications complete: 18
 - Number of grant applications not completed by deadline: 3
- FireMed statistics for August:
 - Number of renewed memberships: 20
 - Number of non-pard/expired memberships: 3
 - Number of new applications: 1
 - Total FireMed memberships to date: 272

Respectfully submitted,

Sean Hartley
Fire Chief