



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 Virtual Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, October 21, 2021. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. This meeting is accessible to people with disabilities and will be recorded. Public comment regarding the topics on this agenda may be emailed to admin@crrfire.org and will be forwarded to the Board of Directors, prior to the date of this meeting.

Board of Directors

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

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Sean Hartley
Admin. Assistant, Dana Schulke

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Oakley
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting Minutes– Director Pahl
 - 3.1 Approval of Board Meeting minutes from September 16th, 2021
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for September 2021 – Director Norberg
 - 4.2 Appointment of Board members to sign checks for Wednesday, November 10th and Wednesday, November 24th, 2021 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Discussion of revised Board policies/Legal update – Director Pahl
 - 5.2 Projects (Training Center Dedication/Sale of 5-ton) – Fire Chief, Harry Ward
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Discussion on attending the Oregon Fire District Directors Association Conference on November 4-6th in Ashland, OR – Director Pahl
 - 6.2 Discussion on 2020/2021 final Audit by Accuity, LLC – Director Pahl
 - 6.3 Discussion/Approval of Resolution 2021-10 to accept and receive

unanticipated SAFER grant revenue into the General Fund
– Assistant Fire Chief, Sean Hartley

- 6.4 Update on performance review of Fire Chief - **possible Executive Session, per ORS 192.660(2) (i)** to review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request an open hearing. This is a closed session not open to the public. Any media requesting access, please email admin@crrfire.org, prior to the date of this meeting. – Director Pahl
7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
9. Comment/Questions:
 - 9.1 Public input on the current agenda topics
 - 9.2 Public input on future agenda topics – (Please limit to one topic)
10. Correspondence/ Recognitions/ Good of the Order – Director Pahl
11. Adjournment – Director Pahl

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

**Board Meeting Minutes
September 16, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 16, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

1. Called to Order by Director Pahl at 6:30 p.m., and roll call was taken by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke, Captain, Tom Fast and Volunteer, Marta McGovern-Philpott. Members of the public were Carl Harbour and Jesse Harbour.
2. **Review of Meeting Agenda Items** - Director Pahl stated that he will be having Chief Ward review his report, etc. as soon as possible as he is in Ohio, and it was 3 hours ahead. So, he will bump him up on the Agenda.
3. **Approval of the Board Meeting minutes from August 19, 2021** - Director Wilson made a motion to approve the minutes, as presented. Director Green seconded the motion, all Board members stated "yes" of approving the minutes, motion approved (5-0).
4. **Financial Reports, 4.1** – Director Norberg stated there were no issues with the financials and everything looked good. She stated she was able to go online and approve the ACH payments set up in the First Interstate platform and it worked well. Director Oakley made a motion to approve the financials as presented. Director Green seconded. All Board members stated "yes" of approving the financials, motion approved (5-0).
4.2 Appointment of Board members to sign checks in September: On Monday, October 11th the check signing will be Director Norberg and Director Green, and on Monday, October 25th it will be Director Norberg and Director Oakley. Director Norberg stated that she would like to see Director Wilson sign checks occasionally. Director Wilson stated he has had a "out of control" life with conflicting commitments. Director Wilson also asked if the Board was going to get corrected financials for July. Assistant Fire Chief Hartley stated he will work on revising them and will get them out to the Board.

*At this time, Director Pahl skipped to the Fire Chief's report, #7 on the Agenda.

Fire Chief's report - the report was in the Board packet for review. Chief Ward stated that in regard to the item on his report that references the sale of the 5-ton, he just found out by Chief Hartley today that the Buyer does not want to purchase the apparatus. Chief Hartley has contacted GOVDEALS about how to handle the situation with the Buyer. Director Wilson stated that he is aware of someone who would like to purchase it but did not know how to access the GOVDEALS website. Chief Ward then stated he had submitted some questions to our attorney regarding the mandatory vaccine mandate for our personnel. One of the options was to have the non-vaccinated volunteer be classified as a firefighter role only. They will not be allowed to

attend to any medical calls or traffic accidents. Our attorney has drafted some language for the paperwork that would need to be signed by the volunteer should they choose to stay with the District. Chief Ward also stated that he has been thinking of not abiding by the mandatory vaccine mandate that the Governor has enforced. If the District didn't abide by the mandate, the State of Oregon could pull our ambulance license, and Jefferson County could hire a private ambulance service to come out to the Ranch. If that happens and we would never get our license back. Another option for the volunteer would be to take a six month leave of absence. They could still come to drills on Monday night but would not be able to go on any calls at all. Director Oakley asked if we know if the mandate was going to be permanent or temporary. Chief Ward stated he was not sure but had a feeling it would be permanent. He stated this is where we are at with this situation currently and he does not want to lose anyone. There are the Medical and Religious exemptions the volunteer could use as well, if approved by the District and our attorney. Director Pahl asked if the level of service would drop if we lost the volunteers who are not vaccinated. Chief Ward stated it would be a huge loss of talent for the ones who are thinking of leaving, however he feels we would still be ok in servicing our residents. Director Green asked if there will be any changes with our surrounding mutual aid districts. Chief Ward stated he is not aware of any changes at this time but will reach out to Chief Kehmna at Redmond Fire to see what his thoughts are on how this affects our mutual aid agreement. A discussion ensued from the Board members regarding mutual aid and state conflagrations. Chief Ward assured he Board that we would not be sending anyone out on state conflagrations or out of the region. Director Pahl asked if we were at risk in losing our Medicare/Medicaid payments if we did not follow the mandate. Chief Ward said yes, we would lose those funds for the District. Director Pahl made a motion to have the District adhere to the State of Oregon mandate for the COVID-19 vaccine for employees and volunteers. Director Oakley seconded the motion. Director's Pahl, Green, Norberg and Oakley stated "yes" for the motion. Director Wilson stated "no" against the motion. Motion passed (4-1). Director Oakley thanked Chief Ward for putting the time and effort into finding a solution to keep all our personnel. Director Pahl confirmed with Chief Ward that our open house for the training facility will still be October 30th.

5.1 Discussion/Approval of Board Policy 17.01 Cyber Security - Director Pahl asked if there were any other changes to this policy, which was in the Board packet. He thanked Director Wilson for putting it the new format. Director Norberg made a motion to approve the policy, Director Oakley seconded. All Board members stated "yes" to approve the policy, motion passed (5-0).

5.2 Project Updates – Director Pahl stated the Electronic Bill pay process is going well and he asked Assistant Chief Hartley if we have received our audit back yet. We have not. Director Norberg and Director Wilson stated they will be getting together prior to meeting with the Chief for his annual review.

6.1 Discussion/Approval of Resolution 2021-08 to Adopt the Board policy manual – Director Pahl asked the Board how they felt about giving the policies to the attorney for pre-review, prior to adopting the Board policy manual, via Resolution. All Board members agreed the policies should go to our attorney first before the adoption. Dana had emailed the State of Oregon asking them about the correct Oregon State Archivist date in policy 16.01 (4.A) but did not get an answer back from them. She will make sure the attorney receives all the revised Board policies for review, along with having him verify the Oregon State Archivist date in policy 16.01 (4.A). Approval of the Resolution will be put under old business for next month's meeting.

6.2 Discussion/Approval of Resolution 2021-09 to received unanticipated revenue to the general fund - Director Pahl stated the Resolution was in the Board packet and it acknowledged that we will be receiving conflagration funds from the Patton Meadow fire, which will be \$7,660.87. A discussion ensued regarding the resolution number. Director Oakley made a motion, Director Norberg seconded the motion. A roll call was done by Director Oakey and all Board members stated "yes" to approve the resolution. Motion passed, (5-0).

8. Operations Report – the report was in the Board packet for Board review. Assistant Chief Hartley stated that one item not on his report was that the District was just awarded the SAFER grant again for an additional 4 years. This will assist with recruitment and retention of volunteers for the District. The amount is \$313,400 (which will be spread out over four years) will cover the continuation of the volunteer stipend program, the physicals for the volunteers and purchasing new PPE for them. Assistant Chief Hartley stated we will plan on having a Resolution ready for these funds to approve in next months Board meeting. He also stated we had an issue with one of utility pickups (591), the heater core was leaking in the cab. It is currently at the Ford dealership being worked on. He also mentioned that Jeff Scheetz has been doing most of the property inspections and Director Pahl stated there is a plan to train more volunteers and support staff to do the property inspections in the future.

9. Comments from the public - there were none.

10. Correspondence/Recognitions/ Good of the Order – Director Green mentioned that he and Director Pahl had a two on one meeting with Chief Ward. They did some brainstorming to increase staffing levels for the District. Director Wilson thanked Captain Fast for attending a future funeral with the Honor Guard. They have had a run of funerals lately and have been very busy. He also reminded the Board about putting items on the agenda and they are a group of five and not one. Also mentioned was that the Oregon Veterans Motorcycle Association event at the Big Dog on 9/11 was a success, but they were disappointed Chief Ward or other staff was not able to attend the event.

10. Adjournment by Director Pahl at 7:23 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of September 30, 2021

Cash Basis

SEP 30, 2021

Assets

Current Assets

Cash and Cash Equivalents

| | |
|--|-------------------|
| Bond Fund | 18,007.48 |
| Capital Reserve Fund | 413,563.99 |
| FIB - Checking | 17,887.48 |
| FIB - Payroll | 3,344.64 |
| General Fund | 11,283.91 |
| Local Option Levy Fund | 257,168.32 |
| Stripe USD | 45.00 |
| US Bank | 4,904.21 |
| Total Cash and Cash Equivalents | 726,205.03 |
| Total Current Assets | 726,205.03 |
| Total Assets | 726,205.03 |

Liabilities and Equity

Liabilities

Current Liabilities

| | |
|----------------------------------|---------------|
| FIB - Credit Cards | 2,984.25 |
| Payroll Liabilities | (2,643.38) |
| Total Current Liabilities | 340.87 |
| Total Liabilities | 340.87 |

Equity

| | |
|-------------------------------------|-------------------|
| Current Year Earnings | 725,864.16 |
| Total Equity | 725,864.16 |
| Total Liabilities and Equity | 726,205.03 |

\$294,633.56
-\$ 340.87

\$294,292.69



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 30 September 2021
Cash Basis

| | September Actual | YTD Actual | Budget | Var USD | Var % | Original Budget |
|---------------------------------------|---------------------|---------------------|-----------------------|------------------------|------------------|-----------------------|
| Revenue | | | | | | |
| Ambulance Billing | \$16,713.54 | \$66,831.14 | \$200,000.00 | -\$133,168.86 | -66.5844% | \$200,000.00 |
| Beginning Fund Balance | \$0.00 | \$596,453.11 | \$521,135.00 | \$75,318.11 | 14.4527% | \$521,135.00 |
| Contractual Income | \$400.00 | \$400.00 | \$400.00 | \$0.00 | 0.0% | \$400.00 |
| Emergency Address Signs | \$50.00 | \$175.00 | \$500.00 | -\$325.00 | -65.0% | \$500.00 |
| FireMed | \$1,125.00 | \$3,195.00 | \$13,500.00 | -\$10,305.00 | -76.3333% | \$13,500.00 |
| Grant Funds | \$0.00 | \$0.00 | \$72,658.00 | -\$72,658.00 | -100.0% | \$72,658.00 |
| Interest | \$256.38 | \$941.89 | \$7,500.00 | -\$6,558.11 | -87.4415% | \$7,500.00 |
| Misc. Income | \$616.79 | \$873.13 | \$5,000.00 | -\$4,126.87 | -82.5374% | \$5,000.00 |
| Previously Levied Taxes | \$1,756.92 | \$9,624.96 | \$20,000.00 | -\$10,375.04 | -51.8752% | \$20,000.00 |
| Sale of Assets/Apparatus | \$0.00 | \$0.00 | \$15,000.00 | -\$15,000.00 | -100.0% | \$15,000.00 |
| Taxes Collected in Year Levied | \$0.07 | \$681.91 | \$979,441.00 | -\$978,759.09 | -99.9304% | \$979,441.00 |
| Training Income | \$0.00 | \$0.00 | \$500.00 | -\$500.00 | -100.0% | \$500.00 |
| Total Revenue | \$20,918.70 | \$679,176.14 | \$1,835,634.00 | -\$1,156,457.86 | -63.0% | \$1,835,634.00 |
| Gross Profit | \$20,918.70 | \$679,176.14 | \$1,835,634.00 | -\$1,156,457.86 | -63.0005% | |
| Operating Expenses | | | | | | |
| Contingency | \$0.00 | \$0.00 | \$58,952.00 | -\$58,952.00 | -100.0% | \$58,952.00 |
| Transfer Out | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$0.00 | 0.0% | \$50,000.00 |
| Debt Services | | | | | | |
| Debt Service:Apparatus Paymen | \$0.00 | \$0.00 | \$27,046.00 | -\$27,046.00 | -100.0% | \$27,046.00 |
| Total Debt Services | \$0.00 | \$0.00 | \$27,046.00 | -\$27,046.00 | -100.0% | \$27,046.00 |
| Materials & Services | | | | | | |
| Administration | \$2,304.64 | \$4,438.40 | \$16,000.00 | -\$11,561.60 | -72.26% | \$16,000.00 |
| Building Maintenance & Supp. | \$731.62 | \$3,356.93 | \$35,000.00 | -\$31,643.07 | -90.4088% | \$35,000.00 |
| Department Services | \$1,927.16 | \$2,142.34 | \$3,000.00 | -\$857.66 | -28.5887% | \$3,000.00 |
| Dispatch Services | \$268.41 | \$535.47 | \$58,952.00 | -\$58,416.53 | -99.0917% | \$71,612.00 |
| EMS Operations | \$926.55 | \$5,121.34 | \$45,000.00 | -\$39,878.66 | -88.6192% | \$45,000.00 |
| Fire Operations | \$11,137.40 | \$25,668.80 | \$67,535.00 | -\$41,866.20 | -61.9919% | \$67,535.00 |
| Fuel | \$570.93 | \$3,178.67 | \$15,000.00 | -\$11,821.33 | -78.8089% | \$15,000.00 |
| Insurance | \$7.00 | \$7.00 | \$36,000.00 | -\$35,993.00 | -99.9806% | \$36,000.00 |
| Prevention | \$816.00 | \$816.00 | \$1,500.00 | -\$684.00 | -45.6% | \$1,500.00 |
| Professional Services | \$579.35 | \$5,978.41 | \$45,000.00 | -\$39,021.59 | -86.7146% | \$45,000.00 |
| Radios/Communications | \$14,608.36 | \$23,355.72 | \$25,150.00 | -\$1,794.28 | -7.1343% | \$12,500.00 |
| Rope Rescue Operations | \$0.00 | \$0.00 | \$3,000.00 | -\$3,000.00 | -100.0% | \$3,000.00 |
| SAFER Grant Expenditures | \$0.00 | \$3,309.47 | \$26,158.00 | -\$22,848.53 | -87.3482% | \$26,158.00 |
| Training | \$1,578.30 | \$2,995.70 | \$25,715.00 | -\$22,719.30 | -88.3504% | \$25,715.00 |
| Travel | \$0.00 | \$62.47 | \$5,000.00 | -\$4,937.53 | -98.7506% | \$5,000.00 |
| Tuition Reimbursement | \$0.00 | \$0.00 | \$31,500.00 | -\$31,500.00 | -100.0% | \$31,500.00 |
| Uniforms | \$517.00 | \$560.17 | \$5,713.00 | -\$5,152.83 | -90.1948% | \$5,713.00 |
| Utilities | \$1,240.25 | \$3,854.44 | \$25,000.00 | -\$21,145.56 | -84.5822% | \$25,000.00 |
| Vehicle/Equipment Maint. | \$3,542.93 | \$11,411.65 | \$35,000.00 | -\$23,588.35 | -67.3953% | \$35,000.00 |
| Volunteer Incentive Program | \$0.00 | \$1,890.00 | \$22,600.00 | -\$20,710.00 | -91.6372% | \$22,600.00 |
| Wellness Program | \$0.00 | \$327.00 | \$10,000.00 | -\$9,673.00 | -96.73% | \$10,000.00 |
| Total Materials & Services | \$40,755.90 | \$99,009.98 | \$537,823.00 | -\$438,813.02 | -81.6% | \$537,833.00 |

| Personnel Services | | | | | | |
|---------------------------------------|----------------------|---------------------|-----------------------|------------------------|------------------|---------------------|
| Administrative Assistant | \$4,205.49 | \$10,219.29 | \$39,403.00 | -\$29,183.71 | -74.0647% | \$39,403.00 |
| Administrative Assistant: O/T | \$67.16 | \$388.91 | \$1,343.00 | -\$954.09 | -71.0417% | \$1,343.00 |
| Assistant Chief | \$5,071.34 | \$17,793.56 | \$64,367.00 | -\$46,573.44 | -72.3561% | \$64,367.00 |
| Employee Benefits | \$12,704.38 | \$38,113.14 | \$183,359.00 | -\$145,245.86 | -79.2139% | \$183,359.00 |
| Fire Chief | \$6,828.84 | \$20,419.59 | \$87,524.00 | -\$67,104.41 | -76.6697% | \$87,524.00 |
| Part-Time Personnel | \$6,065.00 | \$15,961.25 | \$33,840.00 | -\$17,878.75 | -52.8332% | \$33,840.00 |
| Payroll Taxes | \$3,569.60 | \$10,960.01 | \$43,615.00 | -\$32,654.99 | -74.871% | \$43,615.00 |
| PERS | \$11,719.16 | \$35,498.90 | \$151,969.00 | -\$116,470.10 | -76.6407% | \$151,969.00 |
| Shift Personnel Overtime | \$3,634.41 | \$13,078.46 | \$45,920.00 | -\$32,841.54 | -71.519% | \$45,920.00 |
| Shift Personnel Wages | \$14,473.21 | \$44,356.67 | \$188,023.00 | -\$143,666.33 | -76.4089% | \$188,023.00 |
| Student Volunteer Stipends | \$0.00 | \$540.00 | \$7,290.00 | -\$6,750.00 | -92.5926% | \$7,290.00 |
| Volunteer Conflag Reimb. | \$0.00 | \$1,561.70 | \$0.00 | \$1,561.70 | | |
| Volunteer Stipends & Benefits | \$3,700.00 | \$13,200.00 | \$36,500.00 | -\$23,300.00 | -63.8356% | \$36,500.00 |
| Workers Comp. & Grp Acc. Ins. | \$0.00 | \$13,781.99 | \$16,000.00 | -\$2,218.01 | -13.8626% | \$16,000.00 |
| Total Personnel Services | \$72,038.59 | \$235,873.47 | \$899,153.00 | -\$663,279.53 | -73.8% | \$899,153.00 |
| Total Operating Expenses | \$162,794.49 | \$384,883.45 | \$1,572,974.00 | -\$1,188,090.55 | -75.5315% | |
| Net Income / (Loss) before Tax | -\$141,875.79 | \$294,292.69 | \$262,660.00 | \$31,632.69 | 12.0432% | |
| Net Income | -\$141,875.79 | \$294,292.69 | \$262,660.00 | \$31,632.69 | 12.0432% | |
| Total Comprehensive Income | -\$141,875.79 | \$294,292.69 | \$262,660.00 | \$31,632.69 | 12.0432% | |



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
For the month ended 30 September 2021
 Cash Basis

| | September Actual | YTD Actual | Budget | Var USD | Var % | Original Budget |
|---|---------------------|---------------------|---------------------|----------------------|-----------------|---------------------|
| Revenue | | | | | | |
| Beginning Fund Balance | \$0.00 | \$327,976.01 | \$359,000.00 | -\$31,023.99 | -8.6418% | \$359,000.00 |
| Grant Funds | \$0.00 | \$35,000.00 | \$0.00 | \$35,000.00 | | \$0.00 |
| Interest | \$192.13 | \$587.98 | \$2,750.00 | -\$2,162.02 | -78.6189% | \$2,750.00 |
| Transfer In | \$50,000.00 | \$50,000.00 | \$50,000.00 | \$0.00 | 0.0% | \$50,000.00 |
| Total Revenue | \$50,192.13 | \$413,563.99 | \$411,750.00 | \$1,813.99 | 0.4% | \$411,750.00 |
| Gross Profit | \$50,192.13 | \$413,563.99 | \$411,750.00 | \$1,813.99 | 0.4406% | |
| Operating Expenses | | | | | | |
| Contingency | \$0.00 | \$0.00 | \$100,000.00 | -\$100,000.00 | -100.0% | \$100,000.00 |
| Capital Outlay | | | | | | |
| Capital Outlay & Grant Awards:App. Pur. | \$0.00 | \$0.00 | \$50,000.00 | -\$50,000.00 | -100.0% | \$0.00 |
| Capital Outlay & Grant Awards:EMS Pur. | \$0.00 | \$0.00 | \$38,000.00 | -\$38,000.00 | -100.0% | \$0.00 |
| Total Capital Outlay | \$0.00 | \$0.00 | \$88,000.00 | -\$88,000.00 | -100.0% | \$0.00 |
| Total Operating Expenses | \$0.00 | \$0.00 | \$188,000.00 | -\$188,000.00 | -100.0% | |
| Net Income / (Loss) before Tax | \$50,192.13 | \$413,563.99 | \$223,750.00 | \$189,813.99 | 84.8331% | |
| Net Income | \$50,192.13 | \$413,563.99 | \$223,750.00 | \$189,813.99 | 84.8331% | |
| Total Comprehensive Income | \$50,192.13 | \$413,563.99 | \$223,750.00 | \$189,813.99 | 84.8331% | |



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
 For the month ended 30 September 2021
 Cash Basis

| | September Actual | YTD Actual | Budget | Var USD | Var % | <i>Original Budget</i> |
|---------------------------------------|---------------------|--------------------|---------------------|----------------------|-----------------|----------------------------|
| Revenue | | | | | | |
| Beginning Fund Balance | \$0.00 | \$16,232.95 | \$8,529.00 | \$7,703.95 | 90.3265% | \$8,529.00 |
| Interest | \$9.79 | \$34.34 | \$300.00 | -\$265.66 | -88.5533% | \$300.00 |
| Previously Levied Taxes | \$303.74 | \$1,620.02 | \$3,500.00 | -\$1,879.98 | -53.7137% | \$3,500.00 |
| Taxes Collected in Year Levied | \$0.01 | \$120.17 | \$184,087.00 | -\$183,966.83 | -99.9347% | \$184,087.00 |
| Total Revenue | \$313.54 | \$18,007.48 | \$196,416.00 | -\$178,408.52 | -90.8% | \$196,416.00 |
| <hr/> | | | | | | |
| Gross Profit | \$313.54 | \$18,007.48 | \$196,416.00 | -\$178,408.52 | -90.832% | |
| <hr/> | | | | | | |
| Operating Expenses | | | | | | |
| Debt Services | | | | | | |
| Debt Service:Bond Payment | \$0.00 | \$0.00 | \$179,848.00 | -\$179,848.00 | -100.0% | \$179,848.00 |
| Total Debt Services | \$0.00 | \$0.00 | \$179,848.00 | -\$179,848.00 | -100.0% | \$179,848.00 |
| <hr/> | | | | | | |
| Total Operating Expenses | \$0.00 | \$0.00 | \$179,848.00 | -\$179,848.00 | -100.0% | |
| <hr/> | | | | | | |
| Net Income / (Loss) before Tax | \$313.54 | \$18,007.48 | \$16,568.00 | \$1,439.48 | 8.6883% | |
| <hr/> | | | | | | |
| Net Income | \$313.54 | \$18,007.48 | \$16,568.00 | \$1,439.48 | 8.6883% | |
| <hr/> | | | | | | |
| Total Comprehensive Income | \$313.54 | \$18,007.48 | \$16,568.00 | \$1,439.48 | 8.6883% | |

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period September 1, 2021 to September 30, 2021

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--|-------------------|---|-----------------|--------|--|
| Aflac | | | | | |
| Sep 21, 2021 | EFT | September premiums from staff | 599.88 | Paid | Payroll Liabilities |
| Total Aflac | | | 599.88 | | |
| AirMedCare Network - AirLink | | | | | |
| Sep 16, 2021 | 5703-202199 | Annual membership for AireMed Helicopter transport | 1,776.00 | Paid | Materials & Services:Administration:Memberships |
| Total AirMedCare Network - AirLink | | | 1,776.00 | | |
| Alysha Delorto | | | | | |
| Sep 1, 2021 | Reimbursement | Replaced Blinds in Captains Dorm that was broken | 54.88 | Paid | Materials & Services:Building & Maintenance:Maintenance |
| Sep 7, 2021 | Reimbursement | Reimbursement for Plastic Wrap, Aluminum Foil and 3's Pan Set | 114.87 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Total Alysha Delorto | | | 169.75 | | |
| BIOMED | | | | | |
| Sep 16, 2021 | 86368 | Background check-Klye Ward | 29.00 | Paid | Materials & Services:Professional Services:Background Checks |
| Total BIOMED | | | 29.00 | | |
| Carson Oil Company, Inc. | | | | | |
| Sep 2, 2021 | CP-00332065 - EFT | Fuel for all apparatus | 570.93 | Paid | Materials & Services:Fuel |
| Sep 16, 2021 | CP-00334663 - EFT | Fuel for all apparatus | 489.91 | Paid | Materials & Services:Fuel |
| Total Carson Oil Company, Inc. | | | 1,060.84 | | |
| Crook County Fire & Rescue | | | | | |
| Sep 7, 2021 | Invoice 409 | HSFA Cards | 100.00 | Paid | Materials & Services:EMS Operations:Supplies |
| Sep 7, 2021 | Invoice 409 | BLS Cards | 15.00 | Paid | Materials & Services:EMS Operations:Supplies |
| Total Crook County Fire & Rescue | | | 115.00 | | |
| Crooked River Needle Works LLC | | | | | |
| Sep 7, 2021 | 210 | Embroidery charge on customer supplied hats | 100.00 | Paid | Materials & Services:Uniforms |
| Total Crooked River Needle Works LLC | | | 100.00 | | |
| Crooked River Ranch Water Company | | | | | |
| Sep 1, 2021 | 94 | Base Rate | 34.59 | Paid | Materials & Services:Utilities:Water |
| Sep 1, 2021 | 94 | Water | 75.21 | Paid | Materials & Services:Utilities:Water |
| Total Crooked River Ranch Water Company | | | 109.80 | | |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|----------------------------|---|-----------------|--------|---|
| Crooked River Sanitary | | | | | |
| Sep 1, 2021 | 00014 | Sanitation Services for August | 72.02 | Paid | Materials & Services:Utilities:Sanitation |
| Total Crooked River Sanitary | | | 72.02 | | |
| Deschutes County 911 Service District | | | | | |
| Sep 16, 2021 | 2583 | 911 Data Network Reimbursement, September 2021 | 268.41 | Paid | Materials & Services:Dispatch Services |
| Total Deschutes County 911 Service District | | | 268.41 | | |
| Hagemeister Enterprises, Inc. | | | | | |
| Sep 8, 2021 | 32572R | Battery for Hydraulic Dump Trailer | 134.00 | Paid | Materials & Services:Vehicle/Equipment Maintenance: |
| Total Hagemeister Enterprises, Inc. | | | 134.00 | | |
| High Desert Auto Supply | | | | | |
| Sep 16, 2021 | 672801 | Replaced Head Lamp on 521 | 12.49 | Paid | Materials & Services:Vehicle/Equipment Maintenance:510165 |
| Total High Desert Auto Supply | | | 12.49 | | |
| HRA VEBA Trust | | | | | |
| Sep 21, 2021 | EFT | Contributions for Staff | 1,500.00 | Paid | Personnel Services:Employee Benefits:HRAVEBA |
| Total HRA VEBA Trust | | | 1,500.00 | | |
| IAFF 3650 - Redmond Firefighters Union | | | | | |
| Sep 2, 2021 | PAC for Union - ACH | PAC donations from Staff | 20.00 | Paid | Payroll Liabilities |
| Sep 2, 2021 | Union Dues - ACH | Union Dues for Tom, Alysha and David | 102.00 | Paid | Payroll Liabilities |
| Sep 21, 2021 | PAC Donations - ACH | PAC donations from staff | 20.00 | Paid | Payroll Liabilities |
| Sep 21, 2021 | Union Dues - ACH | Union Dues from Tom, Alysha, David | 102.00 | Paid | Payroll Liabilities |
| Total IAFF 3650 - Redmond Firefighters Union | | | 244.00 | | |
| MasterCard | | | | | |
| Sep 1, 2021 | Invoice 21-2356, XXXX 4389 | Name Tag, 3/8", Yellow Custom from IMS Alliance | 22.59 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 2, 2021 | HD 214304370 | 2 1/2" drywall screws | 6.58 | Paid | Materials & Services:Training |
| Sep 2, 2021 | HD 214304370 | 3" construction screws | 8.78 | Paid | Materials & Services:Training |
| Sep 2, 2021 | HD 214304370 | impact bit set | 19.97 | Paid | Materials & Services:Building & Maintenance:Equipment |
| Sep 8, 2021 | HD 216455891 | Edger blades from Home Depot | 9.96 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 9, 2021 | HD 216175587 | Purchase of Stamps | 50.00 | Paid | Materials & Services:Administration:Postage & Shipping |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--------------|------------------|---|--------|--------|--|
| Sep 17, 2021 | 246843 | Extra Keys made for filing cabinets from Bend Lock & Safe | 38.00 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 17, 2021 | XXXX 4382 | Mo. Fee for Use of Stamps.com | 17.99 | Paid | Materials & Services:Administration:Postage & Shipping |
| Sep 19, 2021 | INV-3380347 | Mo. Subscription Fee | 24.00 | Paid | Materials & Services:Professional Services:Accounting/Payroll Services |
| Sep 19, 2021 | XXXX 4382 | Kitchen and Janitorial Supplies for the Station | 140.81 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 20, 2021 | XXXX 4382 | Registration for Dana for OFSOA virtual conference, Oct. 12 & Oct. 13, 2021 | 50.00 | Paid | Materials & Services:Training |
| Sep 20, 2021 | XXXX 4382 | Mo. Fee for Accounting Platform with Xero | 24.00 | Paid | Materials & Services:Professional Services:Accounting/Payroll Services |
| Sep 23, 2021 | HD 219813994 | Supplies for training building | 89.24 | Paid | Materials & Services:Training |
| Sep 23, 2021 | AD00351107370CUS | Adobe Acrobat software purchase | 179.88 | Paid | Materials & Services:Administration:Subscriptions/Reference |
| Sep 24, 2021 | W874243232 | Waterproofing sealer for training building. | 358.00 | Paid | Materials & Services:Training |
| Sep 24, 2021 | HD 220953522 | 4x8 OSB subfloor | 145.92 | Paid | Materials & Services:Training |
| Sep 24, 2021 | HD 220953522 | Spray Foam insulation "Big Gap" Filler | 31.50 | Paid | Materials & Services:Training |
| Sep 24, 2021 | HD 219906682 | Supplies for training building | 231.30 | Paid | Materials & Services:Training |
| Sep 24, 2021 | HD 220953522 | Brown masking Paper | 3.28 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 24, 2021 | HD 220953522 | Scotch blue painters tape | 13.96 | Paid | Materials & Services:Training |
| Sep 24, 2021 | HD 220953522 | Stop rust black spray paint | 36.64 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 27, 2021 | HD 220391826 | exterior Paint for training building from Home Depot | 176.00 | Paid | Materials & Services:Training |
| Sep 27, 2021 | HD 220391826 | Paintcare fee | 1.95 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 27, 2021 | HD 220391826 | Light bulbs for station eves | 48.79 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 28, 2021 | HD 220722472 | Disposable shoe cover 12pk | 9.97 | Paid | Materials & Services:Training |
| Sep 28, 2021 | HD 220722472 | 1/4" x 1/4" hose fitting | 5.62 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 28, 2021 | HD 222239658 | Labor | 402.00 | Paid | Materials & Services:Vehicle/Equipment Maintenance:511848 |
| Sep 28, 2021 | HD 222239658 | Heater Core | 73.70 | Paid | Materials & Services:Vehicle/Equipment Maintenance:511848 |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--|------------------------|--|-----------------|----------|---|
| Sep 28, 2021 | HD 222239658 | Anti-Freeze | 17.60 | Paid | Materials & Services:Vehicle/Equipment Maintenance:511848 |
| Sep 28, 2021 | HD 222239658 | service fee | 1.97 | Paid | Payroll Liabilities |
| Sep 28, 2021 | HD 220722472 | Chemical splash goggles | 10.94 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 28, 2021 | HD 220722472 | 1/2" stainless staples | 29.64 | Paid | Materials & Services:Training |
| Sep 28, 2021 | HD 220722472 | paint respirator | 19.97 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 28, 2021 | HD 220722472 | paint respirator | 20.97 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 28, 2021 | HD 220722472 | Heavy Duty Coverall with hood XL | 23.94 | Paid | Materials & Services:Training |
| Sep 28, 2021 | HD 220722472 | Ceder 3/4" 4'x8' | 53.22 | Paid | Materials & Services:Training |
| Sep 29, 2021 | BUL00109860 | Bulwark - BUL00109860, Uniform Pants for Volunteers. | 254.00 | Paid | Materials & Services:Uniforms |
| Sep 29, 2021 | XXXX 4382 | Mo. Fee for Prime Membership | 12.99 | Paid | Materials & Services:Administration:Memberships |
| Sep 30, 2021 | HD 222239256 | Street sign for road around training Training Center. | 38.00 | Paid | Materials & Services:Building & Maintenance:Equipment |
| Sep 30, 2021 | HD 222239985 | 3" construction screws | 34.98 | Paid | Materials & Services:Training |
| Sep 30, 2021 | HD 222239985 | Hook for locker | 3.78 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 30, 2021 | A0000000041010 | Rehab meal after a structure fire. (Trading Post) | 11.99 | Paid | Materials & Services:Department Services:Rehab Supplies |
| Total MasterCard | | | 2,754.42 | | |
| Nationwide Retirement Solutions | | | | | |
| Sep 2, 2021 | Deferred Comp - EFT | Deferred Comp contributions from staff | 230.00 | Paid | Payroll Liabilities |
| Sep 21, 2021 | Deferred Comp - EFT | Deferred Compensation contributions from Staff | 230.00 | Paid | Payroll Liabilities |
| Total Nationwide Retirement Solutions | | | 460.00 | | |
| Norco | | | | | |
| Sep 7, 2021 | Credit from March 2021 | Credit from back in March 2021, over paid on a invoice | (3.00) | Approved | Materials & Services:EMS Operations:Supplies |
| Total Norco | | | (3.00) | | |
| Oregon PERS | | | | | |
| Sep 9, 2021 | PERS - EFT | Employer Paid Contributions | 4,409.97 | Paid | Personnel Services:PERS |
| Sep 9, 2021 | PERS - EFT | Employee Paid Contributions, Paid by Employer | 1,094.87 | Paid | Personnel Services:PERS |
| Sep 21, 2021 | PERS - EFT | Employer contributions | 4,933.04 | Approved | Personnel Services:PERS |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|-------------------------|---|------------------|----------|--|
| Sep 21, 2021 | PERS - EFT | Employee contributions, paid by Employer | 1,226.11 | Approved | Personnel Services:PERS |
| Total Oregon PERS | | | 11,663.99 | | |
| Pacific Power | | | | | |
| Sep 1, 2021 | 24712171-001 3 | Basic Charges, Load Size, Demand Charge, Delivery Charge, Kilowatt Usage | 459.43 | Paid | Materials & Services:Utilities:Electric |
| Total Pacific Power | | | 459.43 | | |
| Quill Corporation | | | | | |
| Sep 16, 2021 | 19191248 - EFT | Office supplies: Pens, Post-it notes, copy paper, whiteout tape | 117.93 | Paid | Materials & Services:Administration:Supplies |
| Total Quill Corporation | | | 117.93 | | |
| SeaWestern Fire Fighting Equipment | | | | | |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | 2.5" XD Shutoff | 923.40 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | Short Barrel 1-1/8" smooth bore | 220.06 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | 1.5" XD Shutoff | 2,818.80 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | Chief XD | 3,607.20 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | Combat Sniper 1.75" Hose, 50' length | 4,300.00 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | package discount | (1,350.00) | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 1, 2021 | PO-0250 / Invoice 12373 | Shipping Costs | 162.40 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Sep 27, 2021 | INV12611 | Key Fire Hose DP17-1002, 1.77" (2 Green, 2 Orange) | 360.00 | Paid | Materials & Services:Fire Suppression:Supplies/Equipment |
| Total SeaWestern Fire Fighting Equipment | | | 11,041.86 | | |
| Solutions Yes | | | | | |
| Sep 2, 2021 | INV286552 - ACH | Assistance with new network equipment changed scan destination feature to NASS from PC. | 78.00 | Paid | Materials & Services:Administration:Copier Expenses |
| Sep 21, 2021 | INV289160/ ACH | B/W Copies | 6.40 | Paid | Materials & Services:Administration:Copier Expenses |
| Sep 21, 2021 | INV289160/ ACH | Color Copies | 65.45 | Paid | Materials & Services:Administration:Copier Expenses |
| Total Solutions Yes | | | 149.85 | | |
| Special Districts Insurance Services | | | | | |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|---------------|---|------------------|----------|---|
| Sep 2, 2021 | 03-0052514 | October Health Premiums for Staff | 9,924.15 | Paid | Personnel Services:Employee Benefits:Health Insurance |
| Sep 2, 2021 | 03-0052514 | October Dental Premiums for Staff | 893.97 | Paid | Personnel Services:Employee Benefits:Dental Insurance |
| Sep 2, 2021 | 03-0052514 | October Long-Term Premiums for Staff | 136.26 | Paid | Personnel Services:Employee Benefits:Long Term Disability Insurance |
| Sep 16, 2021 | CHG-20967 | Interim invoice for increases in Property, Earthquake, Flood and Machinery insurance coverage | 7.00 | Paid | Materials & Services:Insurance |
| Total Special Districts Insurance Services | | | 10,961.38 | | |
| Terminix | | | | | |
| Sep 20, 2021 | 179529 | Quarterly maintenance for spraying of spiders, rodents, etc. | 100.00 | Paid | Materials & Services:Building & Maintenance:Maintenance |
| Total Terminix | | | 100.00 | | |
| Terrebonne Hardware | | | | | |
| Sep 1, 2021 | on charge | Batteries for Station Use/Office Equipment | 18.97 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Sep 22, 2021 | Part for 521 | Part needed to make repair on 521 | 4.99 | Paid | Materials & Services:Vehicle/Equipment Maintenance:510165 |
| Total Terrebonne Hardware | | | 23.96 | | |
| Tom Fast | | | | | |
| Sep 27, 2021 | Reimbursement | Reimbursement of Fertilizer for grass around Station | 48.00 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Total Tom Fast | | | 48.00 | | |
| US Bank Equipment Finance | | | | | |
| Sep 29, 2021 | Refund | Refund/Unapplied Credit towards Property Damage Surcharges that no longer are applied toward the contract payment | (30.81) | Approved | Materials & Services:Administration:Copier Expenses |
| Total US Bank Equipment Finance | | | (30.81) | | |
| Total | | | 43,938.20 | | |

BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS (2.02)

(2.02) POWERS OF THE DISTRICTS BOARD OF DIRECTORS

PURPOSE:

This policy will provide guidelines as to the responsibilities of Board members.

1. COMMUNICATIONS

- A. Develop regular channels of communication with the Fire Chief.
- B. Encourage participation of staff members on appropriate committees.
- C. Invite clients, non-Board members, other local governments, and groups to Board or committee meetings or other types of Board sponsored assemblies to explore and develop approaches to common concerns.
- D. Recognize that certain information obtained at Board meetings may be non-public and confidential, making disclosure a breach of trust.
- E. Make use of educational sessions, workshops, and seminars to gain a further understanding of issues.
- F. Respect the opinion of other members and accept the principle of majority rule to Board decisions.

2. QUALIFICATIONS

- A. A person who is an elector or property owner in the District is eligible to serve as a Board member. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.
- B. After three (3) consecutive, unexcused absences, the board may vote to request that board member resign from the board.
- C. Any Volunteer, paid Firefighter, and other paid District Personnel shall be excluded from serving on the Board of Directors. Refer to Ordinance No. 5, dated June 16th, 2005 for further detail.

Commented [RW1]: This is a repeat of provisions in Policy 2.01. I recommend avoiding duplicate policy provisions to the extent possible. So I would delete this provision, or delete the duplicate provision in Policy 2.01.

BOARD POLICY- BOARD MEMBER ORIENTATION (2.03)

(2.03) BOARD MEMBER ORIENTATION

1. COOPERATION WITH BOARD CANDIDATES

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with public information about Board policies, administrative regulations and other aspects of the operation of the District.

Commented [RW1]: Question: do these requests and responses proceed outside of the public records policy?

2. ORIENTING NEW BOARD MEMBERS

- A. The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office.
- B. These practices and procedures will be subject to annual review and re-adoption. A copy will be furnished each May to all persons who will be holding office effective the following July 1. Amendments (if desired) and re-adoption will occur at the 1st meeting of the new fiscal year.
 - i. You are now an elected (or appointed) Public Official, subject to Oregon open meeting law and sworn to uphold the District's Policy and Procedure Manual adopted _____.
 - ii. Actions of the Board must be conducted in a public meeting for which proper notification has been published. A quorum of three votes in favor of the issue is necessary. Should only three directors be present, all three must agree in order for the question to pass.
 - iii. Directors acting as the Board employ and supervise the Fire Chief. All other staff members are supervised by the Chief, Assistant Chief, or designee.
 - iv. The District operations are carried out by the Fire Chief, in accordance with the organizational chart. Individual Board members do not interfere in the daily operations, but will provide oversight and awareness consistent with the position of public official.
 - v. Conflicts of interest may arise from discussion or a vote on a matter that might create a financial benefit or detriment for a Director or his or her family member. Announce a potential conflict of interest on the record. Announce an actual conflict of interest and do not participate further in discussion or vote on the issue. Each board member is authorized to contact District legal counsel for clarification of ethics questions.

BOARD POLICY- BOARD MEMBER ORIENTATION (2.03)

- xi. Executive sessions are allowed (per ORS 192.660) for very limited purposes and must be confined to the published topic. As applied to our Board the topics usually are: annual performance review of the Fire Chief, to receive and discuss advice from our legal counsel, to consult with the District's labor negotiator. No conclusion is reached during an executive session, but once the session ends and the regular meeting is reconvened, a motion can be made and acted upon. New directors should read the state law to fully understand the importance of this process.
- xii. The Office Administrator will provide copies of: Board minutes, budget, audit, financial reports, insurance coverage, bargaining unit agreement, public meeting law, HIPA regulations, department roster, and civil service commission members.

Commented [RW2]: This is not an allowance for executive session. You may discuss pending litigation or litigation likely to be filed with your legal counsel in executive session. You can also discuss exempt public records in executive session, which could include the discussion of an attorney-client privileged communication.

Commented [RW3]: Do you mean "HIPAA"?

BOARD POLICY- BOARD MEMBERS MEETING WITH DISTRICT PERSONNEL (2.05)

(2.05) BOARD MEMBERS MEETING WITH DISTRICT PERSONNEL

A Board member meeting with District personnel in a Board Member capacity must have a second Board member present. The second Board member should be rotated amongst current Board members. It is incumbent on those Board members meeting with Fire District personnel to keep the balance of the Board informed of the meeting, its purpose and content, by email or phone. This policy will not apply to business meetings approved by the Board such as signing checks. The Board may approve one on one meetings on a case by case basis.

Commented [RW1]: Including meeting with the Chief?

DUTIES OF THE BOARD

(3.01)

(3.01) BOARD OF DIRECTORS DUTIES

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

Commented [RW1]: ORS Chapter 478

1. Important activities of the Fire Board are the formulation of policies and rules regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.
2. The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and shall be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the Board President are expected to participate fully in deliberation and voting.
3. It is understood that Board members will not always agree. It is the policy of the Board that members respect the authority of the majority. If a member cannot support a decision made by the majority that member's actions should remain neutral and not work against the decision of the majority.
4. Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.
5. Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.
6. The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

Commented [RW2]: Not sure if this term is used elsewhere in the policies. Seem like the policies have just used the term "Board."

Commented [RW3]: Do you mean "preapproved"?

DUTIES OF THE BOARD**(3.01)**

7. The Board members shall observe the following code of conduct, designed to guide their actions. In carrying out their responsibilities, a Board member should strive to:
- A. Understand that his/her basic function is "policy" and not "administration."
 - B. Refuse to make commitments on any matter which should come before the Board as a whole.
 - C. Refuse to participate in secret meetings or other irregular meetings which are not official and which all members do not have the opportunity to attend.
 - D. Recognize that he/she has no legal status to act for the Board outside of official meetings.
 - E. Respect the rights of District patrons to be heard at official meetings within established parameters and guidelines for public testimony.
 - F. Make decisions only after available facts bearing on a question have been presented and discussed.
 - G. Accept the principle of "majority rule" in Board decisions.
 - H. Hire, manage, or if necessary terminate the contract of the Fire Chief for cause or non-cause. If the Board wishes to terminate his or her services, such termination shall only be undertaken after consulting with the Districts legal counsel and with Special Districts Association of Oregon (SDAO).
 - I. Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
 - J. Recognize that the Fire Chief or designee is the technical advisor to the Board.
 - K. Present personal criticisms, complaints, or problems regarding District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
 - L. Declare conflicts of interest into the public record.
 - M. Conduct all District business in an ethical manner.
 - N. Refuse to use his/her position on the Board in any way, whatsoever, for personal gain.
 - O. Give staff and contemporaries the respect and consideration due skilled professional personnel.

Commented [RW4]: Unless delegated by the Board,

DUTIES OF THE BOARD

(3.01)

8. It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the fire and life safety needs of the District.
9. No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action, as provided for in the minutes, guidelines or policies of the District.
10. Board members act as representatives of the citizens of the Fire District in maintaining and promoting fire and emergency medical services. Therefore, Board members will adhere to the highest ethical standards in the conduct of District business.
11. Board members must be adequately informed in order to effectively carry out their duties. Members are encouraged to attend the annual state conferences of the Oregon Fire District Directors Association and such other conferences as the Board may authorize.

Commented [RW5]: I like this statement better than 7(D) above. I would delete 7(D).

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)

(3.02) RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

PRESIDENT

1. The President of the Board shall preside at Board of Directors meetings.
2. The President shall perform all of the duties set forth by the Oregon Revised Statutes.
3. President shall consult with the Clerk of the Board regarding the preparation of each Board meeting agenda.
4. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
5. The President may call Special Meetings of the Board, as described by the Oregon Public Meetings Law and Policy for Meetings and Meeting Records of the Board.
6. The President of the board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
7. The President shall ensure the suggestion box is checked on a regular basis.
8. The President shall ensure that any sensitive matters in executive sessions shall be locked securely in the Board filing cabinet, in the District's secure records room.

Commented [RW1]: Clerk or Office Administrator. Does the Chief also play a role in setting the agenda?

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)

CLERK

1. The Clerk, (Office Administrator) of the Board shall be designated by the Fire Chief or Board of Directors. The duties of the Clerk of the Board are:
 - A. Respond directly to routine correspondence.
 - B. Handle correspondence of special interest to the Board as follows:
 - i. Draft replies in advance, when possible, for Board consideration.
 - ii. Seek instruction for reply when necessary.
 - iii. Prepare correspondence as the Board directs.
 - C. Prepare for Board meetings:
 - i. Prepare the agenda with the advice of the President.
 - ii. Maintain a calendar for the Board's unfinished business.
 - iii. Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - iv. Draft policy motions at the request of any Board member.
 - D. Board meeting duties:
 - i. Attend all Board meetings or designate an alternate.
 - ii. Make physical arrangements for Board meetings.
 - iii. Provide notice of Board meetings in accordance with the Public Meetings Law.
 - E. Maintain and update the District's Policy and Procedure Manual.
 - F. Other duties as assigned by the Fire Chief.

Commented [RW2]: Seems to set up a personnel authority conflict. The Office Administrator is hired and supervised by the Fire Chief.

Commented [RW3]: Just Clerk or Office Administrator

BOARD POLICY - DISTRIBUTION OF MATERIALS (4.01)

(4.01) DISTRIBUTION OF MATERIALS

1. The agenda, Fire Chief's Report, Treasurer's Report, Statement of Bills, and detailed information relative to the agenda, including existing Board policy pertinent to agenda items, shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.
2. [The agenda, Fire Chief's Report, Treasurer's Report, Statement of Bills, and detailed information relative to the agenda, including existing Board policy pertinent to agenda items, shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting].

Commented [RW1]: Not sure why this statement is repeated here.

BOARD POLICY – MEETINGS

(4.03)

(4.03) MEETINGS

1. APPLICATION

This policy applies to all meetings of the Board of Directors of the District. This policy also applies to any meetings of Board subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement and take votes or are comprised of two or more Board members and form recommendations as a body for presentation to the Board of Directors.

2. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610 192.710, and 192.990.

Commented [RW1]: ORS 192.610 – 192.670

3. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions held where no information is gathered upon which a later decision or recommendation could be based and no deliberative discussion or action occurs. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

4. MEETINGS HELD BY TELEPHONE

Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(4).

Commented [RW2]: Starting January 1, the District will need to comply with HB 2560 which requires electronic access to all your meetings "to the extent reasonably possible."

5. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the third Thursday of each month unless that day is a Holiday. Such meetings shall be held at the District's offices, at 6:30 p.m., or at such other places and times as the Board may designate from time to time. If the third Thursday falls on a Holiday an alternate day will be selected at the preceding board meeting.

BOARD POLICY – MEETINGS**(4.03)****6. SPECIAL MEETINGS/WORKSHOP**

The Board shall hold special meetings/workshops at the request of the President or any three members of the Board, after compliance with public meeting notice requirements, as set forth in Policy 4.03(H). If the President is absent from the District, special Board meetings may be held at the request of the Vice President. No special meeting shall be held upon less than 24 hours' public notice.

7. EMERGENCY MEETINGS

- A. When a true emergency exists, emergency meetings may be held upon less than 24 hours' notice at the request of persons entitled to call special meetings. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.
- B. Every effort should be made to notify all Board members and the Fire Chief, in accordance with Policy 4.03.H, if an emergency meeting is called.
- C. At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting. An emergency meeting must meet quorum requirements.

Commented [RW3]: 4.03.8

8. NOTICE OF MEETINGS

- A. Notice of the time, place, and principal subjects to be considered shall be given for all meetings.
- B. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall be posted at the District's Administrative Office and at a minimum of two other prominent public places in the community and on the Internet website, if possible. Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive.
- C. For special meetings, press releases shall be e-mailed or phone calls made to the media; and interested persons shall be notified by mail, e-mail or telephone.
- D. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

BOARD POLICY – MEETINGS**(4.03)****9. EXECUTIVE SESSIONS (ORS 192.660)**

Notice for meetings called only to hold executive sessions shall be given as set forth in Policy 4.03(H), except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session. A sample "Notice of Executive Session" is contained in the Appendices to this Manual in the "Outline of the Oregon Public Meetings Law." See policy 4.05 for purpose of executive sessions)

Commented [RW4]: 4.03.8

10. INTERPRETERS FOR THE HEARING IMPAIRED

- A. The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:
- i. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting, if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
 - ii. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
 - iii. The requirement for an interpreter does not apply to emergency meetings.
 - iv. The Fire Chief shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.
 - v. The meeting location must be accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Fire Chief at 541 923 6776.

BOARD POLICY –MANAGEMENT OF MEETINGS (4.04)

(4.04) MANAGEMENT OF MEETINGS

1. PRESIDING OFFICER

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

2. AUTHORITY TO CONDUCT MEETINGS

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

3. PUBLIC PARTICIPATION

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

Commented [RW1]: The standard that must be reached in order to have someone leave a meeting is "actual disruption." To that end, I recommend this sentence be changed to read: "Persons failing to comply with reasonable rules of conduct outlined by the presiding officer and causing an actual disruption to the conduct of the meeting, may be asked or required to leave."

4. ELECTRONIC EQUIPMENT

As long as it is not unduly disruptive, people may film or tape record a public meeting.

5. RECORDING OF VOTES

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

6. QUORUM REQUISITES

Three (3) members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to take final action.

7. VOTE EXPLANATIONS

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Commented [RW2]: I recommend adding a new sentence that discourages abstentions. Abstentions without justification just hurts the Board's business. The new sentence could be something like: "Members of the Board are elected to represent their constituents and vote on matters of policy – as a result, abstentions are discouraged unless required by an actual conflict of interest."

BOARD POLICY –EXECUTIVE SESSIONS (ORS 192.660) (4.05)

(4.05) EXECUTIVE SESSIONS (ORS 192.660)

1. NOTICE

Public notice of executive sessions shall be provided in accordance with Policy 4.03.

2. NO FINAL DECISIONS

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

3. PURPOSES

1. Executive sessions shall be held only for the following purposes:

Employment of Personnel - ORS 192.660:

To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:

- i. The vacancy for the position has been advertised;
- ii. Regularized procedures for hiring have been adopted;
- iii. There has been opportunity for public input into the employment of such employee or officer;
- iv. Where employment of a Fire Chief is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment.
- v. No executive session may be held under ORS 192.660 for purposes of filling a vacancy in an elective office.

Commented [RW1]: Rather than re-writing the statute (that can be amended by the legislature) in this policy, I would favor simply saying: "Executive sessions shall only be held for the purposes allowed under Oregon law. See ORS 192.660(2)."

BOARD POLICY –EXECUTIVE SESSIONS (ORS 192.660) (4.05)

7. Performance Evaluations - ORS 192.660:

To review and evaluate the employment related performance of the Fire Chief, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating Fire Chiefs must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Fire Chief or other District personnel concerning agency goals, objectives, operations or programs.

Commented [RW2]: The person must be given 24 hour notice of this option, just like under the discipline provision above.

8. Labor Negotiations - ORS 192.660:

Labor negotiations may be held in executive session, if both sides of negotiations request an executive session. If so required, such an executive session is not subject to the notification requirements of Policy 4.03 and 4.05A.

Commented [RW3]: Check this cross-reference since you are not using letters for subsections anymore.

4. CONDUCT OF EXECUTIVE SESSION

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President or other presiding officer shall direct any representatives of the news media who are present not to report certain specified information from the executive session. The extent of the non-disclosure requirement should be no broader than the public interest requires. The news media will ordinarily be allowed to report the general topic of discussion in the executive session, and cannot be prohibited from discussing the statutory grounds justifying the session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

BOARD POLICY –MINUTES OF MEETINGS

(4.06)

(4.06) MINUTES OF MEETINGS

PURPOSE:

The purpose of this policy is to clearly define public meeting and meeting record procedures and expectations as defined by ORS.

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board.

All meetings will be conducted in accordance with the Oregon Public Meetings Law.

1. WRITTEN MINUTES

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

- A. All members of the Board present.
- B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- C. Results of all votes, including the vote of each member by name.
- D. The substance of any discussion on any matter.
- E. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

Commented [RW1]: The law does not require "written" minutes. Minutes can be audio or video as well. So, the requirement here for written minutes is a policy choice.

2. MINUTES OF EXECUTIVE SESSIONS

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law ORS 192.650(2). All recordings of executive sessions must be kept in the Boards locked filing cabinet, in the secured records rooms.

3. DISCLOSURE OF EXECUTIVE SESSION MATTERS

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).

BOARD POLICY- BUDGET COMMITTEE

(7.02)

(7.02) BUDGET COMMITTEE

PURPOSE:

This policy establishes criteria and guidance for the governing body of the District, in the appointment of the District's budget committee members. This policy is established pursuant to ORS 294.414.

The Budget Committee meets annually, no later than May 15, to publicly review the proposed budget, receive the budget message, provide opportunity for public input and approve the annual budget.

1. PROCEDURES

A. The District shall establish a budget committee consisting of the members of the Board of Directors and an equal number of qualified electors from the District.

B. Any increase or reduction in the number of the members of the District's Board of Directors shall cause a like increase or reduction to be made in the number of appointed citizen members of the budget committee.

C. At its first meeting, the budget committee shall elect a chairperson and a secretary.

Commented [RW1]: Do you mean the first meeting of each budget year (budget cycle)?

D. The committee shall meet to review, revise and approve the proposed budget presented by the budget officer (Fire Chief).

E. All meetings of the budget committee are subject to Oregon's Public Meetings Law.

F. Members of the Budget Committee shall receive no compensation for their services.

G. The appointed members of the Budget Committee shall not be considered officers, agents, or employees of the District.

Commented [RW2]: Delete and replace with: "The appointive members of the budget committee cannot be officers, agents or employees of the District."

H. The members shall serve three year terms, staggering the years to offset concurrent appointments.

(8.10. B) ANTI-HARASSMENT

1. PURPOSE:

To maintain a work environment free from illegal harassment and to provide all District personnel the process in which to follow if subject to such harassment.

Harassment negatively affects morale, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, illegal, and it is prohibited.

It is the policy of the District Board of Directors of Crooked River Ranch Fire & Rescue that all District personnel work in an environment where the dignity of each individual is respected. For that reason, we expect all District personnel to accomplish their work in a business-like manner with concern for the well-being of their supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch. Any harassment of District personnel by fellow supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch is not permitted, regardless of their working relationship or supervisory status.

2. POLICY ON HARASSMENT:

It is the policy of the District Board of Directors that harassment of a member's race, creed, color, national origin, age, sex, marital status, religious affiliation, or the presence of a physical, sensory, or mental disability, or any other Federal or State protected class will not be permitted. No personnel decisions shall be based upon a District personnel's response to such harassment. The District Board regards duty-related harassment as a serious transgression and reason for discipline or discharge.

Commented [RW1]: Change "of" to "related to"

7. INVESTIGATION OF HARASSMENT COMPLAINT:

A. When the Fire Chief or a member of the District Board of Directors are notified of alleged harassment, they will inform the District's legal counsel and will promptly investigate the complaint. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will consist of interviews with the directly-involved parties, and where necessary, any other individuals who may have observed the alleged harassment or who may be similarly situated with the complaining party (such as supervisors, co-workers, volunteers, students or District Board members who may be able to testify to their experience with the person who is accused of the harassment). Every effort will be made to complete the investigation within two weeks.

Commented [RW2]: We don't need to spell out the specific steps for the investigation and it seems unwise to do so. Every complaint is different and some investigations may proceed in this manner, but some may not.

B. The investigator shall call the person accused of harassment to afford them an opportunity to reply to the allegations orally or in writing. The accused person shall also be informed that any retaliatory conduct by them shall be subject to disciplinary action regardless of the truthfulness of the allegations of harassment. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify its policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee, volunteer or student alleged to have been affected by sexual harassment was injured or harmed.

Commented [RW3]: Start this sentence with: "No specific timeframe can be guaranteed because each situation is likely to be different, but ..."

C. A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any District personnel, subject to discipline. The accused person of the District may place in their personnel file a statement of rebuttal or correction. For the purpose of this section, any former personnel of the District may also present such statement.

D. Where a complaint cannot be substantiated, a general warning shall be made to all District personnel regarding the possible ramifications of a substantiated harassment complaint and all District personnel will be asked to review the sexual harassment policy.

Commented [RW4]: Again, I do not see the need to spell out all these steps that may or may not apply for every given investigation.

(8.10. D) VIOLENCE IN THE WORKPLACE

1. Statement of Concern:

The Board of Directors recognizes the need for a violence-free work environment for all District personnel and the public. The Board of Directors will not tolerate violence in the workplace and is committed to maintaining an environment free of all forms of violence, including verbal or physical threats as well as types of intimidation such as sexual harassment or abusive language. District personnel are expected to report all threats and violence, physical or verbal, to their supervisors and the Fire Chief.

2. Definitions:

A. Assault:

The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

B. Battery:

The unlawful touching of another person.

C. Law Enforcement Personnel:

Any city police officer, deputy sheriff or member of the Oregon State Police.

D. Perpetrator:

- i. Any District personnel inflicting acts or threats of violence on their own, or another District individual.
- ii. A third party engaging in violent acts or threats against their own, any District personnel, or another third party.
- iii. Any District personnel inflicting acts or threats of violence on a third party.

Commented [RW1]: I don't see these definitions as providing much help in this policy. These are all common terms and providing strict definitions could limit the policy or its application.

(Definitions Continued)

E. Third Party:

Any visitor to the District station, including any former District personnel and Vendors.

F. Violent Act:

An act by a third party or any District personnel that may range from verbal or physical threats or intimidation to assault or battery.

G. Workplace:

All property (including parking lots) owned by the District and any non-District property where work is being performed by District personnel in an official capacity for the District.

3. General:

- A. In the workplace, any District personnel witnessing violence directed against another should observe the situation and attempt to get information such as the name and description of the perpetrator, if this can be done without endangering any other District personnel or others.
- B. When applicable, the District and its personnel shall fully cooperate with police and other law enforcement officials in the investigation and prosecution of violent acts.
- C. District personnel or third parties, including law enforcement personnel, are permitted to bring weapons or firearms into the workplace or onto District property.

Commented [RW2]: Is the Fire Chief okay with this? I assume you mean to limit this policy to lawful firearms and those that may lawfully carry those firearms.

(8.10. E) ANTI-BULLYING POLICY

This policy is to communicate to all personnel of the District that it will not tolerate bullying behavior. Should it be determined that there is a violation of this policy, the individual in question will face disciplinary action, which can range from a letter of reprimand up to and including termination. All personnel found in violation of this policy will be disciplined under applicable procedures established by the Fire Chief and Board of Directors.

The District defines bullying as “engaging in actions which cause another person to experience an unauthorized social exclusion, humiliation, intimidation, fear or the unlawful use of physical force.”

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of alleged bully is irrelevant, and will not be given consideration when appropriate disciplinary action is needed.

Commented [RW1]: Delete. Intent could be an element in the disciplinary process.

As in sexual harassment, it is the effect of the behavior upon the individual-especially the establishment of fear that a reasonable person would experience, which is most important. The District considers the following types of behavior examples of bullying:

1. Verbal Bullying:

- A. Slandering, ridiculing or maligning a person or his/her family
- B. Persistent name calling which is hurtful, insulting or humiliation
- C. Using a person as the butt of jokes
- D. Remarks that would be viewed by others in the community as abusive and offensive
- E. Persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak
- F. Use of nicknames after being warned that the nickname is considered by the victim as offensive
- G. Constant criticism on matters unrelated to a person's job performance
- H. Description or on matters that cannot be documented

BOARD POLICY- ADMINISTRATIVE FUNCTIONS (9.01)

(9.01) ADMINISTRATIVE FUNCTIONS

The administration of the Fire District in all of its aspects shall be delegated to the Fire Chief, who shall carry out the administrative functions according to the policies adopted by the Board. At a minimum, the Fire Chief shall:

1. Initiate, administer, and supervise the fire protection, fire prevention, emergency medical and emergency management programs of the District.
2. Initiate, administer, and supervise all functions and programs of the District.
3. Supervise the maintenance and upkeep of the current facility and equipment owned or maintained by the District, and recommend to the Board the acquisitions of new, or sale of used equipment.
4. Keep and maintain proper fiscal records for the District.
5. Hire and, when necessary, terminate, promote and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 478.260.
6. Provide assistance or services to other fire agencies when reasonable and practical.
7. Function as the District Elections Authority as defined in ORS 255.005(4).

Commented [RW1]: I recommend you check into this with your prior policies. It would be unusual to have the Fire Chief be the "elections authority". The elections authority is the Board, as the Board calls for special elections via resolution. The Chief can supervise the process, but the statutory "authority" is the Board. See ORS 478.240 – it is the Board that calls special elections.

BOARD POLICY- FINANCIAL MANAGEMENT (14.01)

F. The Chief is authorized to approve the expenditure of all funds legally available to the District necessary to address, prevent or control an emergency, until such time as the Board may legally meet. * This emergency spending authority applies only:

- i. In the event of a potential or impending catastrophic event(s) that:
 - a. In the event of a potential or impending catastrophic event(s) that:
 - b. Poses serious risk of substantial financial or economic harm to the District or its patrons, or * According to Oregon Public Meeting Laws this may be an Emergency, Special or Regular meeting as determined by events and as the Public is properly served notice.
 - c. When the expenditure of funds can likely prevent an event.
- ii. The situation is such that calling a Special or Emergency Board Meeting would be impractical or would likely cause delay resulting in further harm or damage.

Commented [RW1]: This appears to be a formatting problem. It looks like this phrase is intended to be a footnote, not a part of this subsection.

G. The electronic financial data of the District will be handled in the following way:

- i. Electronic financial data is to be backed up no less than once per week and shall be done both on-site and off-site with a cloud based service.
- ii. The Fire Chief, Assistant Fire Chief, Board President, and Board Treasurer will have access to the backup of the financial data.
 - a. Upon resignation or termination of anyone with access to the financial data the access information will be updated at the time of separation.

9. INTERNAL CONTROLS

Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash and processing transactions in a way that permits errors or omissions to go undetected; the Financial Management Flowchart in Article 14.06, Section 10, will serve as a guideline.

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

(14.05) PURCHASING POLICIES AND PROCEDURES

1. PURPOSE:

- A. To establish a uniform method of procurement and purchasing management procedures consistent with District policy, Oregon Revised Statutes, and Oregon Administrative Rules.
- B. The District will provide a standardized system of purchasing the guidelines provided by the District's Purchasing Policy and Procedures, Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR).
- C. The District has adopted Public Contracting Rules which govern the District's public contracting authority. Public contracting is also governed by the Oregon Revised Statutes, Chapter 279A, 279B and 279C.

2. AUTHORITY & RESPONSIBILITY:

Personnel authorized to perform purchasing for the District will do so within the Policies and laws cited in this policy.

A. Purchasing Authority:

To maintain consistency all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

Commented [RW1]: I would strike the word "formal" as that term has a specific meaning in public contracting law. Certain low-dollar value purchases should follow a process, but it does not need to be a "formal" process.

- i. Establish Authorization:
 - a. Budget control begins with the individual responsible for a line item within the overall District budget. A line item includes programs such as wellness, volunteer incentives, fire prevention, training and emergency management services.
- ii. The budget responsibility for the District lies with the station Fire Chief, Assistant Fire Chief, Captains and Office Administrator.
- iii. For the purposes of this policy this individual will be known as the Fire Chief is responsible for exercising general supervision and control over his or her budget.
- iv. Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the purchase.
- v. Fire Chief or his/her designee are responsible for training their employees with purchasing authorization to determine the account numbers to charge various items against.

Commented [RW2]: Just "Fire Chief" right? Not sure why the word "station" is here.

Commented [RW3]: This sentence is missing a word or two. Or maybe it should be two sentences.

Commented [RW4]: is

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

- vi. No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Fire Chief/Board of Directors following the amounts in the chart below. No purchases will be made nor submitted to Office Administrator until approval has been established.
- vii. Purchasing authority is separate and different from quote and documentation requirements.
 - a. Purchases less than or equal to \$500 requires approval by Captain and review by Fire Chief.
 - b. Purchases greater than or equal to \$1,000 but less than \$10,000 need approval by the Fire Chief or his/her designee and are reviewed by Board of Directors.
 - c. Purchases equal to and greater than \$10,000 will require authorization and approval from the Fire Chief and the Board of Directors.

Commented [RW5]: require

Commented [RW6]: What about greater than \$500 but less than \$1,000?

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

B. Expenditure Origination and Signature Authority:

| | Approval by Captain w/ Review by Fire Chief | Reviewed by Board Notification, Approved by Fire Chief | Approval by Fire Chief or designee and Board Notification | Approval by Board of Directors |
|--|---|--|---|--------------------------------|
| Expenditures* | | | | |
| Less than \$500 | ⊙ | | | |
| \$1,000 to \$4,999 | | ⊙ | | |
| \$5,000 to \$9,999 | | ⊙ | ⊙ | |
| \$10,000 or more | | ⊙ | ⊙ | ⊙ |
| Reimbursement Request (regardless of amount) | | | | |
| Any employee reimbursement request | | ⊙ | | |
| Reimbursement requests for Directors, Assistant Chiefs, or Chief | | ⊙ | ⊙ | |
| Travel Requests (regardless of amount) | | | | |
| Out-of-state travel requests | | ⊙ | ⊙ | |
| Local travel requests | | ⊙ | ⊙ | |

Commented [RW7]: You're missing amounts between \$500 - \$1,000

C. Quote Requirements and Documentation:

| Purchase Type | Quote Requirement | PO Required | Approval |
|-------------------------|------------------------------|-------------|------------------------|
| \$1,000 and under | No Quotes | If invoiced | Fire Chief |
| Over \$1,000 to \$4,999 | Three written quotes | Yes | |
| Over \$5,000 to \$9,999 | Three written quotes | Yes | |
| Over \$10,000 | See Public Contracting Rules | Yes | Board of Directors |
| Sole Source | See Page 21 | Yes | Board of Directors |
| Request For Proposal | See Page 21 | Yes | Reference Limits Above |

Commented [RW8]: Obtaining 3 quotes for all expenditures under \$10K seems cumbersome and not always required by public contracting law. This likely does not follow your adopted purchasing rules.

Flow chart does not apply to personal service contracts, sole source purchases and intergovernmental cooperative purchasing.

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

Vendor Quotes (if applicable)

- Purchases less than \$1,000. Do not required quotes
- Three oral quotes shall be obtained for an order equal to and greater than \$1,000, but, not exceeding \$5,000.
- For items greater than \$5,000, but equal to or less than \$50,000, a record of three original written quotes should be attached when feasible. Not all purchases will fit neatly into the three quote requirement, as there may be purchases required an RFP, have only one procurement source, or be available from a cooperative purchasing source.
- Upon receipt of a Purchase Order, the Fire Chief will obtain a source of supply, if the requesting department has not already done so. This is done by selection of firms that will give the best price, proper quality, and service.
- When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.

D. The District will follow its Public Contracting Rules for its purchasing policy and procedures. Public contracting is also covered in ORS Chapters 279A, 279B, and 279C . These rules explain all the requirements needed to publish an Invitation to Bid (ITB) or a Request for Proposal (RFP) for goods and services and public improvements contracts. Personal Services Contracts are also governed by the District's public contracting rules.

The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.

- E. Purchases and contracts that are not subject to competitive bidding requirements, including personal services contracts entered into or extended by direct appointment, and that are within budgeted parameters, may be entered into without further approval by the Board. These items include, but are not limited to, employee insurances, including worker's compensation, medical, dental, or life; taxes and PERS payments, investment purchases as authorized by board policy, or other adopted investment policies, payments on personal service contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity, and property and liability insurance purchase.

Commented [RW9]: That's a weird thing to say. You only have one Fire Chief at a time, and you don't need to authorize your future Fire Chief to take actions.

Commented [RW10]: That's not what the chart above says. Things over 10K must get Board approval. You should harmonize these. Is this an exception to the Chart?

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

F. When preparing a purchase order over \$1,000, three vendor quotes should be obtained. If that is not possible because the vendor is a sole source vendor, or because the price quote is from another government contract, such as state bid, that has already been awarded, the reason for not obtaining three vendor quotes should be noted. The vendor quotes shall include the vendor's name and price. If the order is a sole source or has been previously bid out by another government with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted.

- i. Public notices of bids and proposals may be published electronically, instead of by newspaper of general circulation, as long as it is cost effective to do so and legally allowed.
- ii. All contracts will be awarded by competitive process, except as otherwise allowed by state statutes, OARs, the guidelines of this SOG, Local Contract Review Board Resolutions, and/or as authorized by Board Policy.

G. Invoices:

- i. All invoices from vendors must be forwarded to the Fire Chief and then the Office Administrator for payment. All invoices will be processed and paid by the Office Administrator semi-monthly according to the terms of the invoice. The Office Administrator will process original invoices for payment purposes. Vendor statements will not be used for payment purposes.
- ii. If the originating department/division receives the invoice directly, they will follow the procedure below as payment approval for invoices in instances where the total dollar value of the procurement did not exceed \$1,000 and a Purchase Order was used for the procurement of materials and/or services.
- iii. The personnel receiving the goods or service must write directly on the original invoice or contract agreement the following details:
 - a. The purchase order number, if not already noted on invoice;
 - b. The date the materials and/or services were received;
 - c. Ordering personnel's name;
 - d. Authorization for payment. (i.e., "OK to pay"); and
 - e. The account number to be expensed in accordance with departmental budget

Commented [RW11]: Why are we saying this again. It is already addressed above. But then this adds more detail and creates confusion.

Can't we just say to follow the public contracting rules?

BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

H. Purchase Orders:

- i. Purchase orders must be filled out completely in the District's accounting software program. No purchase of \$1,000 or more will be made without an authorized purchase order. Signed contracts on file with the District and copied to the Office Administrator/Fire Chief.
- ii. No purchase will be authorized without budget authorization (i.e., available funds, authorized items of capital outlay), unless authorized in writing by the Fire Chief or designee if under \$5,000 and/or the Fire Chief if over \$5,000.
- iii. [The District is tax exempt as a political subdivision, instrumentality of government, under Internal Revenue Code Section 115].

Commented [RW12]: I have no idea why this is listed here.

I. Emergency Purchases:

- i. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the condition."
- ii. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:
 - a. The Board of Directors by resolution, or
 - b. The Fire Chief or the Fire Chief's successor by written order, in the event prompt action is necessary to protect the public health or safety following such an emergency, when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
 - c. The Fire Chief or the Fire Chief's successor shall have authority to approve and execute contracts in any amount without approval of the Board: provided however, that the Fire Chief or the Fire Chief's successor shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.
 - d. The Fire Chief, the Fire Chief's successor, or a designee of the Fire Chief shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- iii. Emergency contracts may be awarded as provided by the District's public contracting rules.

Commented [RW13]: Is this different than an "emergency"?

Commented [RW14]: Why?

Commented [RW15]: Ditto

Commented [RW16]: Again, weird terminology here.

Commented [RW17]: Ditto

BOARD POLICY- FIXED ASSET MANAGEMENT (14.07)

(14.07) FIXED ASSET MANAGEMENT

1. PURPOSE:

This policy establishes guidelines for the management of the District's fixed assets.

Commented [RW1]: I'm not clear if this covers both personal property and real property. Surplus real property is governed by statute, and surplus personal property is addressed in your public contracting rules. I think the public contracting rules should be consulted to see if those satisfy the need for this policy, except for the inventory process which is not addressed in the contracting rules.

2. DEFINITIONS:

A. Surplus property is defined as any property of the District that has been determined by the Board of Directors or designee as being of no further use or value to the District.

B. Auction: Competitive sealed or open bidding in order to purchase property.

C. Donation: The transfer of property which is surplus, obsolete or unused to an educational service district, non-profit agency or other fire department/district.

D. Destruction: Property may be destroyed in an appropriate manner, when the value or condition of the property does not warrant the cost of a sale. No individual or entity may benefit from the destruction of said surplus property.

BOARD POLICY- WHISTLEBLOWER PROTECTION (25.01)

7. Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the District's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. This affirmative defense is available to an employee who discloses information related to an alleged violation by a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) the Fire Chief employed by the District; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.
8. The District will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful. In addition, the District prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no District employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The District may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.
9. This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the District determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

Commented [RW1]: I would delete this provision. This is a lot of legal information that can be pretty fact-intensive. I think the rest of the policy captures the basics.

BOARD POLICY- ELECTRONIC MAIL (E-MAIL)

(16.01)

4. FILING AND RETENTION:

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

Commented [RW1]: Suggest this sentence be changed to read: "E-mail communications are considered public records and retention and disposition of public records is governed by applicable retention schedules and associated rules issued by the Oregon Secretary of State, Archives Division as set forth in OAR Chapter 166."



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated RESOLUTION: 2021-10
revenue to the General Fund of Crooked
River Ranch Rural Fire Protection District

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 FEMA Staffing for Adequate Fire and Emergency Response (SAFER) funds of \$78,350 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 | \$72,658 | \$78,350 | \$151,008 |
| Appropriations | | | |
| Personnel Services | \$899,153 | \$36,500 | \$935,653 |
| Materials & Services | \$550,483 | \$41,850 | \$592,333 |

INTRODUCED and ADOPTED Thursday, October 21, 2021

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Brad Pahl, Board Director

By: _____
Kay Norberg, Board Director

By: _____
Jeff Green, Board Director

By: _____
Mark W. Wilson, Board Director

By: _____
Barbara Oakley, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

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

Fire Chiefs Report – September 2021

- The SDAO Safety and Security grant has been completed and submitted to SDAO as of October 11th. This is for the completion of the fencing around the property. We are hoping to hear from them by the end of November or first part of December to see if we will be able to receive these funds.
- Our Open house is still on for October 30th. We will be having training evolutions in and on the training building. We will also have prevention presentations that our Firefighter II candidates will be doing as part of their Task Books for that Certification. We will also have our obstacle course for the younger kids and those that are young at heart. At 3pm we will have a little ribbon cutting to officially put the building into use.
- We have not lost any of our volunteers due to the COVID-19 vaccine mandate. They have either changed their status to Firefighter only or have given us their exemption forms that have been approved.
- The 5-ton apparatus has not met the reserve amount.
- In my last Fire Chiefs report I told you about a video that DPSST put together that featured CRRF&R. When I attended the North American Training Directors Conference it was shown to the group and the video was well done. I will try and get a copy so everyone can see it.
- In November I want to put together two committees. The first one is the Steering committee for the up coming Operation Levy election. To coincide with that, a Strategic Planning committee will be created as well. I am looking for members of the public, career staff, volunteers, and Board members to help with this endeavor.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report October, 2021

- Calls for service in September totaled 41. A breakdown of calls by month is below:

| Calls by Incident Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1-Fire (Building, Wildland, Vehicle, etc.) | 4 | 0 | 3 | 5 | 1 | 6 | 1 | 1 | 0 | | | |
| 2-Overpressure Rupture, Explosion, Overheat (No Fire) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 3-Rescue & EMS | 27 | 40 | 36 | 47 | 36 | 45 | 48 | 45 | 30 | | | |
| 4-Hazardous Condition (No Fire) | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 1 | | | |
| 5-Service Call | 5 | 5 | 5 | 3 | 9 | 4 | 10 | 0 | 6 | | | |
| 6-Good Intent Call | 3 | 7 | 11 | 5 | 8 | 3 | 4 | 4 | 3 | | | |
| 7-False Alarm & False Call | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | | | |
| 8-Severe Weather & Natural Disaster | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 9-Special/Other Incident | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Total Calls-To-Month End 2021 | 39 | 52 | 55 | 61 | 57 | 61 | 64 | 50 | 41 | 0 | 0 | 0 |
| 480 | | | | | | | | | | | | |
| <i>Total Calls-To-Month End 2020</i> | <i>39</i> | <i>66</i> | <i>49</i> | <i>50</i> | <i>53</i> | <i>38</i> | <i>50</i> | <i>61</i> | <i>47</i> | <i>54</i> | <i>41</i> | <i>63</i> |

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

- Auto-Aid Given - 10
- Auto-Aid Received - 4
- Mutual-Aid Given - 15
- Mutual-Aid Received - 9

- Apparatus Maintenance

- Engines 521 and 522 and Tenders 531 and 532 underwent annual pump testing. All passed except 522 which has an air leak when the pump is disengaged which

causes water to leak from the pump. We are working with Hughes Fire Equipment to get this issue repaired.

- Utility 591's heater core leak has been repaired and it is back in-service.
- Title 3 Grant Applications for fuels reduction on private property as of August 31st:
 - Applications received (total): 18*
 - This number went down one because a homeowner opted not to pursue the grant funds after his first lot assessment.
 - Applications for work in progress: 7
 - Applications completed for payment: 11
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 24
 - New memberships: 0
 - Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief



Dear CCR Fire and Rescue,

Thank-you for you service to our community. It is comforting to know that we have fire and rescue services right here on the ranch. And with hotter and drier summers, this is more important than ever.

Your work is highly valued and much appreciated.

Sincerely,
Jack and Laura
Harrison

THANK
YOU
for everything

YOUR THOUGHTFULNESS
WAS APPRECIATED
MORE THAN YOU KNOW.

Thanks for the
great time and
learning! This
summer was
awesome!

-Brian Heisler

(Seasonal Part-Timer)
from Sisters Five