CROOKED RIVER RANCH
FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board of Directors meeting on Thursday, January 16, 2025. The Board meeting will start at 6:30 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the meeting can be found through the Zoom platform, by accessing our website, www.crrfire.org/meetings. The meeting is accessible to people with disabilities and will be recorded. Requests for other accommodations should be made to Crooked River Ranch Fire & Rescue at 541-923-6776 at least 48 hours before the meeting.

Board of Directors
David Palmer, President (Position 3)
Brad Pahl, Vice President (Position 1)
Kay Norberg, Secretary (Position 2)
Joseph Costigan, Treasurer (Position 4)
Cole Gayheart, Jr., (Position 5)

District Staff
Fire Chief, Sean Hartley
Admin. Assistant, Dana Schulke
Office Assistant, Tara Bruce

Board Meeting Agenda

1. Call to Order – Director Palmer
   1.1 Flag Salute – Director Pahl
   1.2 Roll Call – Director Norberg
2. Review of Agenda – Director Palmer
3. Approval of minutes – Director Palmer
   3.1 Approval of Board Meeting minutes from December 19, 2024
4. Financial Reports
   4.1 Acknowledge receipt and approval of the financial reports for December 2024 – Director Costigan
   4.2 Appointment of Board members to sign checks for Monday, February 10th and Monday, February 24, 2025 – Director Palmer
5. Unfinished business (consideration, discussion, and possible action on the following items):
   5.1 Appointment of Budget Committee to Fill Vacancies – Director Palmer and Dana Schulke

6. New Business (consideration, discussion, and possible action on the following items):
   6.1 Discussion on Board of Director candidates for 2 open positions – Director Palmer
   6.2 Appoint Budget Officer/Review of Budget Calendar – Director Palmer
   6.3 Summary of Board Workshop – Director Palmer
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. CERT Report – Linda Kay Widmer
9. Comment/Questions – Director Palmer
   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 Palmer
11. Adjournment – Director Palmer

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

December 19, 2024

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 19, 2024, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1.Called to Order by Director Palmer at 6:30 pm.

1.1 Flag Salute was led by Director Pahl.

1.2 Roll Call was taken by Director Norberg and the following were in attendance: Director's Palmer, Pahl, Norberg, Costigan, and Gayheart. Also in attendance, Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto, Firefighter Alan Smoke, and Office Assistant Tara Bruce. Members of the public were Mike Dries and Bill Burt.

2. Review of Meeting Agenda Items – Director Palmer reviewed the agenda with the Board, and he suggested to move 6.5 (Executive Session) after item 10 (Correspondence/Recognitions and Good of the Order).

3. Approval of the Board meeting minutes from November 21, 2024. Director Norberg stated there was a small typo under 6.1 on the last sentence. Should read All were in favor "by" stating "Aye". Director Pahl made a motion to approve the November 21, 2024, as amended. Director Costigan seconded the motion. All were in favor by stating "Aye," motion carried, (5-0).

4. Financial Reports -

4.1 Approval/receipt of the financial reports for November 2024. Director Costigan stated that we have balanced for the November financials. Additionally, Jefferson County came through with getting us our funds. He also stated there was a shift of funds over to Building/Maintenance line item, as well as to Worker's Comp (this was directed from the Resolution that was signed by the Board at last month's meeting. He also stated that as far as revenue, we are right on the line as to where we are supposed to be. Also, he stated that after reviewing our Budget Variance, our personnel costs eat up 72% of our operating budget. Director Pahl made a motion to approve the November 2024 financial as presented. Director Norberg seconded the motion. All were in favor by stating "Aye," motion carried, (5-0).

4.2 Appointment of Board members to sign checks for Thursday, January 9th and Monday, January 27, 2025 – It was decided that Director Gayheart and Director Pahl will sign checks on Thursday, January 9th, and Directors Norberg and Palmer will sign checks on Monday, January 27, 2025.

5. Unfinished Business –

5.1 Budget Committee vacancies – Director Palmer stated that Bill Burt, Ken Fisher and Bob Bengtson's terms are up. Dana stated she has received some emails from interested parties and she is hoping to get more so that we have a pool of residents to choose from. More information is to follow.

6. New Business –

6.1 Board policy on credit card reward points - Director Palmer stated currently we do not have a policy on this topic and asked for clarification from Dana regarding our credit card policy. Dana reviewed what SDAO is stating that we should have in policy. The Board discussed what type of language should be stated in the policy. Discussion ensued between the Board and staff regarding the use and kind of credit cards we are currently using. Director Pahl stated that they will work on the verbiage to put in the policy regarding this topic. There was no further discussion.

6.2 Topic of Strategic Plan on Board agenda – Director Palmer asked for clarification from Dana regarding having this topic on our agenda's, (if it should be on the agenda monthly), or possibly having it o the agenda quarterly. Chief Hartley stated it depends on how fast we can get things done. Director Palmer stated it was suggested to him that the Board have this as a standing topic in the quarterly workshops. The Board agreed to this, and it will be a standing topic in all future Board workshops. There was no further discussion.

6.3 Attendance of SDAO Conference at River house in Bend – Director Palmer stated this is coming up on February 7-9th of 2025. The Board members asked what the topics were, and Chief Hartley was able to locate them on the SDAO website with the speakers and topics. Dana will make sure she will register Director Palmer, Director Gayheart, Director Pahl and Chief Hartley for the conference. There was no further discussion.
6.4 Set date for quarterly Board Workshop – The Board discussed several dates in January. The date of January 14th came up and was confirmed for 1:00 pm.
6.5 Performance Review of Fire Chief (Executive Session) – was moved to after item 10 (Correspondence / Recognitions) on the agenda.
7. Fire Chief's Report – Chief Hartley stated that we are only 10 calls behind what we were last year for the number of calls. He introduced our newest employee, Alan Smoke, to the Board. He stated that Emily Lara received an offer from Eugene/Springfield Fire, and we are sad to see her go. He sent out to the Board the email from Blake Jamison regarding the GEMT FFS side of things. He reviewed with the Board the issue going on with this (which is an 86% reduction in GEMT revenue). He stated Blake is working with OFCA on this and our local Legislator's regarding this topic and more information is to follow once Chief Hartley finds out more information from Oregon Health Authority and Blake. Chief Hartley also stated that we assisted Jefferson County Sheriff's office with a body retrieval today and in the process, our capstand broke again. We just had this repaired a year ago. He stated that after discussion with Sargent Skidgel from Jefferson County Sheriff's Office, he might be able to assist us financially in getting a new one. The Boad asked how much a new one will cost, and Chief Hartley stated about $4,000 - $5,000. We have several people looking at different options for getting a replacement. Our new engine should be here the week of January 13th and Hughes Fire will be delivering it. Chief Hartley has received a few inquiries about 522 that is for sale and he has replied to them. Asking price for it is $25,000. Chief Hartley stated that the company we utilized for vehicle maintenance has closed their doors, and we are now going to use Pape Kenworth. He introduced Tara Bruce, our new part-time office assistant who will be supporting Dana and Chief Hartley. Captain Delorto is overseeing the hiring of our additional Firefighter/Paramedic position. There was no further discussion.
8. CERT report – Linda Kay was not in attendance of the meeting, there was no report.
9. Comments/Questions -
9.1 Public input on the current agenda – none
9.2 Public input on future agenda topics – Bill Burt stated that Dave Klem is heading up a committee with the HOA to see what it takes to make our community a Fire Wise community. Chief Hartley stated this has been an on-going project for a while now.
10. Correspondence/Recognitions/Good of the Order – In the Board packet, there were several Thank You notes received regarding the opportunity to interview for the Part-Time office position, as well as assistance from our crew on a call they went on. Director Pahl asked the staff if we have picked a date yet for our Emergency Preparedness Open House. Chief Hartley stated to the Board it will be reviewed in January. Director Pahl also stated a big shout out to Captain Delorto for organizing Shop with a Firefighter this year, she did a great job. Director Norberg reminded everyone that our holiday party will be on Saturday, January 11th and more information is to follow.
(6.5 At this time the Board went into Executive Session at 7:22pm to review and evaluate the performance of the Fire Chief. The Board came out of Executive Session at 8:48 pm and continued the meeting.
11. Adjournment of regular meeting by Director Palmer at 8:49 pm.

Respectfully submitted,

Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue
As of December 31, 2024

Account	Dec 31, 2024
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	17,263.76
Capital Reserve Fund	208,779.00
Chase Business	51,952.11
Chase Payroll	4,849.77
Chase Savings	351,747.30
General Fund	498,225.62
Local Option Levy Fund	1,118,390.88
Total Cash and Cash Equivalents	**2,251,208.44**
Total Current Assets	**2,251,208.44**
Total Assets	**2,251,208.44**
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	1,675.91
A. WILEY	650.32
D. MCDONALD	938.59
D. SCHULKE	2,483.11
F. DAY	(124.45)
S. HARTLEY	(319.32)
Payroll Liabilities	(647.37)
Total Current Liabilities	**4,656.79**
Total Liabilities	**4,656.79**
Equity	
Current Year Earnings	2,246,551.65
Total Equity	**2,246,551.65**
Total Liabilities and Equity	**2,251,208.44**
	2,025,165.68
	4,656.79
General Fund Net Income	**2,020,508.89**

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended December 31, 2024
Cash Basis

Fund Name is General Fund.

Account	December	Actual Jul-Dec 2024	Budget	Variance	Variance %
Revenue					
Ambulance Revenue	30,313.68	163,020.18	325,000.00	(161,979.82)	-49.84%
Beginning Fund Balance	0.00	1,383,492.06	1,050,000.00	333,492.06	31.76%
Conflagration Revenue	0.00	99,675.52	99,676.00	(0.48)	0.00%
Contractual Income	0.00	400.00	400.00	0.00	0.00%
Emergency Address Signs	0.00	75.00	500.00	(425.00)	-85.00%
FireMed	1,081.00	7,741.00	12,600.00	(4,859.00)	-38.56%
Grant Funds	0.00	25,139.00	93,500.00	(68,361.00)	-73.11%
Interest	4,161.99	17,013.73	20,000.00	(2,986.27)	-14.93%
Misc. Income	0.00	2,255.00	7,500.00	(5,245.00)	-69.93%
Previously Levied Taxes	1,129.79	18,254.20	30,000.00	(11,745.80)	-39.15%
Taxes Collected in Year Levied	15,146.67	1,167,694.25	1,248,247.00	(80,552.75)	-6.45%
Training Income	0.00	200.00	500.00	(300.00)	-60.00%
Total Revenue	**51,833.13**	**2,884,959.94**	**2,887,923.00**	**(2,963.06)**	**-0.10%**
Gross Profit	**51,833.13**	**2,884,959.94**	**2,887,923.00**	**(2,963.06)**	**-0.10%**
Operating Expenses					
Debt Service:Apparatus Payment	27,045.17	27,045.17	27,046.00	(0.83)	0.00%
Debt Services & Contingency:Contingency	0.00	0.00	80,450.00	(80,450.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	104,357.00	(104,357.00)	-100.00%
Materials & Services					
Administration	3,851.45	9,238.94	20,825.00	(11,586.06)	-55.64%
Building Maintenance & Supplies	2,790.80	26,458.90	25,000.00	1,458.90	**5.84%**
CERT Program	0.00	202.72	5,000.00	(4,797.28)	-95.95%
Department Services	73.91	3,467.98	5,000.00	(1,532.02)	-30.64%
Dispatch	0.00	0.00	72,600.00	(72,600.00)	-100.00%
EMS Operations	582.47	14,882.62	45,690.00	(30,807.38)	-67.43%
Fire Operations	619.04	8,906.64	35,700.00	(26,793.36)	-75.05%
Fuel	730.77	8,968.65	20,000.00	(11,031.35)	-55.16%
Insurance	0.00	953.00	44,650.00	(43,697.00)	-97.87%
OSFM OFSCP - PPE/Uniform	0.00	0.00	5,300.00	(5,300.00)	-100.00%
Prevention	0.00	0.00	2,000.00	(2,000.00)	-100.00%
Professional Services	5,745.42	28,076.69	29,565.00	(1,488.31)	-5.03%
Radios & Communications	0.00	261.49	8,000.00	(7,738.51)	-96.73%
Rope Rescue Operations	0.00	49.49	3,000.00	(2,950.51)	-98.35%
SAFER Grant Expenditures	0.00	10,423.85	45,000.00	(34,576.15)	-76.84%
Training	2,340.67	6,464.52	24,725.00	(18,260.48)	-73.85%
Travel	163.61	1,430.72	5,000.00	(3,569.28)	-71.39%
Tuition Reimbursement	0.00	0.00	31,500.00	(31,500.00)	-100.00%
Uniforms	329.00	5,891.16	10,000.00	(4,108.84)	-41.09%
Utilities	6,714.40	16,118.79	37,500.00	(21,381.21)	-57.02%
Vehicle/Equipment Maintenance	7,554.79	53,277.42	53,632.00	(354.58)	-0.66%
Volunteer Incentive Program	0.00	3,480.00	20,800.00	(17,320.00)	-83.27%
Wellness Program	0.00	1,337.00	10,000.00	(8,663.00)	-86.63%
Total Materials & Services	**31,496.33**	**199,890.58**	**560,487.00**	**(360,596.42)**	**-64.34%**
Personnel Services					
Administrative Assistant	3,352.00	22,014.94	46,097.00	(24,082.06)	-52.24%
Administrative Assistant Overtime	439.95	1,095.39	3,143.00	(2,047.61)	-65.15%
Employee Benefits	21,292.02	98,105.01	261,804.00	(163,698.99)	-62.53%
Fire Chief	7,893.28	39,919.86	88,000.00	(48,080.14)	-54.64%
Part-Time Personnel	(13,007.37)	35,000.00	60,000.00	(25,000.00)	-41.67%
Payroll Taxes	3,785.87	32,067.61	65,487.00	(33,419.39)	-51.03%
PERS	7,152.50	91,204.12	234,645.00	(143,440.88)	-61.13%
Shift Personnel Overtime	3,248.44	35,186.86	55,764.00	(20,577.14)	-36.90%

Shift Personnel Wages	16,653.98	100,886.03	213,214.00	(112,327.97)	-52.68%
Shift Firefighter/Paramedic OT	1,094.89	6,302.17	35,644.00	(29,341.83)	-82.32%
Shift Firefighter/Paramedic Wage	25,299.64	64,337.86	142,167.00	(77,829.14)	-54.74%
Student Volunteer Stipends	1,290.00	4,350.00	10,800.00	(6,450.00)	-59.72%
Volunteer Conflag Reimbursement	0.00	48,684.29	48,685.00	(0.71)	0.00%
Volunteer Stipends & Benefits	900.00	29,800.00	45,000.00	(15,200.00)	-33.78%
Workers Comp. & Group Accident Insurance	0.00	28,561.16	28,350.00	211.16	**0.74%**
Total Personnel Services	**79,395.20**	**637,515.30**	**1,338,800.00**	**(701,284.70)**	**-52.38%**
Total Operating Expenses	**137,936.70**	**864,451.05**	**2,111,140.00**	**(1,246,688.95)**	**-59.05%**
Net Profit	**(86,103.57)**	**2,020,508.89**	**776,783.00**	**1,243,725.89**	**160.11%**

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended December 31, 2024
Cash Basis

Fund Name is Bond Fund.

Account	December Actual	Jul-Dec 2024	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	17,109.51	11,250.00	5,859.51	52.08%
Interest	364.69	671.01	1,000.00	(328.99)	-32.90%
Previously Levied Taxes	189.41	15,214.85	3,500.00	11,714.85	334.71%
Taxes Collected in Year Levied	2,295.75	164,852.39	200,205.00	(35,352.61)	-17.66%
Total Revenue	**2,849.85**	**197,847.76**	**215,955.00**	**(18,107.24)**	**-8.38%**
Gross Profit	**2,849.85**	**197,847.76**	**215,955.00**	**(18,107.24)**	**-8.38%**
Operating Expenses					
Debt Service:Bond Payment	180,584.00	180,584.00	199,184.00	(18,600.00)	-9.34%
Total Operating Expenses	**180,584.00**	**180,584.00**	**199,184.00**	**(18,600.00)**	**-9.34%**
Net Profit	**(177,734.15)**	**17,263.76**	**16,771.00**	**492.76**	**2.94%**

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended December 31, 2024
Cash Basis

Fund Name is Capital Reserve Fund.

Account	December Actual	Jul-Dec 2024	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	452,880.72	465,000.00	(12,119.28)	-2.61%
Interest	707.52	5,941.64	7,000.00	(1,058.36)	-15.12%
Other financing sources	0.00	0.00	250,000.00	(250,000.00)	-100.00%
Total Revenue	**707.52**	**458,822.36**	**722,000.00**	**(263,177.64)**	**-36.45%**
Gross Profit	**707.52**	**458,822.36**	**722,000.00**	**(263,177.64)**	**-36.45%**
Other Income					
Transfer(s) In	0.00	0.00	104,357.00	(104,357.00)	-100.00%
Total Other Income	**0.00**	**0.00**	**104,357.00**	**(104,357.00)**	**-100.00%**
Operating Expenses					
Capital Outlay & Grant Awards:Apparatus Purchases	0.00	250,043.36	500,000.00	(249,956.64)	-49.99%
Total Operating Expenses	**0.00**	**250,043.36**	**500,000.00**	**(249,956.64)**	**-49.99%**
Net Profit	**707.52**	**208,779.00**	**326,357.00**	**(117,578.00)**	**-36.03%**

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period December 1, 2024 to December 31, 2024

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Aflac							
Dec 16, 2024	Payable Invoice	ACH	Premiums from staff for December	1	668.34	Paid	Payroll Liabilities
Total Aflac				**1**	**668.34**		
Blue Mountain Networks							
Dec 6, 2024	Payable Invoice	165549 - ACH	Telephone and Internet Charges	1	687.69	Paid	Materials & Services:Utilities: Telecommunications
Total Blue Mountain Networks				**1**	**687.69**		
BoundTree Medical, LLC							
Dec 2, 2024	Payable Invoice	85572206 - ACH	Super SANI-Cloth X-LG Wipes	4	49.96	Paid	Materials & Services:EMS Operations:Supplies
Dec 2, 2024	Payable Invoice	85572206 - ACH	Shipping	1	8.66	Paid	Materials & Services:EMS Operations:Supplies
Dec 2, 2024	Payable Invoice	85572202- ACH	Levophed .1%, 4mg	6	139.74	Paid	Materials & Services:EMS Operations:Supplies
Dec 2, 2024	Payable Invoice	85572202- ACH	Gloves, High Five Blaze, LG	6	93.84	Paid	Materials & Services:EMS Operations:Supplies
Dec 2, 2024	Payable Invoice	85572202- ACH	Curaplex ECG Chart Paper	6	21.54	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC				**23**	**313.74**		
Carson Oil Company, Inc.							
Dec 3, 2024	Payable Invoice	CP-00553518 - EFT	Fuel for all apparatus	1	224.35	Paid	Materials & Services:Fuel
Dec 17, 2024	Payable Invoice	CP-00556490 - EFT	Fuel for all apparatus	1	894.02	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.				**2**	**1,118.37**		
CompuNet							
Dec 16, 2024	Payable Invoice	274021 - ACH	Mo Fee for use of Microsoft 354 Government platform	1	355.17	Paid	Materials & Services:Professional Services:Computer Services
Dec 16, 2024	Payable Invoice	276133 - ACH	Microsoft NCE Monthly Subscription	1	359.10	Paid	Materials & Services:Professional

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
			Billing for December				Services:Computer Services
Total CompuNet				**2**	**714.27**		
Crooked River Ranch Water Company							
Dec 2, 2024	Payable Invoice	94 - EFT	Base Rate	1	168.63	Paid	Materials & Services:Utilities: Water
Dec 2, 2024	Payable Invoice	94 - EFT	Water	1	69.45	Paid	Materials & Services:Utilities: Water
Total Crooked River Ranch Water Company				**2**	**238.08**		
Crooked River Sanitary							
Dec 5, 2024	Payable Invoice	00014	Sanitation services for November	1	79.22	Paid	Materials & Services:Utilities: Sanitation
Total Crooked River Sanitary				**1**	**79.22**		
Dell Marketing L.P.							
Dec 19, 2024	Payable Invoice	PO-0467 / Inv #10790248432	Dell Optiplex Small Form Factor computer with premier discount	1	997.41	Paid	Materials & Services:Administration:Office Equipment
Dec 19, 2024	Payable Invoice	PO-0467 / Inv #10790248432	Dell 27 Monitor - P2725H with premier discount	1	212.22	Paid	Materials & Services:Administration:Office Equipment
Total Dell Marketing L.P.				**2**	**1,209.63**		
Emily Lara							
Dec 18, 2024	Payable Invoice	Last Cell Phone Reimb.	Cell Phone Reimbursement for Oct/Nov/ December (last one)	3	90.00	Paid	Personnel Services:Student Volunteer Stipends
Total Emily Lara				**3**	**90.00**		
First Citizens Bank							
Dec 16, 2024	Payable Invoice	461032564 - EFT	Copier Lease Payment	1	138.43	Paid	Materials & Services:Administration:Copier Expenses
Dec 16, 2024	Payable Invoice	461032564 - EFT	B/W Copies	1	7.21	Paid	Materials & Services:Administration:Copier Expenses
Dec 16, 2024	Payable Invoice	461032564 - EFT	Color Copies	1	70.44	Paid	Materials & Services:Administration:Copier Expenses
Total First Citizens Bank				**3**	**216.08**		
Focus Data, LLC							
Dec 4, 2024	Payable Invoice	2061	Resolved issues with viewing	1	560.00	Paid	Materials & Services:Professi

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
			Avigilon ACC software on multipul computers. Installed updated software on all workstations, reviewed users and access rights, tested access from each station.				onal Services:Computer Services
Total Focus Data, LLC				**1**	**560.00**		
HRA VEBA Trust							
Dec 16, 2024	Payable Invoice	HRA/VEBA - ACH	Contributions for staff	7	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust				**7**	**2,450.00**		
Hughes Fire Equipment							
Dec 16, 2024	Payable Invoice	615636 - ACH	Pump Testing on 521	1	882.79	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Dec 16, 2024	Payable Invoice	615637 - ACH	Pump testing on 531	1	882.79	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Dec 16, 2024	Payable Invoice	615638 - ACH	Pump testing on 532	1	882.79	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Total Hughes Fire Equipment				**3**	**2,648.37**		
IAFF 3650 - Redmond Firefighters Union							
Dec 2, 2024	Payable Invoice	PAC Donations - ACH	PAC donations from staff	1	18.08	Paid	Payroll Liabilities
Dec 2, 2024	Payable Invoice	Union Dues - ACH	Union Dues from staff	1	170.00	Paid	Payroll Liabilities
Dec 16, 2024	Payable Invoice	Union Dues - ACH	Union Dues from: David, Alysha, Adam, Laura and Alan	1	170.00	Paid	Payroll Liabilities
Dec 16, 2024	Payable Invoice	PAC Donations - ACH	Donations from staff	1	18.08	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union				**4**	**376.16**		
L.N. Curtis & Sons							
Dec 2, 2024	Payable Invoice	Invoice#889971 - ACH	4" NH Swivel for low flow strainer	1	95.00	Paid	Materials & Services:Fire Operations:Supplies/Equipment

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 2, 2024	Payable Invoice	Invoice#889971 - ACH	Shipping	1	23.11	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Total L.N. Curtis & Sons				**2**	**118.11**		
La Pine RFPD							
Dec 19, 2024	Payable Invoice	55719	EMS supplies for District	1	268.73	Paid	Materials & Services:EMS Operations:Supplies
Total La Pine RFPD				**1**	**268.73**		
LOSAP							
Dec 6, 2024	Payable Invoice	24-413	Administrative Fee for LOSAP processing	1	150.00	Paid	Materials & Services:Professional Services
Total LOSAP				**1**	**150.00**		
McDonald, David							
Dec 16, 2024	Payable Invoice	HD 657245144	Air compressor oil	1	29.96	Approved	Materials & Services:Building & Maintence
Dec 16, 2024	Payable Invoice	HD 657245144	Oatey Toilet washers	1	3.28	Approved	Materials & Services:Building & Maintence
Total McDonald, David				**2**	**33.24**		
Nationwide Retirement Solutions							
Dec 2, 2024	Payable Invoice	Deferred Comp - EFT	Deferred compensation contributions	1	295.00	Paid	Payroll Liabilities
Dec 16, 2024	Payable Invoice	Deferred Comp - EFT	Deferred Compensation contributions from staff	1	295.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions				**2**	**590.00**		
Newhouse Mfg. Company Inc.							
Dec 6, 2024	Payable Invoice	540192	Repair and straighten frame for snow plow	1	242.00	Deleted	Materials & Services:Vehicle/Equipment Maintenance:518953
Total Newhouse Mfg. Company Inc.				**1**	**242.00**		
Oregon PERS							
Dec 5, 2024	Payable Invoice	PERS - EFT	Employer Contributions	1	5,508.01	Approved	Personnel Services:PERS
Dec 5, 2024	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1	1,330.98	Approved	Personnel Services:PERS
Dec 19, 2024	Payable Invoice	PERS - EFT	Employer Contributions	1	5,567.75	Approved	Personnel Services:PERS

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 19, 2024	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1	1,299.95	Approved	Personnel Services:PERS
Total Oregon PERS				**4**	**13,706.69**		
Pacific Power							
Dec 19, 2024	Payable Invoice	24712171-001 3 -EFT	Basic Charges, Load Size Charge, Demand Charge, Kilowatt Usage	1	3,725.69	Paid	Materials & Services:Utilities: Electric
Total Pacific Power				**1**	**3,725.69**		
Pape' Kenworth							
Dec 18, 2024	Payable Invoice	2643464	Repaired Heater Switch issue on 531 (Includes Labor, Parts & Tax)	1	1,283.59	Paid	Materials & Services:Vehicle/ Equipment Maintenance:516 608
Total Pape' Kenworth				**1**	**1,283.59**		
Peterson CAT							
Dec 18, 2024	Payable Invoice	SW290098874	Annual Maintenance and Servicing of Building Generator	1	1,861.00	Paid	Materials & Services:Building & Maintence:Maint enance
Total Peterson CAT				**1**	**1,861.00**		
PF Changs							
Dec 8, 2024	Payable Invoice	HD 654535215	Dinner	1	28.29	Paid	Materials & Services:Travel
Total PF Changs				**1**	**28.29**		
Platt							
Dec 19, 2024	Payable Invoice	5T33088	Small dimmer for building	1	6.66	Paid	Materials & Services:Building & Maintence:Maint enance
Total Platt				**1**	**6.66**		
SeaWestern Fire Fighting Equipment							
Dec 30, 2024	Payable Credit Note	PO-0457 Credit	Credit for return of HAIX Fire Hunter Xtreme Women's Boots	-1	(440.00)	Approved	Materials & Services:SAFER Grant Expenditures
Total SeaWestern Fire Fighting Equipment				**-1**	**(440.00)**		
Southside Bank							
Dec 2, 2024	Payable Invoice	8780 - ACH	Ambulance Pmt: Principal	1	23,956.57	Paid	Debt Service:Apparatu s Payment

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 2, 2024	Payable Invoice	8780 - ACH	Interest Due	1	3,088.60	Paid	Debt Service:Apparatus Payment
Total Southside Bank				**2**	**27,045.17**		

Special Districts Insurance Services

Dec 2, 2024	Payable Invoice	03-0052514-ACH	January Health Premium for staff	1	12,429.00	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 2, 2024	Payable Invoice	03-0052514-ACH	January Dental Premium for staff	1	1,091.00	Paid	Personnel Services:Employee Benefits:Dental Insurance
Dec 2, 2024	Payable Invoice	03-0052514-ACH	January Long-Term Premium for staff	1	159.46	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Dec 2, 2024	Payable Invoice	03-0052514-ACH	December and January premium for Health & Dental for Alan Smoke	1	4,767.00	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 2, 2024	Payable Invoice	03-0052514-ACH	December premiums for December & January for Long Term for Alan Smoke	1	45.56	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services				**5**	**18,492.02**		

Streamline

Dec 2, 2024	Payable Invoice	41F663CA-0049 - ACH	Mo fee for website platform	1	126.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline				**1**	**126.00**		

Tactical Business Group

Dec 2, 2024	Payable Invoice	OR-CRR-2024-012 - ACH	Cost Reporting Preparation for FY2024 GEMT FFS Annual reporting	1	3,000.00	Paid	Materials & Services:Professional Services
Total Tactical Business Group				**1**	**3,000.00**		

Target Solutions Learning, LLC

Dec 2, 2024	Payable Invoice	Annual renewal	Vector Evaluations	36	911.52	Paid	Materials & Services:Training
Dec 2, 2024	Payable Invoice	Annual renewal	Vector Check It Vechicles	8	1,910.56	Paid	Materials & Services:Vehicle/ Equipment Maintenance:

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 2, 2024	Payable Invoice	Annual renewal	Vector Check It for Fire/EMS vehicles	4	477.60	Paid	Materials & Services:Vehicle/ Equipment Maintenance:
Dec 2, 2024	Payable Invoice	Annual renewal	Vector Scheduling	36	2,390.76	Paid	Materials & Services:Administration
Dec 2, 2024	Payable Invoice	Annual renewal	Vector Check it /Drug safes	2	398.00	Paid	Materials & Services:Professional Services:Background Checks
Total Target Solutions Learning, LLC				**86**	**6,088.44**		

TEC Equipment

Dec 16, 2024	Payable Invoice	505625P3S - ACH	Trouble shoot on issue with fuel gage on 521. Had to install a new fuel level sensor and installed access panel ad put items back in compartment. Labor	1	612.50	Paid	Materials & Services:Vehicle/ Equipment Maintenance:510165
Dec 16, 2024	Payable Invoice	505625P3S - ACH	Parts	1	235.00	Paid	Materials & Services:Vehicle/ Equipment Maintenance:510165
Dec 16, 2024	Payable Invoice	505625P3S - ACH	Misc Charges	1	160.88	Paid	Materials & Services:Vehicle/ Equipment Maintenance:510165
Dec 16, 2024	Payable Invoice	505625P3S - ACH	Tax	1	3.83	Paid	Materials & Services:Vehicle/ Equipment Maintenance:510165
Total TEC Equipment				**4**	**1,012.21**		

Terminix

Dec 2, 2024	Payable Invoice	INV 267117	Spraying of Rodents, Spiders, etc.	1	104.00	Paid	Materials & Services:Building & Maintence:Maintenance
Total Terminix				**1**	**104.00**		

Terrebonne Hardware

Dec 16, 2024	Payable Invoice	013394	Hardware needed for building maintenance	1	5.99	Paid	Materials & Services:Building & Maintence:Maintenance
Total Terrebonne Hardware				**1**	**5.99**		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
The Campbell House							
Dec 8, 2024	Payable Invoice	HD 654534912	Lodging for Dana for Class in Eugne	1	298.32	Paid	Materials & Services:Training
Total The Campbell House				**1**	**298.32**		
Verizon Wireless							
Dec 2, 2024	Payable Invoice	9979497899	Data charges for all iPads on vehicles	1	244.86	Paid	Materials & Services:Utilities: Telecommunications
Total Verizon Wireless				**1**	**244.86**		
VISA - Chase							
Dec 2, 2024	Payable Invoice		Use of Canva platform for annual report	1	30.00	Paid	Materials & Services:Administration:Memberships
Dec 2, 2024	Payable Invoice	XXXX	Mo. Fee for Amazon Prime	1	14.99	Paid	Materials & Services:Administration:Memberships
Dec 4, 2024	Payable Invoice	HD 650795084	Tuff Toe boot repair	6	137.70	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Dec 4, 2024	Payable Invoice	HD 650795084	discount	1	(20.65)	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Dec 5, 2024	Payable Invoice	HD 663557665	monthly Microsoft Business 365 licenses payment. final payment for old version.	1	74.41	Paid	Materials & Services:Professional Services:Computer Services
Dec 6, 2024	Payable Invoice	HD 665425214	Hotel for trip for 572 repairs	1	123.22	Deleted	Materials & Services:Travel
Dec 8, 2024	Payable Invoice	HD 653041633	jump box for apparatus	1	139.99	Paid	Materials & Services:Vehicle/ Equipment Maintenance:
Dec 9, 2024	Payable Invoice	HD 653043954	Hotel for trip for 572 repairs	1	123.22	Paid	Materials & Services:Travel
Dec 9, 2024	Payable Invoice	HD 654535019	Dinner	1	12.10	Paid	Materials & Services:Travel
Dec 10, 2024	Payable Invoice	896368	headlight bulbs for 572	1	40.49	Paid	Materials & Services:Vehicle/ Equipment Maintenance:516 001
Dec 10, 2024	Payable Invoice	HD 663554034	drain cleaner for bathroom sinks	1	26.94	Paid	Materials & Services:Building & Maintence:Maintenance
Dec 10, 2024	Payable Invoice	896368	wipers for 590	2	41.98	Paid	Materials & Services:Vehicle

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
							Equipment/Maintenance:514230
Dec 12, 2024	Payable Invoice	HD 655155057	Compressor Repair.	1	292.00	Paid	Materials & Services:Building & Maintence:Equipment
Dec 17, 2024	Payable Invoice	HD 659349682	Shipping fee for air testing	1	15.00	Paid	Materials & Services:Fire Operations:Service & Testing
Dec 17, 2024	Payable Invoice	HD 659349881	Shipping fee for smoke machine repair	1	210.83	Paid	Materials & Services:Training
Dec 17, 2024	Payable Invoice	XXXX	Mo. Fee for use of Stamps.com	1	19.99	Paid	Materials & Services:Administration:Postage & Shipping
Dec 19, 2024	Payable Invoice	HD 658578385	Station Supplies	1	94.85	Paid	Materials & Services:Building & Maintence:Supplies
Dec 19, 2024	Payable Invoice	INV-5869527	Mo Fee for use of Xero Accounting Platform	1	35.25	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Dec 19, 2024	Payable Invoice	111-8357185-4408216	Station Supplies	1	333.70	Paid	Materials & Services:Building & Maintence:Supplies
Dec 19, 2024	Payable Invoice	HD 663455488	plumbing washers for bathroom sinks	1	5.68	Paid	Materials & Services:Building & Maintence:Maintenance
Dec 20, 2024	Payable Invoice	XXXX	Port Authority Black Polo for Tara	1	13.70	Paid	Materials & Services:Uniforms
Dec 20, 2024	Payable Invoice	XXXX	Pull over sweatshirts for Community Service Volunteers	1	283.32	Paid	Materials & Services:Uniforms
Dec 20, 2024	Payable Invoice	Badge for Tara	Badge for Tara from EasyID	1	23.00	Paid	Materials & Services:Department Services
Dec 20, 2024	Payable Invoice	XXXX	Port Authority Long Sleeve shirt for Tara	1	31.98	Paid	Materials & Services:Uniforms
Dec 21, 2024	Payable Invoice	898420	Compressor Repair Parts	1	59.98	Paid	Materials & Services:Building & Maintence:Supplies
Dec 23, 2024	Payable Invoice	HD 659744520	Snacks for Emily's last drill.	1	20.91	Paid	Materials & Services:Department Services

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 28, 2024	Payable Invoice	HD 665425371	Domain registration for website, will be last payment to bluehost	1	383.88	Paid	Materials & Services:Professional Services:Computer Services
Dec 29, 2024	Payable Invoice	XXXX	Mo. Fee for use of Canva	1	30.00	Paid	Materials & Services:Department Services
Dec 30, 2024	Payable Invoice	XXXX	Monthly Fee for Amazon Prime	1	14.99	Approved	Materials & Services:Administration:Memberships
Dec 30, 2024	Payable Invoice	XXXX	Registration Fees for Dave Palmer, Cole Gayheart, Brad Pahl, Sean Hartley for SDAO Conference, February 7,8, 2024 @ Riverhouse in Bend	1	920.00	Paid	Materials & Services:Training
Total VISA - Chase				**36**	**3,533.45**		
Washington Federal							
Dec 4, 2024	Payable Invoice	62761142544	Principal due on Bond	1	160,000.00	Paid	Debt Service:Bond Payment
Dec 4, 2024	Payable Invoice	62761142544	Interest due on Bond	1	20,584.00	Paid	Debt Service:Bond Payment
Total Washington Federal				**2**	**180,584.00**		
Waystar Merchant Services							
Dec 17, 2024	Payable Invoice	CC Fees	Fees for CC charges	1	53.86	Paid	Materials & Services:Professional Services:Credit Card Fees
Total Waystar Merchant Services				**1**	**53.86**		
WHA Insurance							
Dec 16, 2024	Payable Invoice	Admin Fee for MERP	Administration Fee for MERP reimbursements to employee	2	50.00	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total WHA Insurance				**2**	**50.00**		
Witmer Public Safety Group							
Dec 2, 2024	Payable Invoice	PO-0462 / Inv#574469	Helmet Shields	6	329.94	Paid	Materials & Services:Fire Operations:PPE
Dec 2, 2024	Payable Invoice	PO-0462 / Inv#574469	Helmet Shield lettering	5	22.95	Paid	Materials & Services:Fire Operations:PPE

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Dec 2, 2024	Payable Invoice	PO-0462 / Inv#574469	freight	1	15.99	Paid	Materials & Services:Fire Operations:PPE
Total Witmer Public Safety Group				**12**	**368.88**		
Total				**228**	**273,951.15**		

JEFFERSON COUNTY

KATHERINE ZEMKE, COUNTY CLERK

66 SE D Street, Suite C
Madras, Oregon 97741
Phone: (541) 475-4451
Fax: (541) 325-5018

To: Special District Elections Officers

From: Kate Zemke

Date: January 2, 2025

Re: Special District Board Election

The following are important dates for the upcoming Special District Board Election.

Jan. 2, 2025	Special District Director Information Form for May election mailed to district elections officer
Jan 27, 2025	Last day for district elections officer to return completed District Director Information Form to County Clerk for May election
Feb. 8, 2025	County clerk to publish Notice of District Board Election for May election (will publish Feb. 5th)
Feb. 8, 2025	**First day** for district candidates to file declaration or petition for May election
Mar. 20, 2025	**Last day** for district candidates to file declaration or petition for May election
May 20, 2025	***ELECTION DAY***

Enclosed please find the Special District Director Information Form. Please review this form, make corrections if necessary and return it to me as soon as possible.

Please contact me if you need any additional information.

Thank you for your prompt response.

BUDGET CALENDAR

Date	Action
January 16, 2025	Appoint Budget Officer at Board Meeting/Approve Budget Calendar
January 16, 2025	Appoint Citizen Budget Committee Members by this date
April 10h, 2025	Budget Committee Training & Current Year Financial Review
April 15th, 2025	Budget Document/Presentation is due for publication to Board/Committee/Residents
April 17th, 2025	Submit 1st notice of Budget Committee meeting in Newspaper/Website
May 1st, 2025	1st Budget Committee Meeting with Board of Directors
May 2nd, 2025	Submit 2nd notice of Budget Committee meeting in Newspaper/Website (if necessary)
May 8th, 2025	2nd Budget Committee Meeting with Board of Directors (if recessed from 1st meeting)
June 4th, 2025	Publish Notice of Public Budget Hearing (LB50) in Newspaper by this date
June 19th, 2025	Hold Public Budget Hearing prior to Board meeting
June 19th, 2025	Enact Resolution to Adopt Budget at Board meeting
June 26th, 2025	File Form LB-1 & submit Tax Certification to Deschutes & Jefferson County

CROOKED RIVER RANCH
FIRE & RESCUE

Fire Chief's Report
January, 2025

- Calls for service in December totaled 59. The total number of calls for 2024 was 662. This is a new record with eight more calls than in 2023. 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.)	3	2	2	1	1	6	7	3	1	2	3	1	**32**
2-Overpressure Rupture, Explosion, Overheat (No Fire)	1	0	0	0	0	0	1	0	0	0	0	0	**2**
3-Rescue & EMS	32	36	33	39	44	45	40	44	54	50	34	48	**499**
4-Hazardous Condition (No Fire)	0	0	0	0	0	0	0	1	0	1	2	1	**5**
5-Service Call	4	4	2	1	5	6	6	6	1	2	4	5	**46**
6-Good Intent Call	1	4	8	8	4	7	8	0	10	6	5	3	**64**
7-False Alarm & False Call	1	2	0	1	1	2	1	0	3	2	0	1	**14**
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	**0**
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	0	0	**0**
	42	**48**	**45**	**50**	**55**	**66**	**63**	**54**	**69**	**63**	**48**	**59**	
Total Calls-To-Month End 2024													
662													
Total Calls-To-Month End 2023	*60*	*59*	*54*	*53*	*51*	*51*	*70*	*53*	*51*	*64*	*47*	*41*	

- Auto/Mutual Aid Given/Received – 2024 (end of prior month)
  - Auto-Aid Given – 4
    Auto-Aid Received – 6
    Mutual-Aid Given – 27
    Mutual-Aid Received – 8

- The open Firefighter/Paramedic position is being advertised on National Testing Network, Daily Dispatch, and Indeed. It is listed as 'open until filled' with testing expected in the first half of 2025.

- Apparatus

    - We've received one inquiry about 522. We responded with the information they requested but have not heard anything back.

    - The new Pierce fire engine has arrived at Hughes Fire in Springfield. They continue to work through several items including some warranty work that was discovered upon their pre-delivery inspection. The expected delivery date has been pushed back to the end of January.

- Efforts are underway to get Crooked River Ranch designated as a Firewise community. Dave Klym, resident and CRR HOA board member, has agreed to take on the role of Coordinator for this project. The District will act as a partner to the Firewise group.

- The policy review project is now underway. All administrative policies have been divided up amongst staff and volunteer officers for review. The expected completion of this project is March 31, 2025.

- With the new Office 365 software package we have we have a program called Microsoft Share Point. I am looking into its use as an intranet for internal information sharing to all members of the District.

- I have reached out to SDAO for assistance with a Strengths, Weaknesses, Opportunities, and Threats (SWOT) assessment. They assisted with one of these assessments at the beginning of the last strategic planning process and it was instrumental in guiding goal building for the plan. With all of the changes that have occurred within the District since the last one was done I want to do this exercise again. We are looking at dates at the end of February and beginning of March.

- Monthly Fire Med Report

    - Number of paid memberships: 23

    - Number of new memberships: 4

    - Number of lapsed/non-renewals: 4

    - Total Fire Med memberships: 272

Respectfully submitted - Sean Hartley, Fire Chief

Dear Crooked River Ranch Fire & Rescue,

I wanted to give a shout out to the team that responded to the call at 13798 Cinder Cone Loop on Sunday December 29th, 2024; approximately 9:30am. I was so impressed with your professionalism and the cohesion your team showed; quickly going into action taking vitals, getting needed information on the patient and from the family. A well-oiled machine as they say.

Your team lead showed kindness and calm, and even made us laugh a little in the present situation. Not everyone has the ability to execute that kind of communication. Salute~!

You are the people who, people don't think about much until you're needed. Bless you and the fine work you do. 😊. Turns out the patient had a bad case of Influenza A. We are thankful it wasn't more serious.

Happy New Years to you all, and safety in your lives and work.

Suzan Strange

503-812-7159