



# 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](http://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, February 20, 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](http://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 (excused)

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## **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 Workshop minutes from January 14th, 2025
  - 3.2 Approval of Board Meeting minutes from January 16th, 2025
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for January 2025 – Director Costigan
  - 4.2 Review of Cash Carry Over / Jefferson Co. Taxes – Director Costigan / Fire Chief, Sean Hartley
  - 4.3 Appointment of Board members to sign checks for Monday, March 10th and Tuesday, March 25<sup>th</sup>, 2025 – Director Palmer

5. Unfinished business (consideration, discussion, and possible action on the following items):

5.1 Discussion on SWOT Assessment for the District – Fire Chief, Sean Hartley

5.2 Review/Approval of revised Credit Card Policy – Director Palmer

5.3 Update on Spring Open House / Mock Evacuation Drill – Fire Chief, Sean Hartley

6. New Business (consideration, discussion, and possible action on the following items):

6.1 Update and Discussion on Volunteer Association – Director Norberg

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**

**January 14, 2025**

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, January 14, at 1:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Board Workshop Minutes**

**Called to Order** at 1 pm by Director Palmer

**1.1** Flag Salute – led by Director Palmer

**1.2** Director Norberg completed the roll call, and the following individuals were in attendance: Directors Gayheart, Costigan, Norberg, Pahl and Palmer. Also, in attendance was Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Office Assistant Tara Bruce, Captain David MacDonald, as well as partial discussion attendance (see item 4) by FF/PM Laura Waldron.

Member of the public in attendance was Community Service Volunteer Robin Huber.

**2. Discussion on revising credit card policy/reward points and verbiage for board policy-** Director Palmer reviewed standing on this per mention during the previous Board Meeting in December. He opened this up to review. Director Gayheart confirmed his and the group's understanding of the desired policy. He will supply verbiage on this to Dana, which will then be presented to the Board for approval. The initial inquiry into this policy clarification came from Dana, as per a mention at the SDAO Conference. This topic specifically pertains District Policy 14 and when there is use of a personal credit card for purchases. Gayheart presented the overall agreement of the board that this is a very infrequent occurrence, as most purchases are made with the District credit card, but it is worthwhile making clear. Direction will be that the District will not use a district credit card that has a reward point or mileage reward option for purchases. The point being that reimbursements should be and will be for the actual cost of the purchase only.

**3. Discussion on the Strategic Plan-** Chief Hartley opens the discussion with first steps to be the SWOT Assessment (review of the Strengths, Weaknesses, Opportunities, and Threats). This assessment typically takes 4-6 hours and an overall analysis report is generated. He will give the dates of March 7, 8, & 9<sup>th</sup> and the option of the following Friday and Saturday, March 14 & 15 for the consultant to pick from and for us to schedule. The Board is in agreement of these dates as options. There are up to 8 consulting hours available and the District has not used them yet, so they will be utilized for this. The previous SWOT Assessment review included 8-10 people, and did not include the Chief. The Board reviewed who would be present for this assessment. Director Costigan and Gayheart will plan to attend with Director Palmer as an alternate. Chief Hartley will select who will participate from the District. Also mentioned, was the inclusion of an HOA member, Community

Service Volunteer Member, Member from the Water District, and Robin Huber expressed interest in attending for representation of the Budgetary Committee. Chief will confirm when scheduling how long the process will be to get the analysis back and if lunch will be provided on the date of the assessment since it will likely take at least 4 hours to complete.

Once this SWOT analysis report is received, The Board will then revisit this topic of what is included on the Strategic Plan. Chief mentioned that all Captains will have their lists to him by the end of this week with the goal of prioritizing the equipment needs for the Strategic Plan. Once the analysis is complete, a baseline of the goals is presented to the Board and this should be outlined as a major discussion at the next workshop. The next Board Workshop will tentatively be penciled in for end of April or beginning of May. Dana confirmed if this topic of Strategic Planning is to be included on the agenda quarterly. Director Norberg confirmed.

**4. Discussion on Staffing/Recruitment-** Two applicants are being considered as applicants for the open full time FF/PM position. The interview and application process are still currently open and the hope is to have another applicant secured by mid-February for testing. Discussion of the 2 current candidates was reviewed. Chief made mention that there is a list of current personnel for qualified FF/PM's, but this is not currently being supplied with addresses so he is brainstorming alternative options to this list. Word of mouth, online Indeed listing, and Daily Dispatch are currently being utilized as well as the National Testing Network (NTN). Captain Wiley is making outreach to the current In-District Volunteers for FF and/or PM. Captain MacDonald stated they are looking for 3-6 new volunteers with the goal that they will have more regular availability. Chief stated they will gain (1) volunteer back that is set to have medical clearance soon. Another focus for recruiting volunteers will be additional online postings and advertising within the community. Discussion with the group expanded on additional ideas for this community outreach such as, posting on the reader board at the station, use of the Fire District banner placed at the Welcome Center. The banner previously used may need to be reordered. Captain MacDonald mentioned student outreach at COCC will continue to be leaned on for recruiting at the college. Further outreach to Portland/Vancouver area community colleges with FF and Paramedic programs may be considered. This topic of recruiting and the number of volunteers onboarding will be discussed further at a later date as more applicants come forward.

The main topic stressed regarding the ability to find and retain this full time FF/PM is the lower salary package currently in place for hiring. The terms of employment and pay will need to be of high focus with how the budget can be reorganized to be able to offer a competitive salary package. There is an opportunity within the next levy possible that the group will revisit. Captain MacDonald, Chief, and Director Gayheart summed up in agreement that recruitment and retention is currently tied to the base pay currently available for new hires.

**5. Discussion on Capital Items 2025/2026 -** The cap stand was able to be repaired for less than \$300 and it is now back in service. The large ticket capital item will be the two new video laryngoscopes needed at \$4k – 6k each. A spare camera and blades were acquired from LaPine Fire District, which will be used with our current system for the time being. A smaller capital item need are two new refrigerators for the kitchen. There was a water leak in one unit and both units need to have operable water dispensers. The District can plan for one to be replaced soon and the other later in 2026. The main facility's capital item the district is looking at is the replacement of the (3) HVAC units in the building. This HVAC work will become a higher priority item if it becomes more problematic. The beginning of the next fiscal year, the parking lot will need to be seal coated. The

gutters will need a repair solution soon. There have been repairs previously, but gutter companies will need to do a site visit to inspect the pressing problem areas and seams that have failed. There is no new word on the apparatus for sale, but Chief does anticipate more interest in the coming weeks. Director Costigan mentioned that there may be consideration made in keeping back stock of apparatus not in the current rotation. Assessment of apparatus to be up for sale versus repairing and keeping as additional option for back up status. There may be grant fund options Chief will continue to review.

**7. Adjournment of the workshop** ended at by Director Palmer @ 2:25 pm

Respectfully submitted,

Tara Bruce, Office Assistant

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

**January 16, 2025**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 16, 2025, 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 Palmer.

**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, Office Assistant Tara Bruce, and Captain Adam Wiley. Members of the public were Sheryl Jones, Darren Squier, Robin Huber, Mike Dries and Bill & Vicki Burt.

**2. Review of Meeting Agenda Items** – Director Palmer reviewed the agenda with the Board with no changes or adjustments to be had.

**3. Approval of the Board meeting minutes from December 19, 2024.** Director Pahl made motion to approve the minutes as presented with no changes. Director Gayheart 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 the financials have balanced for December. Explaining that we are in January, this presents a halfway point from July through the end of the year for financial review. He and The Chief are going through the current year and past year taxes focusing on discrepancy where crediting was listed. Taxes paid to the District are correct, but they will firm up the line items where the credits are listed and that they are in the correct line item for both the bond and the general fund. Currently, the overall income is off about 1% from last year so this will be reviewed again when the February money is in. Material & Services including Building Maintenance and Supplies are a bit overbudget at this point. Additionally, the majority of the Professional Services budget has been accounted for already. The recap next month will be a much clearer idea of where we are as far as a halfway point once the Materials & Services are accounted for through the end of the year. Payroll for professional services are right in line for what was budgeted. The Bond Fund is right in line with where it should be as well. There was a transfer in January for the Capital Reserves so everything is aligning. Director Pahl made a motion to approve the December 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, February 10th and Monday, February 24th, 2025** – It was decided that Director Gayheart and Director Pahl will sign checks on Thursday, February 10th, and Directors Norberg and Palmer will sign checks on Monday, February 24, 2025.

**5. Unfinished Business –**

**5.1 Budget Committee vacancies** – Director Palmer stated that there are 3 vacancies for the Budget Committee and 4 residents have submitted interest. Bill Burt, Sheryl Jones, Mike Dries, and Kay Limbaugh are the parties interested. Director Palmer opened the floor for any suggestions on the voting. He wrote down the names of the board members and the names of the interested parties. They will include Bill Burt as well as the other three since he is re-applying for this committee and was previously, currently on the committee. This vote will be a part of public record. Kay Limbaugh could not attend this evening in person, but there were emails from the interested parties. The three in the audience were asked what their motivation to join this committee, what experience they bring, and how long they have lived on the Ranch. Sheryl was the first to speak, then Mike, followed by Bill. Votes were then cast. Bill Burt received 5 votes, Mike Dries received 5 votes, Sheryl received 2 votes, and Kay received 3 votes. Congratulations given to Bill, Mike, and Kay for being voted in.

## **6. New Business –**

**6.1 Board of Director Positions coming available-** Position #1 and Position #2 will be coming available in the May elections. General process is reviewed on how to apply with the County Clerk of Jefferson County. A deadline of January 27<sup>th</sup> was mentioned for election officers to return the completed information form. February 8<sup>th</sup> will be the day the County Clerk publishes the information regarding the district board elections, and it is the first day candidates declare interest in running for the two positions. March 20<sup>th</sup> is the last day for candidates to file. May 20<sup>th</sup> is election day. There is a \$10 fee to submit an election filing. Director Pahl will be running again for Position #1. Director Norberg will not be running for Position #2. Director Costigan mentions that current members can be reached out to in getting a better idea of the time requirements and the general duties of the Board.

**6.2 Budget Officer is chosen –** Director Pahl moves to nominate Chief Hartley. Director Palmer directs the board on this motion, and it is seconded. All were in favor by saying “aye” (5-0)

**6.3 Calendar Business and Review of Budget Committee Training and Financial Review Dates –** Palmer reviewed these dates. April 10<sup>th</sup> will be Budget Committee Training and current Financial Review. May 1<sup>st</sup> will be the first Budget Committee Meeting with the Board of Directors. May 8<sup>th</sup> will be second Budget Committee Meeting if necessary. June 4<sup>th</sup> will be the public notice for the public budget hearing. June 19<sup>th</sup> hold public Budget Hearing prior to the June Board Meeting and Board enacts resolution to adopt the budget. June 26<sup>th</sup> filing of the LB1 and Tax Certification by the Budget Committee.

**6.4 Review Board Workshop on 1/14–** Director Palmer mentions that there was a review of credit card policy wording. Director Gayheart is going to provide the policy wording to The Board and to Dana this coming week so that the policy can be updated. Other general items reviewed during this workshop included the strategic planning, FF/PM staffing and recruiting, and capital item needs for the coming fiscal year. The next quarterly workshop will be scheduled later, but this can tentatively be planned for in May, after the 2<sup>nd</sup> Budget Committee Meeting.

**6.5 Fire Chief Report –** The SWOT assessment by the SDAO consultant will be planned for on March 7, 8, or 9<sup>th</sup>. Ensuring good attendance by Budget Committee Members, community members, and volunteers, these dates will be proposed, and a date and time can then be scheduled for this. Director Costigan, Gayheart, and Pahl will attend this assessment meeting. The Chief announced another record setting year for District calls in 2024 with 662 calls. The start of new year is already starting off busy with 35 calls just in the first 15 days of January. The busy wildland season is attributed to this. Within last year’s numbers, we have provided Redmond Auto Aid 4 times. They gave us Auto Aid 6 times. We provided Mutual Aid 27 times and we received Mutual Aid 8 times last year. For recruiting, we are planning a test for acquisition in February and we have two solid candidates for the FF/PM position as well as outreach to the local college programs. He is happy to report that the new fire engine will be delivered here to the station tomorrow 1/17. The engine should be in service by the end of March and a push in ceremony will be planned. The Chief is starting to work with HOA Board Member, Dave Klym, on finalizing status for making CRR a FireWise Community. He will be the community chair role for this initiative and will be putting a committee together. The District will be a stakeholder partner in this. Paperwork will be compiled in working with ODF and State on the requirements and steps towards becoming a FireWise Community. There are lot inspection records from the last 10 years that will be used as supporting documentation, there will be goals made with the FireWise Community, and a Risk Assessment will be done. Being recognized as a FireWise Community can have its benefits, and Chief Hartley is excited to have this come to fruition. There was a recap by The Chief of the ODF Hazard Mapping of The Ranch. There have been many calls to the station with questions. There has been an increase in the lot assessments. Chief Hartley will be scheduling a meeting with the HOA to review their fire mitigation funding. The CERT group will be meeting on 1/23. There has been a request for new CERT volunteers and the hope is to have a new CERT training session set up soon.

**6.5 Thank you correspondence –** A resident wrote in a thank you letter for the B Shift Group in recognition of Captain Wiley’s team during a call on 12/29.

**7. Adjournment** by Director Palmer at 7:17 pm.

Respectfully submitted,

Tara Bruce  
Office Assistant

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of January 31, 2025

<u>Account</u>	<u>Jan 31, 2025</u>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Bond Fund	19,036.28
Capital Reserve Fund	313,882.56
Chase Business	41,162.62
Chase Payroll	4,833.70
Chase Savings	351,753.19
General Fund	291,188.86
Local Option Levy Fund	1,021,684.83
<b>Total Cash and Cash Equivalents</b>	<b>2,043,542.04</b>
<b>Total Current Assets</b>	<b>2,043,542.04</b>
<b>Total Assets</b>	<b>2,043,542.04</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
A. DELORTO	642.49
A. WILEY	400.22
D. MCDONALD	762.99
D. SCHULKE	2,083.39
F. DAY	(124.45)
S. HARTLEY	752.26
Payroll Liabilities	2,617.49
<b>Total Current Liabilities</b>	<b>7,134.39</b>
<b>Total Liabilities</b>	<b>7,134.39</b>
<b>Equity</b>	
Current Year Earnings	2,036,407.65
<b>Total Equity</b>	<b>2,036,407.65</b>
<b>Total Liabilities and Equity</b>	<b>2,043,542.04</b>
	1,710,623.20
	7,134.39
<b>General Net Income</b>	<b>1,703,488.81</b>



## Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended January 31, 2025  
Cash Basis



Fund Name is General Fund.

Account	Jan-25 Actual	Jul 2024- Jan-25	Budget	Variance	Variance %
<b>Revenue</b>					
Ambulance Revenue	30,551.66	193,571.84	325,000.00	(131,428.16)	-40.44%
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	50.00	125.00	500.00	(375.00)	-75.00%
FireMed	585.00	8,326.00	12,600.00	(4,274.00)	-33.92%
Grant Funds	0.00	25,139.00	93,500.00	(68,361.00)	-73.11%
Interest	6,104.31	23,118.04	20,000.00	3,118.04	15.59%
Misc. Income	1,444.53	3,699.53	7,500.00	(3,800.47)	-50.67%
Previously Levied Taxes	941.02	19,195.22	30,000.00	(10,804.78)	-36.02%
Taxes Collected in Year Levied	8,574.75	1,176,269.00	1,248,247.00	(71,978.00)	-5.77%
Training Income	0.00	200.00	500.00	(300.00)	-60.00%
<b>Total Revenue</b>	<b>48,251.27</b>	<b>2,933,211.21</b>	<b>2,887,923.00</b>	<b>45,288.21</b>	<b>1.57%</b>
<b>Gross Profit</b>	<b>48,251.27</b>	<b>2,933,211.21</b>	<b>2,887,923.00</b>	<b>45,288.21</b>	<b>1.57%</b>
<b>Operating Expenses</b>					
Debt Service:Apparatus Payment	0.00	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	104,357.00	104,357.00	104,357.00	0.00	0.00%
<b>Materials &amp; Services</b>					
Administration	1,608.96	10,862.89	20,825.00	(9,962.11)	-47.84%
Building Maintenance & Supplies	3,315.58	29,774.48	25,000.00	4,774.48	<b>19.10%</b>
CERT Program	0.00	202.72	5,000.00	(4,797.28)	-95.95%
Department Services	465.08	3,933.06	5,000.00	(1,066.94)	-21.34%
Dispatch	70,790.95	70,790.95	72,600.00	(1,809.05)	-2.49%
EMS Operations	2,976.17	17,858.79	45,690.00	(27,831.21)	-60.91%
Fire Operations	4,583.46	13,490.10	35,700.00	(22,209.90)	-62.21%
Fuel	1,322.99	10,291.64	20,000.00	(9,708.36)	-48.54%
Insurance	43,777.00	44,730.00	44,650.00	80.00	0.18%
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	2,058.05	30,134.74	29,565.00	569.74	<b>1.93%</b>
Radios & Communications	171.90	433.39	8,000.00	(7,566.61)	-94.58%
Rope Rescue Operations	223.52	273.01	3,000.00	(2,726.99)	-90.90%
SAFER Grant Expenditures	16,726.75	27,150.60	45,000.00	(17,849.40)	-39.67%
Training	4,640.25	11,104.77	24,725.00	(13,620.23)	-55.09%
Travel	0.00	1,430.72	5,000.00	(3,569.28)	-71.39%
Tuition Reimbursement	7,884.63	7,884.63	31,500.00	(23,615.37)	-74.97%
Uniforms	18.00	5,909.16	10,000.00	(4,090.84)	-40.91%
Utilities	4,507.01	20,625.80	37,500.00	(16,874.20)	-45.00%
Vehicle/Equipment Maintenance	4,414.78	57,692.20	53,632.00	4,060.20	<b>7.57%</b>
Volunteer Incentive Program	10,000.00	13,480.00	20,800.00	(7,320.00)	-35.19%
Wellness Program	0.00	1,337.00	10,000.00	(8,663.00)	-86.63%
<b>Total Materials &amp; Services</b>	<b>179,485.08</b>	<b>379,390.65</b>	<b>560,487.00</b>	<b>(181,096.35)</b>	<b>-32.31%</b>
<b>Personnel Services</b>					
Administrative Assistant	3,980.51	25,995.45	46,097.00	(20,101.55)	-43.61%
Administrative Assistant Overtime	188.55	1,283.94	3,143.00	(1,859.06)	-59.15%
Employee Benefits	16,429.46	114,534.47	261,804.00	(147,269.53)	-56.25%
Fire Chief	6,933.33	46,853.19	88,000.00	(41,146.81)	-46.76%
Part-Time Personnel	4,629.38	39,629.38	60,000.00	(20,370.62)	-33.95%
Payroll Taxes	7,097.87	39,165.48	65,487.00	(26,321.52)	-40.19%
PERS	6,873.22	105,978.51	234,645.00	(128,666.49)	-54.83%
Shift Personnel Overtime	255.05	35,441.91	55,764.00	(20,322.09)	-36.44%

Shift Personnel Wages	16,917.30	117,803.33	213,214.00	(95,410.67)	-44.75%
Shift Firefighter/Paramedic OT	41.58	6,343.75	35,644.00	(29,300.25)	-82.20%
Shift Firefighter/Paramedic Wage	7,866.86	72,204.72	142,167.00	(69,962.28)	-49.21%
Student Volunteer Stipends	1,000.00	5,350.00	10,800.00	(5,450.00)	-50.46%
Volunteer Conflag Reimbursement	0.00	48,684.29	48,685.00	(0.71)	0.00%
Volunteer Stipends & Benefits	1,300.00	31,100.00	45,000.00	(13,900.00)	-30.89%
Workers Comp. & Group Accident Insurance	0.00	28,561.16	28,350.00	211.16	0.74%
<b>Total Personnel Services</b>	<b>73,513.11</b>	<b>718,929.58</b>	<b>1,338,800.00</b>	<b>(619,870.42)</b>	<b>-46.30%</b>
<b>Total Operating Expenses</b>	<b>357,355.19</b>	<b>1,229,722.40</b>	<b>2,111,140.00</b>	<b>(881,417.60)</b>	<b>-41.75%</b>
<b>Net Profit</b>	<b>(309,103.92)</b>	<b>1,703,488.81</b>	<b>776,783.00</b>	<b>926,705.81</b>	<b>119.30%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended January 31, 2025  
Cash Basis



### Fund Name is Capital Reserve Fund.

Account	Jan-25 Actual	Jul-24 Jan-25	Budget	Variance	Variance %
<b>Revenue</b>					
Beginning Fund Balance	0.00	452,880.72	465,000.00	(12,119.28)	-2.61%
Interest	746.56	6,688.20	7,000.00	(311.80)	-4.45%
Other financing sources	0.00	0.00	250,000.00	(250,000.00)	-100.00%
<b>Total Revenue</b>	<b>746.56</b>	<b>459,568.92</b>	<b>722,000.00</b>	<b>(262,431.08)</b>	<b>-36.35%</b>
<b>Gross Profit</b>					
	<b>746.56</b>	<b>459,568.92</b>	<b>722,000.00</b>	<b>(262,431.08)</b>	<b>-36.35%</b>
<b>Other Income</b>					
Transfer(s) In	104,357.00	104,357.00	104,357.00	0.00	0.00%
<b>Total Other Income</b>	<b>104,357.00</b>	<b>104,357.00</b>	<b>104,357.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Operating Expenses</b>					
Capital Outlay & Grant Awards:Apparatus Purchases	0.00	250,043.36	500,000.00	(249,956.64)	-49.99%
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>250,043.36</b>	<b>500,000.00</b>	<b>(249,956.64)</b>	<b>-49.99%</b>
<b>Net Profit</b>	<b>105,103.56</b>	<b>313,882.56</b>	<b>326,357.00</b>	<b>(12,474.44)</b>	<b>-3.82%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended January 31, 2025  
Cash Basis



**Fund Name is Bond Fund.**

<b>Account</b>	<b>Jan-25 Actual</b>	<b>25-Jul Jan-25</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>					
Beginning Fund Balance	0.00	17,109.51	11,250.00	5,859.51	52.08%
Interest	315.20	986.21	1,000.00	(13.79)	-1.38%
Previously Levied Taxes	157.67	3,239.67	3,500.00	(260.33)	-7.44%
Taxes Collected in Year Levied	1,299.65	178,284.89	200,205.00	(21,920.11)	-10.95%
<b>Total Revenue</b>	<b>1,772.52</b>	<b>199,620.28</b>	<b>215,955.00</b>	<b>(16,334.72)</b>	<b>-7.56%</b>
<b>Gross Profit</b>					
	<b>1,772.52</b>	<b>199,620.28</b>	<b>215,955.00</b>	<b>(16,334.72)</b>	<b>-7.56%</b>
<b>Operating Expenses</b>					
Debt Service: Bond Payment	0.00	180,584.00	199,184.00	(18,600.00)	-9.34%
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>180,584.00</b>	<b>199,184.00</b>	<b>(18,600.00)</b>	<b>-9.34%</b>
<b>Net Profit</b>					
	<b>1,772.52</b>	<b>19,036.28</b>	<b>16,771.00</b>	<b>2,265.28</b>	<b>13.51%</b>

# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period January 1, 2025 to January 31, 2025

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
<b>Aflac</b>							
Jan 21, 2025	Payable Invoice	Premiums - ACH	Premiums from staff for month of January	1	668.34	Paid	Payroll Liabilities
<b>Total Aflac</b>				<b>1</b>	<b>668.34</b>		
<b>Alex Silva</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement - Silva	Tuition Reimbursement for Fall 2024 term.	1	1,554.75	Paid	Materials & Services:Tuition Reimbursement
<b>Total Alex Silva</b>				<b>1</b>	<b>1,554.75</b>		
<b>American Heart Assn.</b>							
Jan 6, 2025	Payable Invoice	003142293	Books for CPR Heartsaver Classes	1	59.25	Paid	Materials & Services:EMS Operations:
<b>Total American Heart Assn.</b>				<b>1</b>	<b>59.25</b>		
<b>Bend Alterations</b>							
Jan 16, 2025	Payable Invoice	1989	Hemming of Pants for Noah Cox	1	18.00	Paid	Materials & Services:Uniforms
<b>Total Bend Alterations</b>				<b>1</b>	<b>18.00</b>		
<b>Bigfoot Beverages</b>							
Jan 16, 2025	Payable Invoice	3029113	Bottled water for fire rehab	1	320.20	Paid	Materials & Services:Department Services:Rehab Supplies
<b>Total Bigfoot Beverages</b>				<b>1</b>	<b>320.20</b>		
<b>Blue Mountain Networks</b>							
Jan 6, 2025	Payable Invoice	176767 - ACH	Internet and Telephone charges	1	688.77	Paid	Materials & Services:Utilities: Telecommunications
<b>Total Blue Mountain Networks</b>				<b>1</b>	<b>688.77</b>		
<b>BoundTree Medical, LLC</b>							
Jan 6, 2025	Payable Invoice	85602313-ACH	Various medical supplies for EMS room and Ambulances.	1	765.27	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>				<b>1</b>	<b>765.27</b>		
<b>Braun Northwest</b>							
Jan 27, 2025	Payable Invoice	PO-0446 / Inv. 39822	parts & labor for replacement	1	4,344.78	Paid	Materials & Services:Vehicle/ Equipment

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
			inverter/charger unit				Maintenance:516001
<b>Total Braun Northwest</b>				<b>1</b>	<b>4,344.78</b>		
<b>Brooke O'Connor</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement - O'Conner	Tuition Reimbursement for Fall 2024 term.	1	1,750.00	Paid	Materials & Services:Tuition Reimbursement
<b>Total Brooke O'Connor</b>				<b>1</b>	<b>1,750.00</b>		
<b>Carson Oil Company, Inc.</b>							
Jan 6, 2025	Payable Invoice	CP-00558403 - EFT	Fuel for all apparatus	1	428.97	Paid	Materials & Services:Fuel
Jan 16, 2025	Payable Invoice	CP-00561341 - EFT	Fuel for all apparatus	1	291.55	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>				<b>2</b>	<b>720.52</b>		
<b>CompuNet</b>							
Jan 7, 2025	Payable Invoice	276732 - ACH	Bit Titan User Migration Bundle	1	388.25	Paid	Materials & Services:Professional Services:Computer Services
Jan 16, 2025	Payable Invoice	278980 - ACH	Government Version of Office 365 with Microsoft Defender Cloud Pricing/Monitoring	1	359.10	Paid	Materials & Services:Professional Services:Computer Services
<b>Total CompuNet</b>				<b>2</b>	<b>747.35</b>		
<b>Daily Dispatch</b>							
Jan 6, 2025	Payable Invoice	0644	Advertising for FF/Paramedic position with CRR Fire	1	280.00	Paid	Materials & Services:Administration:Advertising
<b>Total Daily Dispatch</b>				<b>1</b>	<b>280.00</b>		
<b>David Paulsen</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement - Paulsen	Tuition Reimbursement for Fall 2024 term.	1	1,750.00	Paid	Materials & Services:Tuition Reimbursement
<b>Total David Paulsen</b>				<b>1</b>	<b>1,750.00</b>		
<b>Day Wireless Systems</b>							
Jan 21, 2025	Payable Invoice	INV 856015	Replaced System Board, Tuned & Tested Radio	1	55.00	Paid	Materials & Services:Radios/Communications
<b>Total Day Wireless Systems</b>				<b>1</b>	<b>55.00</b>		
<b>Deschutes County 911 Service District</b>							
Jan 16, 2025	Payable Invoice	4568	705 Cleaning & Maintenance of Radios	1	75.00	Paid	Materials & Services:Radios/Communications

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Jan 16, 2025	Payable Invoice	4584	Dispatch Services for the Period of July 1, 2023-June 30, 2024	1	70,790.95	Paid	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>				<b>2</b>	<b>70,865.95</b>		
<b>DPSST</b>							
Jan 6, 2025	Payable Invoice	ARF75782	Fingerprint charges for K. Lopez	1	46.25	Paid	Materials & Services:Training
<b>Total DPSST</b>				<b>1</b>	<b>46.25</b>		
<b>Emily Lara</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement - Lara	Tuition Reimbursement for Fall 2024 term.	1	1,372.00	Paid	Materials & Services:Tuition Reimbursement
<b>Total Emily Lara</b>				<b>1</b>	<b>1,372.00</b>		
<b>First Citizens Bank</b>							
Jan 16, 2025	Payable Invoice	46290032 - EFT	Lease payment for copier	1	138.43	Paid	Materials & Services:Administration:Copier Expenses
Jan 16, 2025	Payable Invoice	46290032 - EFT	B/W Copies	1	7.06	Paid	Materials & Services:Administration:Copier Expenses
Jan 16, 2025	Payable Invoice	46290032 - EFT	Color Copies	787	45.25	Paid	Materials & Services:Administration:Copier Expenses
Jan 16, 2025	Payable Invoice	46290032 - EFT	2024 Property Tax	1	53.24	Paid	Materials & Services:Administration:Copier Expenses
<b>Total First Citizens Bank</b>				<b>790</b>	<b>243.98</b>		
<b>Grainger</b>							
Jan 21, 2025	Payable Invoice	9361201545	Water and Air Pressure Switch	1	95.11	Paid	Materials & Services:Fire Operations:Supplies/Equipment
<b>Total Grainger</b>				<b>1</b>	<b>95.11</b>		
<b>HRA VEBA Trust</b>							
Jan 16, 2025	Payable Invoice	HRA/VEBA - ACH	Contributions for employees	1	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>				<b>1</b>	<b>2,450.00</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>							
Jan 7, 2025	Payable Invoice	Union Dues - ACH	Union Dues from Alysha, David, Adam, Alan and Laura	5	170.00	Paid	Payroll Liabilities

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Jan 7, 2025	Payable Invoice	PAC donations - ACH	PAC Donations from staff	1	18.08	Paid	Payroll Liabilities
Jan 21, 2025	Payable Invoice	Union Dues - ACH	Union Dues from David, Alysha, Adam, Alan and Laura	1	170.00	Paid	Payroll Liabilities
Jan 21, 2025	Payable Invoice	PAC Donations - ACH	PAC donations to Union, from staff	1	18.08	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>				<b>8</b>	<b>376.16</b>		
<b>Kay Norberg</b>							
Jan 16, 2025	Payable Invoice	Reimbursement	Reimbursement for items purchased for Holiday party for District	1	53.96	Paid	Materials & Services:Department Services:Events
<b>Total Kay Norberg</b>				<b>1</b>	<b>53.96</b>		
<b>Keagan Lopez</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement-Lopez	Tuition reimbursement for Fall 2024 term	1	771.73	Paid	Materials & Services:Tuition Reimbursement
<b>Total Keagan Lopez</b>				<b>1</b>	<b>771.73</b>		
<b>L.N. Curtis &amp; Sons</b>							
Jan 7, 2025	Payable Invoice	PO-0450 / Inv#900977 - ACH	MSA Altair 4x gas monitor	1	1,055.00	Paid	Materials & Services:Fire Operations:Supplies/Equipment
<b>Total L.N. Curtis &amp; Sons</b>				<b>1</b>	<b>1,055.00</b>		
<b>Linda Kay Widmer</b>							
Jan 16, 2025	Payable Invoice	Reimbursement	Reimbursement for items purchased for Holiday party for District	1	90.92	Paid	Materials & Services:Department Services:Events
<b>Total Linda Kay Widmer</b>				<b>1</b>	<b>90.92</b>		
<b>LOSAP</b>							
Jan 16, 2025	Payable Invoice	LOSAP Contributions	Annual LOSAP contributions for Volunteers	1	10,000.00	Paid	Materials & Services:Volunteer Incentives
<b>Total LOSAP</b>				<b>1</b>	<b>10,000.00</b>		
<b>MES NW - Municipal Emergency Services</b>							
Jan 6, 2025	Payable Invoice	IN2173857	Career Tracking	38	4,199.00	Paid	Materials & Services:Training
Jan 6, 2025	Payable Invoice	IN2173857	Annual Maintenance Fee	1	395.00	Paid	Materials & Services:Training
<b>Total MES NW - Municipal Emergency Services</b>				<b>39</b>	<b>4,594.00</b>		
<b>Motion &amp; Flow Control Products, Inc.</b>							
Jan 6, 2025	Payable Invoice	9335840	Parts ordered for SCBA building compressor	1	1,325.78	Paid	Materials & Services:Building &



INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
							Maintenance:Supplies
<b>Total Motion &amp; Flow Control Products, Inc.</b>				<b>1</b>	<b>1,325.78</b>		
<b>Nationwide Retirement Solutions</b>							
Jan 16, 2025	Payable Invoice	Deferred Comp - EFT	Deferred Compensation contributions from Staff	1	295.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>				<b>1</b>	<b>295.00</b>		
<b>Noah Cox</b>							
Jan 6, 2025	Payable Invoice	Tuition Reimbursement - Cox	Tuition Reimbursement for Fall 2024 terms	1	686.15	Paid	Materials & Services:Tuition Reimbursement
<b>Total Noah Cox</b>				<b>1</b>	<b>686.15</b>		
<b>Oregon Fire District Directors Assn.</b>							
Jan 23, 2025	Payable Invoice	25-2062	Annual Membership for Jan-December 2025	1	1,000.00	Paid	Materials & Services:Administration:Memberships
<b>Total Oregon Fire District Directors Assn.</b>				<b>1</b>	<b>1,000.00</b>		
<b>Oregon Health Authority - OFS Receiving Unit</b>							
Jan 6, 2025	Payable Invoice	GEMT CCO Fees	GEMT CCO Program, Non-federal portion	1	1,793.04	Paid	Materials & Services:EMS Operations:Fees/Dues
Jan 6, 2025	Payable Invoice	GEMT CCO Fees	GEMT CCO Program, 20% administration fee due	1	358.61	Paid	Materials & Services:EMS Operations:Fees/Dues
<b>Total Oregon Health Authority - OFS Receiving Unit</b>				<b>2</b>	<b>2,151.65</b>		
<b>Oregon PERS</b>							
Jan 7, 2025	Payable Invoice	PERS - EFT	Employer Contributions	1	4,956.73	Approved	Personnel Services:PERS
Jan 7, 2025	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1	1,164.18	Approved	Personnel Services:PERS
Jan 23, 2025	Payable Invoice	PERS - EFT	Employer Contributions	1	4,852.94	Approved	Personnel Services:PERS
Jan 23, 2025	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1	1,136.38	Approved	Personnel Services:PERS
Jan 28, 2025	Payable Invoice	IAP amt for Employee	Extra IAP contribution for employee	1	2.75	Paid	Personnel Services:PERS
<b>Total Oregon PERS</b>				<b>5</b>	<b>12,112.98</b>		
<b>Pacific Power</b>							
Jan 21, 2025	Payable Invoice	24712171-001 3	Basic Charges, Load Size Charge, Demand	1	3,573.38	Paid	Materials & Services:Utilities:Electric

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
			Charges Kilowatt Usage, etc.				
<b>Total Pacific Power</b>				<b>1</b>	<b>3,573.38</b>		
<b>Paladin Background Screening</b>							
Jan 6, 2025	Payable Invoice	6269	Background checks (Nationwide and County) for: Moore, Bruce, Loveless, Garcia and Maloney	1	518.00	Paid	Materials & Services:Professional Services:Background Checks
<b>Total Paladin Background Screening</b>				<b>1</b>	<b>518.00</b>		
<b>SeaWestern Fire Fighting Equipment</b>							
Jan 21, 2025	Payable Invoice	PO-0456 / Inv 38827 - ACH	Lion Coats	5	10,342.75	Paid	Materials & Services:SAFER Grant Expenditures
Jan 21, 2025	Payable Invoice	PO-0456 / Inv 38827 - ACH	Lion Pants	5	6,824.00	Paid	Materials & Services:SAFER Grant Expenditures
Jan 21, 2025	Payable Invoice	PO-0454 / Inv 38828 - ACH	Lion Coat	1	2,068.55	Paid	Materials & Services:Fire Operations:PPE
Jan 21, 2025	Payable Invoice	PO-0454 / Inv 38828 - ACH	Lion Pant	1	1,364.80	Paid	Materials & Services:Fire Operations:PPE
<b>Total SeaWestern Fire Fighting Equipment</b>				<b>12</b>	<b>20,600.10</b>		
<b>Special Districts Insurance Services</b>							
Jan 6, 2025	Payable Invoice	03-0052514 - ACH	February Health Premium for employees	1	12,429.00	Paid	Personnel Services:Employee Benefits:Health Insurance
Jan 6, 2025	Payable Invoice	03-0052514 - ACH	February Dental Premium for employees	1	1,091.00	Paid	Personnel Services:Employee Benefits:Dental Insurance
Jan 6, 2025	Payable Invoice	03-0052514 - ACH	February Long-Term Care Premium for employees	1	159.46	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Jan 6, 2025	Payable Invoice	40P52514-672	Liability Coverage, Auto Liability, Auto Physical Damage, Earthquake, Flood, Equipment Breakdown, Crime and Cyber Insurance	1	43,777.00	Paid	Materials & Services:Insurance
<b>Total Special Districts Insurance Services</b>				<b>4</b>	<b>57,456.46</b>		

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
<b>Streamline</b>							
Jan 6, 2025	Payable Invoice	41F663CA-0050 - ACH	Monthly fee for Website plataform	1	126.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Streamline</b>				<b>1</b>	<b>126.00</b>		
<b>Terminix</b>							
Jan 21, 2025	Payable Invoice	271512	Contracted maintenance for spraying of rodents, ants, etc.	1	104.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Terminix</b>				<b>1</b>	<b>104.00</b>		
<b>Verizon Wireless</b>							
Jan 6, 2025	Payable Invoice	6101918109	Data charges for iPads on apparatus	1	244.86	Paid	Materials & Services:Utilities:Telecommunications
<b>Total Verizon Wireless</b>				<b>1</b>	<b>244.86</b>		
<b>VISA - Chase</b>							
Jan 4, 2025	Payable Invoice	HD 662621449	kitchen appliance. replace microwave that failed.	1	248.98	Paid	Materials & Services:Building & Maintenance
Jan 10, 2025	Payable Invoice	4920	capstan winch repair	1	223.52	Paid	Materials & Services:Rope Rescue Operations
Jan 15, 2025	Payable Invoice	HD 669665584	Station supplies	1	84.29	Paid	Materials & Services:Building & Maintenance:Supplies
Jan 16, 2025	Payable Invoice	HD 669037318	Replacement Parts for Unication pager.	1	41.90	Paid	Materials & Services:Radios/Communications
Jan 16, 2025	Payable Invoice	11349	Logo decals for new Engine 521	1	70.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Jan 21, 2025	Payable Invoice	XXXX	Monthly Fee for use of Xero Accounting Platform	1	35.25	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Jan 27, 2025	Payable Invoice	XXXX	Purchase of Stamps from Stamps.com	1	50.00	Paid	Materials & Services:Administration:Postage & Shipping
<b>Total VISA - Chase</b>				<b>7</b>	<b>753.94</b>		
<b>Total</b>				<b>903</b>	<b>206,685.59</b>		

**BOARD POLICY- CREDIT CARD POLICY****(14.04)****(14.04) CREDIT CARD POLICY****PURPOSE**

- A. This policy establishes criteria and provides guidance for the District Members who use a District Credit Card.
- B. The card is intended to complement existing purchasing processes. Cardholders must comply with all purchasing policies and procedures.
- C. The purpose of this policy is to set forth the policy and procedures for the District's Credit Card program. The Credit Card program empowers the District personnel the authority and responsibility to purchase items for the District directly from merchants in order to meet Departmental and/or District needs.
- D. The District will obtain and use credit cards from the District's banking institution that does not offer "points" or any rewards program.

**DEFINITIONS:**

- A. "Transaction" includes the purchase price, tax, and freight and/or handling.
- B. "Agent" is the person designated by Fire Chief who is responsible for requesting and canceling the credit card from the current credit card provider.

**1. GUIDELINES**

- A. The Credit Card may be used at any merchant that accepts the current credit card. The credit card may be used for authorized District business/travel expenses. Examples of authorized purchases include:
  - i. Office and other supplies
  - ii. Airline ticket
  - iii. Meals not included in fees or registration costs
  - iv. Lodging
  - v. Small Repair & maintenance parts
  - vi. Equipment purchases, except non-departmental specific computer hardware and software
  - vii. Training and conference registration

**BOARD POLICY- CREDIT CARD POLICY****(14.04)**

**B.** Examples of unauthorized purchases include the following: (The following is a representative list and is not intended to be all-inclusive. If you are unsure, please contact the Fire Chief or Administrative Assistant)

- i. Alcoholic beverages
- ii. Capital equipment
- iii. Cash advances, cash refunds
- iv. Contracted services
- v. Services other than registration
- vi. Use of card for personal purchases, cash advances or cash refunds is strictly prohibited.

**C.** Credit Limits: The Cardholder must adhere to their approved expenditure authority.

**D.** Affidavit of Lost Documentation:

- i. If the itemized receipt is lost, the cardholder must create a record of the purchase that shows:
  - a. Vendor
  - b. Specific item(s) purchased
  - c. Purpose of the purchase
  - d. Date of the purchase
  - e. Line-item expenditure code
  - f. A statement that the original charge slip and/or receipts were lost
  - g. Signature of the cardholder

**E.** Responsibilities:

- i. Cardholder is responsible for:
  - a. Security of the card
  - b. Use of the card
  - c. Compliance with the District's purchases policies/procedures

**BOARD POLICY- CREDIT CARD POLICY****(14.04)**

- d. Submission of all documents in support of the voucher/receipt identifying what was purchased
  - e. Submission of complete documentation to Administrative Assistant immediately after purchase has been completed
  - f. Obtaining Board and/or Fire Chief's approval and signature
- ii. The District's Fire Chief is responsible for:
- a. Requesting and approving written requests for credit cards
  - b. Designating cardholder(s)
  - c. Reviewing all charges
  - d. Ensuring all purchases are appropriate
  - e. Ensuring no prohibited items have been purchased
  - f. Approving payment of charges
- iii. The Administrative Assistant is responsible for:
- a. Reviewing all charges
  - b. Ensuring all purchases are appropriate
  - c. Ensuring no prohibited items have been purchased
  - d. Ensuring all proper documentation is attached to bank invoice/voucher
  - e. Maintaining a file of requests for cards, bank agreements and information
  - f. Filing employee signed Credit Card Usage Agreement forms
  - g. Informing Board of Directors of all cards issued and cancelled

**F. Credit Card Abuse:**

- i. The Cardholder, Administrative Assistant and Fire Chief are responsible for monitoring the use of the credit card(s) and, whenever abuse is detected or suspected, the Cardholder, Board of Directors, Administrative Assistant must notify one another and initiate appropriate action.
- ii. The card user must reimburse the District for any inappropriate purchases and is subject to disciplinary action up to and including dismissal. Willful, fraudulent abuse of the credit card will be cause for termination. If the card user has his/her

**BOARD POLICY- CREDIT CARD POLICY****(14.04)**

credit card privileges revoked, the card user is not eligible for restoration of credit card privileges.

**G. Lost or Stolen Cards:**

- i. If the Credit Card is lost or stolen, the cardholder must contact the Administrative Assistant and Fire Chief immediately.
- ii. The lost or stolen card will be closed, and a new card will be issued. If the old card is located at a later date, it must be cut in half and returned to the Administrative Assistant. Do not attempt to use the old card.

**H. Card Disputes:**

- i. In case of an exception or disputed charge the cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, the cardholder should see the correction on the next monthly statement. When a correction or returned purchase appears on the statement, the cardholder must notify the Administrative Assistant via a written statement attached to the voucher explaining the correction or return purchase.
- ii. If cardholder cannot reach an agreement with the supplier, the next step is to contact Bank's Customer Service Center. Their staff is experienced in dealing with exceptions and should be able to be of assistance. Nearly all exceptions can be managed using these two steps.

**I. Cardholder Leaves Employment:**

- i. When the Cardholder leaves his/her position, the Fire Chief should immediately notify the Administrative Assistant in writing that the credit be canceled. The Cardholder needs to return the credit card to the Administrative Assistant, who will destroy the card and then notify the Board and the Bank.

**J. Procedures for Application Process:**

Step	Responsible Party	Action
i..	Applicant	Submits written request for a Credit Card to the Fire Chief.
ii..	Fire Chief	Approves credit card request

**BOARD POLICY- CREDIT CARD POLICY**

**(14.04)**

- iii. Administrative Assistant Sends information to bank and files written request
- iv. Cardholder Receives new credit card from bank and informs the Admin. Assist. & Board
- v. Administrative Assistant Sends the Board/Cardholder copies of the Credit Card Policy and Credit Card Usage Agreement for review
- vi. Administrative Assistant Sets up training for the Cardholder
- vii. Administrative Assistant Issues the Credit Card to the Cardholder
- viii. Cardholder Signs the credit card upon receipt
- ix. Administrative Assistant Files the signed Credit Card Usage documents (EXHIBIT D)

**K. Procedures for Use of Card:**

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
i.	Cardholder	Makes appropriate purchases and keeps charge slips, sales receipts, and other supporting documents that identify what was purchased. Applies line-item expenditure coding all purchases. Attaches affidavit of lost receipt Submits receipts immediately upon completion of purchase to Administrative Assistant
ii.	Administrative Assistant	Prepares a monthly voucher of charges Reviews statement for accuracy Attaches original itemized charge slips, sales receipts, other supporting documents to the monthly statement. Attaches documentation of incorrect charges or credits. Submits voucher to Board of Directors for review and authorization to pay
iii.	Administrative Assistant	Reports any actual abuse to the Board Investigates abuse and notifies appropriate authorities



**BOARD POLICY- CREDIT CARD POLICY****(14.04)****L. Procedures for Cancellations of Card:**

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
i.	Cardholder	Returns card to Accounts Payable prior to departure or immediately upon request.
ii.	Administrative Assistant	Notifies Board and Bank of card cancellation and destroys card.

**M. Personal Credit Card Use**

- ii. Personal credit cards may be used only for an emergency use.
- iii. May only be used for items listed in Section 1, A.
- iv. If purchase is approved, reimbursement may be issued.
- v. If the credit card used as provisions for points, cash back, or any other perks, reimbursement shall be made for full purchase price without consideration of the aforementioned perks.

**BOARD POLICY- CREDIT CARD POLICY**

**(14.04)**

**2. Credit Card Usage Agreement**



**CREDIT CARD USAGE AGREEMENT TO ACCEPT  
CROOKED RIVER RANCH FIRE & RESCUE CURRENT BANK CREDIT CARD**

The District is pleased to present you with the use of a Credit Card. It represents the District's trust in you and your empowerment as a responsible representative of the District who will safeguard and protect our assets and the taxpayers' money.

I \_\_\_\_\_, hereby acknowledge receipt of a District Credit Card Number & \_\_\_\_\_. As a user, I agree to comply with the terms and conditions of this Credit Card Usage Agreement and the applicable provisions of the Lender's Credit Card Program and the District's Credit Card Policy which may subsequently be revised. I confirm that I have read and understood the terms and conditions of both the District's Credit Card Policy and the Credit Card usage agreement. I understand the District is liable to Lender for all charges made by me. As the user of their Credit Card, I agree to accept responsibility for the protection and proper use of the Card as outlined in this Credit Card Usage Agreement and the Credit Card Policy. I understand that the District may audit the use of the Credit Card. I understand that I shall not use the Credit Card for the restricted commodities or uses listed in the policy. I further understand that improper use of the Card may result in disciplinary action, up to and including TERMINATION of employment. If the District initiates legal proceedings to recover amounts owed by me under this Credit Card Usage Agreement, I agree to pay all legal fees incurred by the District in such proceedings.

I understand the District may terminate my rights to use this Card at any time for any reason. I agree to return the Card to the District immediately upon request or upon termination of employment.

CARDHOLDER:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_



# CROOKED RIVER RANCH FIRE & RESCUE

## Fire Chief's Report February, 2025

➤ Calls for service in January totaled 54. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1-Fire (Building, Wildland, Vehicle, etc.)	1												1
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0												0
3-Rescue & EMS	48												48
4-Hazardous Condition (No Fire)	0												0
5-Service Call	2												2
6-Good Intent Call	2												2
7-False Alarm & False Call	1												1
8-Severe Weather & Natural Disaster	0												0
9-Special/Other Incident	0												0
<b>Total Calls-To-Month End 2025</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>54</b>													
<b>Total Calls-To-Month End 2024</b>	<b>42</b>	<b>48</b>	<b>45</b>	<b>50</b>	<b>55</b>	<b>66</b>	<b>63</b>	<b>54</b>	<b>69</b>	<b>63</b>	<b>48</b>	<b>59</b>	
<b>662</b>													

➤ Auto/Mutual Aid Given/Received – 2025 (end of prior month)

- Auto-Aid Given – 0
- Auto-Aid Received – 0
- Mutual-Aid Given – 0
- Mutual-Aid Received – 1

➤ Apparatus

- We've received several inquiries about 522. We responded with the information they requested but have not heard anything back.
- New 521 has been delivered. Deschutes County 911 radio technicians installed the two-way radios, and we are working on in-service training. Looking at dates in early March for an official push-in ceremony.

➤ The Energy Trust of Oregon lighting upgrade project is back on track. There was a delay due to the incorrect lights being purchased. The new lighting has arrived, and the project is scheduled to be completed by the end of February.

➤ Firewise group met in February and is working on a wildfire risk assessment and goals for the Crooked River Ranch Firewise program.

➤ Strategic Planning Update:

- SWOT assessment tentatively planned for March 8<sup>th</sup>. Working on filling the positions for the assessment with personnel from inside the district and other districts.

➤ Monthly Fire Med Report

- Number of paid memberships: 9
- Number of new memberships: 0
- Number of lapsed/non-renewals: 1
- Total Fire Med memberships: 274

Respectfully submitted - Sean Hartley, Fire Chief