



# 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 meeting on Thursday, September 21, 2023. The Board meeting will start at 6:30 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to this meeting can be found through the Zoom platform, by accessing our website, @ [www.crrfire.org/meetings](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

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

### District Staff

Fire Chief, Sean Hartley (excused)  
Admin. Assistant, Dana Schulke

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### **Board Meeting Agenda**

1. Call to Order – Director Norberg
  - 1.1 Flag Salute – Director Palmer
  - 1.2 Roll Call – Director Costigan
2. Review of Agenda – Director Norberg
3. Approval of minutes – Director Norberg
  - 3.1 Approval of Supplemental Budget Hearing & Board Meeting minutes from August 17, 2023
4. Financial Reports
  - 4.1 Review of 2022/2023 fiscal year audit – Kori Sarrett, Accuity, LLC
  - 4.2 Acknowledge receipt and approval of the financial reports for July & August 2023  
– Director Pahl
  - 4.3 Appointment of Board members to sign checks for Tuesday, October 10th and Wednesday, October 25th, 2023 – Director Norberg
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Discussion on upcoming Levy – Update from Fire Chief Sean Hartley in packet
  - 5.2 Civil Service Commission update/date of meeting, etc. – Update from Fire Chief Sean Hartley in packet
6. New Business (consideration, discussion, and possible action on the following items):
  - 6.1 Resolution 2023-05 on receiving and appropriating conflagration revenue – Director Pahl
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. Update on CERT program – Linda Kay Widmer
9. Comment/Questions:

9.1 Public input on the current agenda topics

9.2 Public input on future agenda topics – (Please limit to one topic)

10. Correspondence/ Recognitions/ Good of the Order – Director Norberg

11. Adjournment – Director Palmer

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

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

**August 17, 2023**

A Supplemental Budget Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 17, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Supplemental Budget Hearing**

**Called to Order** by Director Norberg at 6:30 pm

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

**1.2 Roll Call** - Was done by Director Costigan and the following individuals were in attendance: Directors Palmer, Costigan, Norberg and Pahl. Director Gayheart attended the meeting via the Zoom platform. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Firefighter/EMT Kyler Graziano. Members of the public in attendance were Michael Dries, Bill Burt, Linda Kay Widmer and Robin Huber. Barbara Oakley attended the meeting via the Zoom platform.

**2. Supplemental Budget presentation:** Chief Hartley stated that in the Board packet is an updated budget for 2023/2024. The highlighted figures on the budget document is where the changes were being made for approval. The first change was in our resources as we did not utilize 2 staff positions that we had budgeted for, therefore we carried over \$250K than we originally intended. The other change on the income side was revenue from two conflagrations that volunteers went on, along with the use of our apparatus on the fires. On page 2 under Personnel Services, we increased wages for the two volunteers that went on the conflagrations, which increased the baseline on page 2. Another item that was not included in the original budget was the replacement of a VHF radio in 592, which is needed for conflagrations. This figure for the radio shows under radios/communications in the supplemental budget. The summary of figures in the General Fund for Personnel Services and Materials & Services and the transfer from the state grant we received all were revised. The auditors recommended having a reserve for future expenditures in the Capital Reserve Fund and putting the balance of the staffing capacity grant under reserved for future expenditures, which increased this fund. The \$2,250 we received for the apparatus we sent to the Golden Fire was transferred into the Capital Reserve Fund, which increased our reserve for Future Expenditures. We also took out the contingency funds from the Capital Reserve Fund, as this is not allowed in a Capital Reserve fund, according to our auditors. There were no comments or further questions from the Board, or from the public.

**3. Adjournment** by Director Norberg at 6:42 pm

### **Board Meeting Minutes**

**1. Called to Order** at 6:42 pm by Director Norberg.

**1.1 Roll Call** – Was done by Director Costigan and the following individuals were in attendance: Directors Palmer, Costigan, Norberg and Pahl. Director Gayheart attended the meeting via the Zoom platform. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Firefighter/EMT Kyler Graziano. Members of the

public in attendance were Michael Dries, Bill Burt, Linda Kay Widmer and Robin Huber. Barbara Oakley attended the meeting via the Zoom platform.

**2. Review of the Agenda** - there were no changes or additional topics added at this time.

**3. Review/Approval of Board Meeting Minutes –**

**3.1 Approval of Board Meeting minutes from July 20, 2023** - The minutes were reviewed by the Board and Director Norberg made a motion to approve the Board Meeting minutes as presented. Director Costigan seconded the motion. All in favor voted yes by stating “Aye,” motion carried (5-0).

**3.2 Approval of the Special Board Meeting minutes from July 26, 2023** - The minutes were reviewed by the Board and Director Pahl made a motion to approve the Special Board Meeting minutes as presented. Director Palmer seconded the motion. All in favor voted yes by stating “Aye,” motion carried (5-0).

**4. Financial Reports -**

**4.1 Financial reports for July 2023 –** Director Pahl stated that usually we balance on our operating account, but due to the closing of our audit with Accuity (our Audit firm), the numbers do not match. This possibility is due to the closing of our First Interstate Bank account. Chief Hartley is working with our auditors to get additional information he may need to balance. Therefore, the Board decided to move this item to the September Board meeting for review and approval.

**4.2 Appointment of Board members to sign checks –** It was decided that Director Norberg and Director Costigan will sign checks on Monday, September 11th and Director Norberg and Director Palmer will sign checks on Monday, September 25th, 2023.

**5. Unfinished Business –**

**5.1 Update on Levy increase for November ballot –** Chief Hartley stated he has our information regarding the levy on our website and he is working with our Public Information Officer on a video regarding the levy. Chief Hartley has all the information on what he is going to say, and he has submitted all the necessary documents to Kate at Jefferson County. We are waiting for our Ballot number sometime next week. Chief Hartley will be scheduling some meetings with residents and clubs in the future in regard to the District and upcoming levy. There was no further discussion.

**5.2 Civil Service Commission update –** Chief Hartley stated he has given civil service rules to Vicki Burt, who is on the committee for review and revisions. It has been difficult to schedule a meeting with the committee members, but it looks like they will be able to be the week of August 28<sup>th</sup>. Board members are not required to attend this but if they would like to attend, they may. There was no further discussion.

**6. New Business:**

**6.1 Discussion/Approval of Resolution 2023-04 to approve the 2023/2024 Supplemental Budget as presented in the hearing –** Chief Hartley asked the Board if there were any questions regarding the supplemental budget. There were none. Director Costigan made a motion to approve Resolution 2023-04 to approve the 2023/2024 supplemental budget as presented. Director Pahl seconded the motion. All in favor voted yes by stating “Aye,” motion carried, (5-0).

**7. Fire Chiefs Report –** Chief Hartley stated that at 2:30 pm this afternoon, Rhett Wiley was born at 7 lbs. 13 oz's, Mom, Dad, and baby are doing well. July was a busy month as we had 70 calls for service. August is looking to be busy as well, with many overlapping calls. Chief met with Mike Knoke from the HOA, Tim Bell, and Lauren Street from the COIC in regard to some projects around the Ranch that need to be worked on for fuels reduction. These projects will be worked on this fall. Fire Academy has concluded

and our swearing in ceremony went really well. The students are starting their shifts on August 21<sup>st</sup>. The Dorm conversion is underway, and it will be nice to have the extra dorms once it is completed. Director Norberg asked about the company Blue Mountain Networks. Chief Hartley clarified that Sureline Broadband and two other companies merged and formed Blue Mountain Networks and they handle our phones and internet. She also asked about Oregon Health Authority and why we issued money to them. Chief clarified that it had to do with the GEMT funds/reimbursements we receive, and we have to pay an administrative fee and nonfederal amounts first to then, before we get our share of those funds.

**8. Update on CERT program** – Linda Kay stated the CERT team had excellent training on Traffic management in July. They still need to purchase the signs for traffic which is in their budget. She stated she has discovered that the group is very weak when it comes to radio communication, so she will be doing more training on that. They have lost four team members this past year and she has challenged all team members to find other members, as well as putting information in the Telegraph and social media. Once they have an additional 10 members, she will put together another Basic Training class.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** – Bill Burt asked the Board and Chief if there will be information up at the Pancake Breakfast about the Levy. Chief Hartley stated they will have a booth with all the information. Chief Hartley stated the Volunteer Association has purchased new griddles for the pancake breakfast.

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** - Director Norberg stated we have received a nice thank you note from a resident regarding the District's services. For the Good of the Order, Chief Hartley stated that the State Fire Marshal's office had a grant opportunity for fuels reduction projects. Jefferson County Fire, the CRR HOA, The Lion's Club and several others applied for it. The Lion's Club was the only recipient (out of all who applied) who received the grant funds. They received a little over \$80,000 to purchase a chipper, dump trailer, larger wood splitter to assist them with getting the limbs of trees chipped, etc.

**12. Adjournment** by Director Norberg at 7:15 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant

# Balance Sheet

Crooked River Ranch Fire & Rescue  
As of July 31, 2023

<b>Account</b>	<b>Jul 31, 2023</b>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Bond Fund	14,875.35
Capital Reserve Fund	393,410.85
Chase Business	35,942.37
Chase Payroll	4,686.56
Chase Savings	396,537.82
General Fund	169,065.84
Local Option Levy Fund	620,968.47
Stripe USD	42.94
<b>Total Cash and Cash Equivalents</b>	<b>1,635,530.20</b>
<b>Total Current Assets</b>	<b>1,635,530.20</b>
<b>Total Assets</b>	<b>1,635,530.20</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
A. DELORTO	794.07
A. WILEY	416.14
D. MCDONALD	365.07
D. SCHULKE	921.26
S. HARTLEY	868.81
Payroll Liabilities	(34.62)
FIB - Credit Cards	452.45
<b>Total Current Liabilities</b>	<b>3,783.18</b>
<b>Total Liabilities</b>	<b>3,783.18</b>
<b>Equity</b>	
Current Year Earnings	1,631,747.02
<b>Total Equity</b>	<b>1,631,747.02</b>
<b>Total Liabilities and Equity</b>	<b>1,635,530.20</b>
	1,227,244.00
	3,783.18
<b>General Fund Net Income</b>	<b>1,223,460.82</b>

# Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended July 31, 2023

Cash Basis

Fund Name is General Fund.

<b>Account</b>	<b>Jul 2023</b>	<b>Jul 2023 Annual Budget</b>	<b>Variance</b>	<b>Variance %</b>	
<b>Revenue</b>					
Ambulance Revenue	37,985.97	37,985.97	275,000.00	(237,014.03)	-86.19%
Beginning Fund Balance	1,292,077.59	1,292,077.59	603,352.00	688,725.59	114.15%
Contractual Income	0.00	0.00	400.00	(400.00)	-100.00%
Emergency Address Signs	25.00	25.00	500.00	(475.00)	-95.00%
FireMed	1,667.12	1,667.12	13,320.00	(11,652.88)	-87.48%
Grant Funds	0.00	0.00	483,500.00	(483,500.00)	-100.00%
Interest	1,841.93	1,841.93	7,500.00	(5,658.07)	-75.44%
Misc. Income	0.00	0.00	7,500.00	(7,500.00)	-100.00%
Previously Levied Taxes	7,122.72	7,122.72	25,000.00	(17,877.28)	-71.51%
Taxes Collected in Year Levied	0.12	0.12	1,083,566.00	(1,083,565.88)	-100.00%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
<b>Total Revenue</b>	<b>1,340,720.45</b>	<b>1,340,720.45</b>	<b>2,500,138.00</b>	<b>(1,159,417.55)</b>	<b>-46.37%</b>
<b>Gross Profit</b>	<b>1,340,720.45</b>	<b>1,340,720.45</b>	<b>2,500,138.00</b>	<b>(1,159,417.55)</b>	<b>-46.37%</b>
<b>Operating Expenses</b>					
Debt Service:Apparatus Payment	0.00	0.00	27,046.00	(27,046.00)	-100.00%
Debt Services & Contingency:Contingency	0.00	0.00	38,721.00	(38,721.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	211,803.00	(211,803.00)	-100.00%
<b>Materials &amp; Services</b>					
Administration	1,788.84	1,788.84	18,450.00	(16,661.16)	-90.30%
Building Maintenance & Supplies	2,316.83	2,316.83	30,000.00	(27,683.17)	-92.28%
CERT Program	0.00	0.00	5,000.00	(5,000.00)	-100.00%
Department Services	503.58	503.58	5,000.00	(4,496.42)	-89.93%
Dispatch	0.00	0.00	70,350.00	(70,350.00)	-100.00%
EMS Operations	2,858.85	2,858.85	45,690.00	(42,831.15)	-93.74%
Fire Operations	0.00	0.00	34,750.00	(34,750.00)	-100.00%
Fuel	503.50	503.50	20,000.00	(19,496.50)	-97.48%
Insurance	0.00	0.00	40,000.00	(40,000.00)	-100.00%
OSFM OFSCP - PPE/Uniform	443.90	443.90	9,500.00	(9,056.10)	-95.33%
Prevention	0.00	0.00	2,000.00	(2,000.00)	-100.00%
Professional Services	1,752.95	1,752.95	20,850.00	(19,097.05)	-91.59%
Radios & Communications	29.43	29.43	17,500.00	(17,470.57)	-99.83%
Rope Rescue Operations	0.00	0.00	3,000.00	(3,000.00)	-100.00%
SAFER Grant Expenditures	6,010.00	6,010.00	42,000.00	(35,990.00)	-85.69%
Training	225.00	225.00	24,455.00	(24,230.00)	-99.08%
Travel	34.00	34.00	5,000.00	(4,966.00)	-99.32%
Tuition Reimbursement	0.00	0.00	31,500.00	(31,500.00)	-100.00%
Uniforms	421.82	421.82	7,000.00	(6,578.18)	-93.97%
Utilities	1,428.08	1,428.08	34,800.00	(33,371.92)	-95.90%
Vehicle/Equipment Maintenance	1,632.74	1,632.74	35,000.00	(33,367.26)	-95.34%
Volunteer Incentive Program	1,500.00	1,500.00	20,800.00	(19,300.00)	-92.79%
Wellness Program	12.48	12.48	10,000.00	(9,987.52)	-99.88%
<b>Total Materials &amp; Services</b>	<b>21,462.00</b>	<b>21,462.00</b>	<b>532,645.00</b>	<b>(511,183.00)</b>	<b>-95.97%</b>
<b>Personnel Services</b>					
Administrative Assistant	3,495.60	3,495.60	44,254.00	(40,758.40)	-92.10%
Administrative Assistant Overtime	233.90	233.90	3,017.00	(2,783.10)	-92.25%
Employee Benefits	17,116.75	17,116.75	241,547.00	(224,430.25)	-92.91%

Fire Chief	6,458.34	6,458.34	87,135.00	(80,676.66)	-92.59%
Part-Time Personnel	8,891.25	8,891.25	35,000.00	(26,108.75)	-74.60%
Payroll Taxes	3,991.10	3,991.10	53,933.00	(49,941.90)	-92.60%
PERS	9,325.77	9,325.77	207,337.00	(198,011.23)	-95.50%
Shift Personnel Overtime	4,753.40	4,753.40	53,619.00	(48,865.60)	-91.13%
Shift Personnel Wages	18,405.67	18,405.67	202,151.00	(183,745.33)	-90.90%
Student Volunteer Stipends	405.00	405.00	10,800.00	(10,395.00)	-96.25%
Volunteer Stipends & Benefits	1,300.00	1,300.00	45,000.00	(43,700.00)	-97.11%
Workers Comp. & Group Accident Insurance	17,804.82	17,804.82	26,000.00	(8,195.18)	-31.52%
<b>Total Personnel Services</b>	<b>92,181.60</b>	<b>92,181.60</b>	<b>1,009,793.00</b>	<b>(917,611.40)</b>	<b>-90.87%</b>
Personnel Services:Shift Firefighter:Overtime	87.03	87.03	32,642.00	(32,554.97)	-99.73%
Personnel Services:Shift Firefighter:Wage	3,529.00	3,529.00	132,291.00	(128,762.00)	-97.33%
<b>Total Operating Expenses</b>	<b>117,259.63</b>	<b>117,259.63</b>	<b>1,984,941.00</b>	<b>(1,867,681.37)</b>	<b>-94.09%</b>
<b>Net Profit</b>	<b>1,223,460.82</b>	<b>1,223,460.82</b>	<b>515,197.00</b>	<b>708,263.82</b>	<b>137.47%</b>



## Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended July 31, 2023

Cash Basis

Fund Name is Capital Reserve Fund.

<b>Account</b>	<b>Jul 2023</b>	<b>Jul 2023</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>					
Beginning Fund Balance	396,669.29	396,669.29	382,067.00	14,602.29	3.82%
Interest	857.96	857.96	4,500.00	(3,642.04)	-80.93%
<b>Total Revenue</b>	<b>397,527.25</b>	<b>397,527.25</b>	<b>386,567.00</b>	<b>10,960.25</b>	<b>2.84%</b>
<b>Gross Profit</b>					
	<b>397,527.25</b>	<b>397,527.25</b>	<b>386,567.00</b>	<b>10,960.25</b>	<b>2.84%</b>
<b>Other Income</b>					
Transfer(s) In	0.00	0.00	75,000.00	(75,000.00)	-100.00%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>(75,000.00)</b>	<b>-100.00%</b>
<b>Operating Expenses</b>					
Capital Outlay & Grant Awards:Building Purchase:	4,116.40	4,116.40	15,000.00	(10,883.60)	-72.56%
Debt Services & Contingency:Contingency	0.00	0.00	100,000.00	(100,000.00)	-100.00%
<b>Total Operating Expenses</b>	<b>4,116.40</b>	<b>4,116.40</b>	<b>115,000.00</b>	<b>(110,883.60)</b>	<b>-96.42%</b>
<b>Net Profit</b>	<b>393,410.85</b>	<b>393,410.85</b>	<b>346,567.00</b>	<b>46,843.85</b>	<b>13.52%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended July 31, 2023

Cash Basis

Fund Name is Bond Fund.

<b>Account</b>	<b>Jul 2023</b>	<b>Jul 2023</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>					
Beginning Fund Balance	13,629.18	13,629.18	10,000.00	3,629.18	36.29%
Interest	58.01	58.01	500.00	(441.99)	-88.40%
Previously Levied Taxes	1,188.14	1,188.14	3,500.00	(2,311.86)	-66.05%
Taxes Collected in Year Levied	0.02	0.02	199,600.00	(199,599.98)	-100.00%
<b>Total Revenue</b>	<b>14,875.35</b>	<b>14,875.35</b>	<b>213,600.00</b>	<b>(198,724.65)</b>	<b>-93.04%</b>
<b>Gross Profit</b>					
	<b>14,875.35</b>	<b>14,875.35</b>	<b>213,600.00</b>	<b>(198,724.65)</b>	<b>-93.04%</b>
<b>Operating Expenses</b>					
Debt Service: Bond Payment	0.00	0.00	193,028.00	(193,028.00)	-100.00%
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>193,028.00</b>	<b>(193,028.00)</b>	<b>-100.00%</b>
<b>Net Profit</b>					
	<b>14,875.35</b>	<b>14,875.35</b>	<b>20,572.00</b>	<b>(5,696.65)</b>	<b>-27.69%</b>

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of August 31, 2023

<u>Account</u>	<u>Aug 31, 2023</u>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Bond Fund	15,531.75
Capital Reserve Fund	390,404.42
Chase Business	27,347.61
Chase Payroll	33,223.31
Chase Savings	396,553.89
General Fund	92,008.56
Local Option Levy Fund	623,465.51
PayPal	43.27
<b>Total Cash and Cash Equivalents</b>	<b>1,578,578.32</b>
<b>Total Current Assets</b>	<b>1,578,578.32</b>
<b>Total Assets</b>	<b>1,578,578.32</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
A. DELORTO	822.14
D. MCDONALD	814.44
D. SCHULKE	1,908.57
S. HARTLEY	3,319.33
Payroll Liabilities	(10,817.29)
FIB - Credit Cards	452.45
<b>Total Current Liabilities</b>	<b>(3,500.36)</b>
<b>Total Liabilities</b>	<b>(3,500.36)</b>
<b>Equity</b>	
Current Year Earnings	1,582,078.68
<b>Total Equity</b>	<b>1,582,078.68</b>
<b>Total Liabilities and Equity</b>	<b>1,578,578.32</b>
	1,172,642.15
	(3,500.36)
Uncorrected General Fund Net Income	1,176,142.51
Transfer posted after 8/31/2023	450.48
<b>Corrected General Fund Net Income</b>	<b>1,176,592.99</b>

# Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended August 31, 2023  
Cash Basis

Fund Name is General Fund.

Account	Aug 2023	Jul-Aug 2023	Annual Budget	Variance	Variance %
<b>Revenue</b>					
Ambulance Revenue	12,819.15	50,805.12	275,000.00	(224,194.88)	-81.53%
Beginning Fund Balance	0.00	1,292,077.59	856,886.00	435,191.59	50.79%
Conflagration Revenue	16,926.02	16,926.02	13,086.00	3,840.02	29.34%
Contractual Income	0.00	0.00	400.00	(400.00)	-100.00%
Emergency Address Signs	25.00	50.00	500.00	(450.00)	-90.00%
FireMed	855.00	2,522.12	13,320.00	(10,797.88)	-81.07%
Grant Funds	0.00	0.00	483,500.00	(483,500.00)	-100.00%
Interest	1,692.84	3,534.77	7,500.00	(3,965.23)	-52.87%
Misc. Income	2,034.00	2,034.00	7,500.00	(5,466.00)	-72.88%
Previously Levied Taxes	3,693.06	10,815.78	25,000.00	(14,184.22)	-56.74%
Taxes Collected in Year Levied	69.93	70.05	1,083,566.00	(1,083,495.95)	-99.99%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
<b>Total Revenue</b>	<b>38,115.00</b>	<b>1,378,835.45</b>	<b>2,766,758.00</b>	<b>(1,387,922.55)</b>	<b>-50.16%</b>
<b>Gross Profit</b>	<b>38,115.00</b>	<b>1,378,835.45</b>	<b>2,766,758.00</b>	<b>(1,387,922.55)</b>	<b>-50.16%</b>
<b>Operating Expenses</b>					
Debt Service:Apparatus Payment	0.00	0.00	27,046.00	(27,046.00)	-100.00%
Debt Services & Contingency:Contingency	0.00	0.00	38,721.00	(38,721.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	77,250.00	(77,250.00)	-100.00%
<b>Materials &amp; Services</b>					
Administration	1,040.77	2,829.61	18,450.00	(15,620.39)	-84.66%
Building Maintenance & Supplies	702.18	3,019.01	30,000.00	(26,980.99)	-89.94%
CERT Program	200.00	200.00	5,000.00	(4,800.00)	-96.00%
Department Services	354.20	857.78	5,000.00	(4,142.22)	-82.84%
Dispatch	0.00	0.00	70,350.00	(70,350.00)	-100.00%
EMS Operations	5,269.34	8,128.19	45,690.00	(37,561.81)	-82.21%
Fire Operations	337.72	337.72	34,750.00	(34,412.28)	-99.03%
Fuel	1,682.75	2,186.25	20,000.00	(17,813.75)	-89.07%
Insurance	0.00	0.00	40,000.00	(40,000.00)	-100.00%
OSFM OFSCP - PPE/Uniform	381.20	825.10	9,500.00	(8,674.90)	-91.31%
Prevention	0.00	0.00	2,000.00	(2,000.00)	-100.00%
Professional Services	7,821.47	9,574.42	20,850.00	(11,275.58)	-54.08%
Radios & Communications	69.98	99.41	21,587.00	(21,487.59)	-99.54%
Rope Rescue Operations	0.00	0.00	3,000.00	(3,000.00)	-100.00%
SAFER Grant Expenditures	3,871.86	9,881.86	42,000.00	(32,118.14)	-76.47%
Training	1,171.24	1,396.24	24,455.00	(23,058.76)	-94.29%
Travel	0.00	34.00	5,000.00	(4,966.00)	-99.32%
Tuition Reimbursement	0.00	0.00	31,500.00	(31,500.00)	-100.00%
Uniforms	2,085.16	2,506.98	7,000.00	(4,493.02)	-64.19%
Utilities	1,568.03	2,996.11	34,800.00	(31,803.89)	-91.39%
Vehicle/Equipment Maintenance	3,075.09	4,707.83	35,000.00	(30,292.17)	-86.55%
Volunteer Incentive Program	0.00	1,500.00	20,800.00	(19,300.00)	-92.79%
Wellness Program	400.00	412.48	10,000.00	(9,587.52)	-95.88%
<b>Total Materials &amp; Services</b>	<b>30,030.99</b>	<b>51,492.99</b>	<b>536,732.00</b>	<b>(485,239.01)</b>	<b>-90.41%</b>
<b>Personnel Services</b>					
Administrative Assistant	1,810.80	5,306.40	44,254.00	(38,947.60)	-88.01%
Administrative Assistant Overtime	60.36	294.26	3,017.00	(2,722.74)	-90.25%

Employee Benefits	14,075.84	31,192.59	241,547.00	(210,354.41)	-87.09%
Fire Chief	3,229.17	9,687.51	87,135.00	(77,447.49)	-88.88%
Part-Time Personnel	5,047.50	13,938.75	35,000.00	(21,061.25)	-60.18%
Payroll Taxes	5,378.83	9,369.93	53,933.00	(44,563.07)	-82.63%
PERS	10,481.42	19,807.19	207,337.00	(187,529.81)	-90.45%
Shift Personnel Overtime	654.39	5,407.79	53,619.00	(48,211.21)	-89.91%
Shift Personnel Wages	8,018.01	26,423.68	202,151.00	(175,727.32)	-86.93%
Student Volunteer Stipends	0.00	405.00	10,800.00	(10,395.00)	-96.25%
Volunteer Conflag Reimbursement	0.00	0.00	6,749.00	(6,749.00)	-100.00%
Volunteer Stipends & Benefits	2,400.00	3,700.00	45,000.00	(41,300.00)	-91.78%
Workers Comp. & Group Accident Insurance	0.00	17,804.82	26,000.00	(8,195.18)	-31.52%
<b>Total Personnel Services</b>	<b>51,156.32</b>	<b>143,337.92</b>	<b>1,016,542.00</b>	<b>(873,204.08)</b>	<b>-85.90%</b>
Personnel Services:Shift Firefighter:Overtime	266.52	353.55	32,642.00	(32,288.45)	-98.92%
Personnel Services:Shift Firefighter:Wage	3,529.00	7,058.00	132,291.00	(125,233.00)	-94.66%
<b>Total Operating Expenses</b>	<b>84,982.83</b>	<b>202,242.46</b>	<b>1,861,224.00</b>	<b>(1,658,981.54)</b>	<b>-89.13%</b>
<b>Net Profit</b>	<b>(46,867.83)</b>	<b>1,176,592.99</b>	<b>905,534.00</b>	<b>271,058.99</b>	<b>29.93%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended August 31, 2023  
Cash Basis

Fund Name is Capital Reserve Fund.

<b>Account</b>	<b>Aug 2023</b>	<b>Jul-Aug 2023</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>					
Beginning Fund Balance	0.00	396,669.29	382,067.00	14,602.29	3.82%
Interest	809.11	1,667.07	4,500.00	(2,832.93)	-62.95%
<b>Total Revenue</b>	<b>809.11</b>	<b>398,336.36</b>	<b>386,567.00</b>	<b>11,769.36</b>	<b>3.04%</b>
<b>Gross Profit</b>	<b>809.11</b>	<b>398,336.36</b>	<b>386,567.00</b>	<b>11,769.36</b>	<b>3.04%</b>
<b>Other Income</b>					
Transfer(s) In	0.00	0.00	77,250.00	(77,250.00)	-100.00%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>77,250.00</b>	<b>(77,250.00)</b>	<b>-100.00%</b>
<b>Operating Expenses</b>					
Capital Outlay & Grant Awards:Building Purchase:	4,266.02	8,382.42	15,000.00	(6,617.58)	-44.12%
Debt Services & Contingency:Contingency	0.00	0.00	0.00	0.00	0.00%
<b>Total Operating Expenses</b>	<b>4,266.02</b>	<b>8,382.42</b>	<b>15,000.00</b>	<b>(6,617.58)</b>	<b>-44.12%</b>
<b>Net Profit</b>	<b>(3,456.91)</b>	<b>389,953.94</b>	<b>448,817.00</b>	<b>(58,863.06)</b>	<b>-13.12%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue  
For the month ended August 31, 2023  
Cash Basis

Fund Name is Bond Fund.

<b>Account</b>	<b>Aug 2023</b>	<b>Jul-Aug 2023</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>					
Beginning Fund Balance	0.00	13,629.18	10,000.00	3,629.18	36.29%
Interest	29.50	87.51	500.00	(412.49)	-82.50%
Previously Levied Taxes	615.52	1,803.66	3,500.00	(1,696.34)	-48.47%
Taxes Collected in Year Levied	11.38	11.40	199,600.00	(199,588.60)	-99.99%
<b>Total Revenue</b>	<b>656.40</b>	<b>15,531.75</b>	<b>213,600.00</b>	<b>(198,068.25)</b>	<b>-92.73%</b>
<b>Gross Profit</b>	<b>656.40</b>	<b>15,531.75</b>	<b>213,600.00</b>	<b>(198,068.25)</b>	<b>-92.73%</b>
<b>Operating Expenses</b>					
Debt Service: Bond Payment	0.00	0.00	193,028.00	(193,028.00)	-100.00%
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>193,028.00</b>	<b>(193,028.00)</b>	<b>-100.00%</b>
<b>Net Profit</b>	<b>656.40</b>	<b>15,531.75</b>	<b>20,572.00</b>	<b>(5,040.25)</b>	<b>-24.50%</b>

# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue For the period August 1, 2023 to August 31, 2023

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Accuity, LLC</b>					
Aug 1, 2023	10050	Progress bill for District's Financial Statements ending June 30, 2023	3,500.00	Paid	Materials & Services:Professional Services:Auditor
Aug 17, 2023	10111	Final Balance for Auditing District's financial statements for the year ending June 30, 2023	3,000.00	Paid	Materials & Services:Professional Services:Auditor
<b>Total Accuity, LLC</b>			<b>6,500.00</b>		
<b>Ada B Lorch</b>					
Aug 7, 2023	Refund of Overpayment	Refund back to patient, overpayment	953.71	Paid	Ambulance Revenue
<b>Total Ada B Lorch</b>			<b>953.71</b>		
<b>Aflac</b>					
Aug 16, 2023	K6J61 - ACH	August Premiums from staff	490.84	Paid	Payroll Liabilities
<b>Total Aflac</b>			<b>490.84</b>		
<b>Bigfoot Beverages</b>					
Aug 17, 2023	2693160	Cases of Water for Conflags/Fire Rehab	214.20	Paid	Materials & Services:Department Services:Rehab Supplies
<b>Total Bigfoot Beverages</b>			<b>214.20</b>		
<b>Blue Mountain Networks</b>					
Aug 7, 2023	30090 - ACH	Telephone and Internet services	599.00	Paid	Materials & Services:Utilities:Telecom munications
<b>Total Blue Mountain Networks</b>			<b>599.00</b>		
<b>Boss Sports Performance</b>					
Aug 1, 2023	00023125	Team Training Session for Fire Academy	400.00	Paid	Materials & Services:Wellness Program
<b>Total Boss Sports Performance</b>			<b>400.00</b>		
<b>BoundTree Medical, LLC</b>					
Aug 16, 2023	PO-0393 / 85054055 - ACH	EMS Supply Order for Ambulances	866.80	Paid	Materials & Services:EMS Operations:Supplies
Aug 22, 2023	85062730 - ACH	Stabilization Strap for LUCAS machine	133.99	Paid	Materials & Services:EMS Operations:Supplies
Aug 22, 2023	85062729 - ACH	EMS Supplies, King Vision Pediatric aBlade and Adult aBlade, Berman airway, 90 mm, size 4 med adult	96.72	Paid	Materials & Services:EMS Operations:Supplies
Aug 22, 2023	85062729 - ACH	Shipping	10.93	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>1,108.44</b>		
<b>Brent Goold</b>					



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 16, 2023	fuel reimbursement	fuel for 592 while responding to incident. No commercial fuel station available.	56.62	Paid	Materials & Services:Fuel
<b>Total Brent Goold</b>			<b>56.62</b>		
<b>Carson Oil Company, Inc.</b>					
Aug 3, 2023	CP-00467225 - EFT	Fuel for all apparatus	829.78	Paid	Materials & Services:Fuel
Aug 16, 2023	CP-00470617 - EFT	Fuel for all apparatus	503.25	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,333.03</b>		
<b>Cascade Fire Equipment</b>					
Aug 16, 2023	PO-0391/ INV 6566	Dex-Pro Glove - sm	260.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 16, 2023	PO-0391/ INV 6566	Dex-Pro Glove - M	130.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 16, 2023	PO-0391/ INV 6566	Dex-Pro Glove - L	130.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 16, 2023	PO-0391/ INV 6566	Shipping	15.16	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total Cascade Fire Equipment</b>			<b>535.16</b>		
<b>Central Oregon Fire Chief's Association</b>					
Aug 16, 2023	179	Annual Membership Dues for 2023	150.00	Paid	Materials & Services:Administration:Memberships
<b>Total Central Oregon Fire Chief's Association</b>			<b>150.00</b>		
<b>Crooked River Ranch Water Company</b>					
Aug 1, 2023	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Aug 1, 2023	94	Water	51.23	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>85.82</b>		
<b>Crooked River Sanitary</b>					
Aug 1, 2023	00014 - EFT	Sanitation Services for July	72.02	Paid	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>72.02</b>		
<b>Dennis Senko</b>					
Aug 22, 2023	Reimbursment	Port Authority Mens Polo Shirts, plus shipping	40.39	Paid	Materials & Services:Uniforms
<b>Total Dennis Senko</b>			<b>40.39</b>		
<b>East Cascade Emergency Medical Services</b>					
Aug 28, 2023	Invoice # 110	ECEMS dues 2023	200.00	Paid	Materials & Services:Administration:Memberships
<b>Total East Cascade Emergency Medical Services</b>			<b>200.00</b>		
<b>Elevate Contruction</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 23, 2023	1093	Additional Doors ordered for Library Conversion	960.00	Paid	Capital Outlay & Grant Awards:Building Purchases
<b>Total Elevate Construction</b>			<b>960.00</b>		
<b>First Citizens Bank</b>					
Aug 9, 2023	42933742	Copier Lease Pmt	138.43	Paid	Materials & Services:Administration:Copier Expenses
Aug 9, 2023	42933742	B/W Copies	7.75	Paid	Materials & Services:Administration:Copier Expenses
Aug 9, 2023	42933742	Color Copies	40.35	Paid	Materials & Services:Administration:Copier Expenses
<b>Total First Citizens Bank</b>			<b>186.53</b>		
<b>Hoss Electric</b>					
Aug 31, 2023	1826	Dorm remodel, rough electrical. Labor includes shop time, parts pick up, and site install.	1,575.00	Paid	Capital Outlay & Grant Awards:Building Purchases
Aug 31, 2023	1826	Dorm remodel, rough electrical. Supplies/materials	496.00	Paid	Capital Outlay & Grant Awards:Building Purchases
<b>Total Hoss Electric</b>			<b>2,071.00</b>		
<b>HRA VEBA Trust</b>					
Aug 16, 2023	ACH	Contributions from District to staff	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>2,450.00</b>		
<b>Hughes Fire Equipment</b>					
Aug 7, 2023	595276	Maintenance on 531 - Foam Level Indicator has water inside gauge and foam level gauge readings are inconsistent. Sensor Malfunction and Seal Failed inside Indicator. Removed and replaced gauge. Repinned the connector. Also had to repin the wiring. Recalibrated the system. Also had to drain the tank to replace sensor then refill it. Labor	518.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Aug 7, 2023	595276	Shop Supply	82.93	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Aug 7, 2023	595276	Tankvision Pro 300 FRC	653.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Aug 7, 2023	595276	Travel Labor	487.62	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 7, 2023	595276	OR Tax/Surcharge	9.93	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Aug 7, 2023	595276	Freight	21.58	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Aug 16, 2023	595592	Pump Testing on 522 / 510582 (includes service labor, shop supply, travel labor and hotel stay)	1,012.69	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
<b>Total Hughes Fire Equipment</b>			<b>2,785.75</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Aug 3, 2023	Union Dues - ACH	Union Dues for: Alysha, David, Adam, Laura & Elizabeth	170.00	Paid	Payroll Liabilities
Aug 3, 2023	PAC Donations - ACH	PAC Donations from staff	18.08	Paid	Payroll Liabilities
Aug 16, 2023	Union Dues - ACH	Union Dues for: Alysha, David, Adam, Elizabeth and Laura	170.00	Paid	Payroll Liabilities
Aug 16, 2023	PAC Donations - ACH	PAC donations from Staff	18.08	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>376.16</b>		
<b>International Association of Fire Chief's</b>					
Aug 16, 2023	Membership	Annual Membership (Dept and Western Division Dues)	260.00	Paid	Materials & Services:Administration:Memberships
<b>Total International Association of Fire Chief's</b>			<b>260.00</b>		
<b>Ivars Lazdins Architecture &amp; Planning</b>					
Aug 7, 2023	1623	Architectural Services for Dorm conversion	536.54	Paid	Capital Outlay & Grant Awards:Building Purchases
<b>Total Ivars Lazdins Architecture &amp; Planning</b>			<b>536.54</b>		
<b>Life-Assist</b>					
Aug 16, 2023	1352885	Atropine, 1 mg/1ml vial	42.75	Paid	Materials & Services:EMS Operations:Supplies
Aug 16, 2023	1352885	Shipping	14.50	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Life-Assist</b>			<b>57.25</b>		
<b>Local Government Law Group</b>					
Aug 16, 2023	67001	Services rendered for review of Levy Ballot Measure materials and review of HIPAA consult with Chief	621.00	Paid	Materials & Services:Professional Services:Legal
<b>Total Local Government Law Group</b>			<b>621.00</b>		
<b>Nationwide Retirement Solutions</b>					
Aug 3, 2023	Deferred Comp - EFT	Deferred Comp Contributions from staff	220.00	Paid	Payroll Liabilities
Aug 16, 2023	Deferred Comp - EFT	Deferred Compensation contributions from staff	220.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>440.00</b>		

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Norco</b>					
Aug 16, 2023	38459087	D Medical Oxygen USP	70.48	Paid	Materials & Services:EMS Operations:Supplies
Aug 16, 2023	38459087	Handing Charges	35.17	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>105.65</b>		
<b>Oregon PERS</b>					
Aug 9, 2023	PERS - EFT	Employer Contributions	3,867.19	Paid	Personnel Services:PERS
Aug 9, 2023	PERS - EFT	Employee Contributions, paid by Employer	909.61	Paid	Personnel Services:PERS
Aug 24, 2023	PERS - EFT	Employer Contributions	6,620.62	Paid	Personnel Services:PERS
Aug 24, 2023	PERS - EFT	Employee Contributions, paid by Employer	1,215.16	Paid	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>12,612.58</b>		
<b>Our Personal Touch</b>					
Aug 24, 2023	1400	Shirts embordered for Dennis Senko	46.00	Paid	Materials & Services:Uniforms
Aug 24, 2023	1399	Shirts embroidered for Dana Schulke	69.00	Paid	Materials & Services:Uniforms
<b>Total Our Personal Touch</b>			<b>115.00</b>		
<b>Pacific Power</b>					
Aug 21, 2023	24712171-001 3 - EFT	Basic Charges, Load Size Charge, Demand Charge, Kilowatt usage, etc.	510.33	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>510.33</b>		
<b>Park Enterprises</b>					
Aug 24, 2023	0135	TID RADIOS UV-5R 8 Watt Ham Radios for CERT team	200.00	Paid	Materials & Services:CERT Program
<b>Total Park Enterprises</b>			<b>200.00</b>		
<b>Quality Heating</b>					
Aug 24, 2023	13581	Provide and install 2 new registers and 1 new return register to include branch ducting that will split existing supply and return for 2 rooms as per quote	1,978.00	Paid	Capital Outlay & Grant Awards:Building Purchases
<b>Total Quality Heating</b>			<b>1,978.00</b>		
<b>Relation Insurance Services</b>					
Aug 7, 2023	Refund for transport	Refund for transport, accidently billed as primary instead of secondary carrier (on 2nd transport of patient)	1,370.80	Paid	Ambulance Revenue
Aug 7, 2023	Refund for transport	Refund on transport, billed as primary for patient by mistake, instead of secondary	1,370.80	Paid	Ambulance Revenue
<b>Total Relation Insurance Services</b>			<b>2,741.60</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Republic Services #675</b>					
Aug 31, 2023	0675-002161039	Sump/septic tank service/pump	760.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Republic Services #675</b>			<b>760.00</b>		
<b>SeaWestern Fire Fighting Equipment</b>					
Aug 2, 2023	PO-0389/INV25193 - ACH	Lion Legend Helmet	365.00	Paid	OSFM OFSCP - PPE/Uniform
Aug 2, 2023	PO-0389/INV25193 - ACH	Shipping	16.20	Paid	OSFM OFSCP - PPE/Uniform
Aug 2, 2023	PO-0388/INV25194 - ACH	Lion Legend Helmet	3,285.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 2, 2023	PO-0388/INV25194 - ACH	Shipping	51.70	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total SeaWestern Fire Fighting Equipment</b>			<b>3,717.90</b>		
<b>Special Districts Insurance Services</b>					
Aug 3, 2023	03-0052514 - ACH	September OFCA Health Premium for Staff	10,251.80	Paid	Personnel Services:Employee Benefits:Health Insurance
Aug 3, 2023	03-0052514 - ACH	September OFCA Dental Premium for Staff	930.82	Paid	Personnel Services:Employee Benefits:Dental Insurance
Aug 3, 2023	03-0052514 - ACH	September Long-Term Care Premium for Staff	143.22	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>11,325.84</b>		
<b>Streamline</b>					
Aug 1, 2023	41F663CA-0033 - ACH	Mo Fee for Website	126.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Streamline</b>			<b>126.00</b>		
<b>Tactical Business Group</b>					
Aug 17, 2023	OR-CRR-2023-001	Preparation of the FY 2022 GEMT FFS Annual Cost Report - Fixed Fee	3,000.00	Paid	Materials & Services:EMS Operations:Fees/Dues
Aug 17, 2023	OR-CRR-2023-001	EMS Ambulance Billing Services for July 2023	960.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
<b>Total Tactical Business Group</b>			<b>3,960.00</b>		
<b>United Healthcare</b>					
Aug 7, 2023	Refund of transport	Refund back to United as the claim was already paid by Auto insurance carrier SAFECO.	185.29	Paid	Ambulance Revenue
<b>Total United Healthcare</b>			<b>185.29</b>		
<b>Verizon Wireless</b>					
Aug 1, 2023	9940384727	Internet and data charges for iPads in Ambulances	244.86	Paid	Materials & Services:Utilities:Telecom munications

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 23, 2023	9942776735	data plans for iPads	244.86	Paid	Materials & Services:Utilities:Telecom munications
<b>Total Verizon Wireless</b>			<b>489.72</b>		
<b>VISA - Chase</b>					
Aug 1, 2023	XXXX	Payment to UPS for Shipping Charges	22.32	Paid	Materials & Services:Administration:Postage & Shipping
Aug 1, 2023	1129125508-7289066	Polo Shirt for Dana	24.72	Paid	Materials & Services:Uniforms
Aug 1, 2023	112-7683236-8369065	Polo Shirts for Dana	53.98	Paid	Materials & Services:Uniforms
Aug 2, 2023	XXXX	Flowers for Captain Wiley's wife	80.00	Paid	Materials & Services:Department Services
Aug 2, 2023	37424	Uniform T-shirts from In the Zone	1,648.60	Paid	Materials & Services:Uniforms
Aug 3, 2023	XXXX	AirMed memberships for Board Members/Students	178.00	Paid	Materials & Services:Administration:Memberships
Aug 5, 2023	HD 439044456	Station Supplies	54.98	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 6, 2023	41189	Car wash soap	164.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Aug 6, 2023	86662	Sewing of Patch for Laura Waldron by Bend Alterations	7.20	Paid	Materials & Services:Uniforms
Aug 7, 2023	XXXX	Permit fee for Jefferson County/Septic sign off on building project	341.00	Paid	Capital Outlay & Grant Awards:Building Purchases
Aug 7, 2023	SO260389	Deputy Fire Marshal Badge	111.30	Paid	Materials & Services:Uniforms
Aug 8, 2023	HD 445027044	4" Casters - Hose prop	65.88	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Aug 8, 2023	HD 445027044	Shower/ tub guard	49.94	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 8, 2023	HD 445027044	Hook for helmets	11.91	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Aug 8, 2023	HD 445027044	Shower Head	109.96	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 8, 2023	HD 445027044	Shower Caddy	48.96	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 8, 2023	HD 445027044	Shower rod	10.98	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 8, 2023	HD 445027044	Fertilizer	37.97	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 8, 2023	HD 445027044	surge protector - for CERT radios	23.57	Paid	Materials & Services:Building & Maintenance:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 10, 2023	XXXX	ID Badges for Community Service Volunteers (Oakley/Geist)	24.00	Paid	Materials & Services:Administration:Supplies
Aug 10, 2023	XXXX	Shipping	10.00	Paid	Materials & Services:Administration:Supplies
Aug 10, 2023	XXXX	Back Printing	4.00	Paid	Materials & Services:Administration:Supplies
Aug 10, 2023	HD 441066976	Cake for swearing in ceremony	60.00	Paid	Materials & Services:Department Services:Appreciation Dinner
Aug 13, 2023	XXXX	Mo. Fee for Stamps.com	19.99	Paid	Materials & Services:Administration:Postage & Shipping
Aug 14, 2023	112-0187737-5215479	Station Supplies	231.21	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 14, 2023	HD 441155650	Station Supplies	23.82	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 14, 2023	FEFPJP	airfare for Chief Hartley's NFA trip	548.40	Paid	Materials & Services:Training
Aug 14, 2023	118376	meal ticket for Chief Hartley at NFA	347.84	Paid	Materials & Services:Training
Aug 15, 2023	99544	Background checks for Spadaro and O'Conner from Biomed	58.00	Paid	Materials & Services:Professional Services:Background Checks
Aug 16, 2023	3361-4451-0239	Universal Ram mount for cell phones in 590 & 591	69.98	Paid	Materials & Services:Radios/Communications
Aug 16, 2023	SO264683	Collar brass for Chief Hartley	29.28	Paid	Materials & Services:Uniforms
Aug 16, 2023	Audit Filing Fee	Annual Audit Filing Fee with the State for Audit	250.00	Paid	Materials & Services:Professional Services:Auditor
Aug 17, 2023	HD 442593783	Name Badges for new Community Service Volunteers	38.00	Paid	Materials & Services:Administration:Supplies
Aug 18, 2023	25854	electrical permit charges	105.75	Paid	Capital Outlay & Grant Awards:Building Purchases
Aug 18, 2023	25855	mechanical permit charges	106.40	Paid	Capital Outlay & Grant Awards:Building Purchases
Aug 18, 2023	25856	structural permit charges	238.33	Paid	Capital Outlay & Grant Awards:Building Purchases
Aug 21, 2023	XXXX	Mo. Fee for Xero Accounting Platform	27.75	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Aug 21, 2023	I0518446	EMS Supplies	38.00	Paid	Materials & Services:EMS Operations:Supplies
Aug 21, 2023	SO266906	name plate and collar brass for Senko	54.69	Paid	Materials & Services:Uniforms
Aug 22, 2023	HD 444197879	replacement shop vac	119.00	Paid	Materials & Services:Building & Maintenance:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 22, 2023	529030	hitch reducer sleeve	38.93	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Aug 22, 2023	529030	hitch pin	3.37	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Aug 22, 2023	529030	hair pin	0.80	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Aug 22, 2023	529030	hitch pin	3.37	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Aug 22, 2023	529030	hair pin	0.80	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Aug 24, 2023	HD 445131044	Disposal of roof prop sheeting from academy and demo material from dorm to library conversion.	56.00	Paid	Materials & Services:Utilities:Sanitation
Aug 25, 2023	HD 446551690	Power strip - FF Office	14.88	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 25, 2023	HD 446551690	Power strip - Ice Machine	26.85	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 28, 2023	HD 446554950	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Aug 28, 2023	HD 446557024	Office Supplies, Paper, etc.	97.93	Paid	Materials & Services:Administration:Supplies
Aug 30, 2023	Registration for Conference	Registration Fee for OFSOA Conference (for Dana), October 4-6, 2023, Best Western Hood River Inn	275.00	Paid	Materials & Services:Training
Aug 31, 2023	000263087	annual IAFC membership dues	260.00	Paid	Materials & Services:Administration:Memberships
<b>Total VISA - Chase</b>			<b>6,278.63</b>		
<b>Witmer Public Safety Group</b>					
Aug 15, 2023	INV 303449	Streamlight Battery for survivor	239.94	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Aug 15, 2023	INV 303449	Freight	19.99	Paid	Materials & Services:Fire Operations:Supplies/Equipment
<b>Total Witmer Public Safety Group</b>			<b>259.93</b>		
<b>Wright Ford</b>					
Aug 3, 2023	69498	Oil & Filter Change for 590/514230. Multi Point Inspection done, Battery in good condition, Tire	31.00	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		Tread & Wear is ok at this time, Breaks and lining are ok at this time. Labor			
Aug 3, 2023	69498	Parts	10.88	Paid	Materials & Services:Vehicle Equipment/Maintenance:5 14230
Aug 3, 2023	69498	Oil/Grease	34.93	Paid	Materials & Services:Vehicle Equipment/Maintenance:5 14230
Aug 3, 2023	69498	Tax	0.27	Paid	Materials & Services:Vehicle Equipment/Maintenance:5 14230
<b>Total Wright Ford</b>			<b>77.08</b>		
<b>Total</b>			<b>68,927.01</b>		

#### **Item 5.1 – Discussion on upcoming Levy, update 9/14/2023.**

The information video for the local option levy has been completed. It is available on our website (<https://www.crrfire.org/local-option-levy-information>) and social media. Working with PIO Grant on Q&A videos and levy information graphics. The plan is to have these ready by October 1<sup>st</sup>.

The first “Coffee with the Chief” was attended by about a dozen people. I gave a brief update on the fire district and tied that to why we are asking for the new local option levy. There were a few questions about the levy followed by questions on defensible space, what to do about neighbor’s who are making defensible space, calling 9-1-1 for all emergencies, and what to do during an evacuation. The second “Coffee with the Chief” is scheduled for 9/14/2023 at 6:00 pm.

The media has reached out regarding the local option levy. KTVZ came to the fire station to interview Director Costigan and myself. They did a 2-minute new clip on it Wednesday, September 23<sup>rd</sup>, which can be found here <https://ktvz.com/news/government-politics/2023/09/13/crooked-river-ranch-fire-rescue-sends-new-local-option-levy-to-voters-on-nov-7-ballot/>. KBND also did a story using information from our website which can be found here <https://kbnd.com/kbnd-news/local-news-feed/704830>.

I’m working on a list of local groups and when they meet. The goal is to reach out to them to schedule a presentation on CRRF&R and the new local option levy. Once these are scheduled I will need the Board of Directors’ help to get the presentations done at all the groups.

Grant is also working on an informational post card sized handout and/or mailer. He will be researching the cost to print these and the timeline for delivery.

#### **Item 5.2 – Civil Service Commission update/date of meeting, etc., update 9/14/2023.**

The Civil Service Commission had its first meeting on Thursday, August 31<sup>st</sup>, at 4:00 pm. On their agenda was the nomination of Officers and to review a draft set of Civil Service Rules. Debbie Miles was nominated to be the Chairperson and Vicki Burt was nominated to be the Secretary. Those nominations were approved unanimously. The draft rules were reviewed. There were several suggestions for edits and questions collected. Once the draft rules are updated, they, along with the list of questions, will be sent to the attorney for review before adoption. Once the draft rules are returned by the attorney another meeting and hearing will be scheduled to adopt the rules.

Respectfully submitted,

Sean Hartley  
Fire Chief

— DRAFT —



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated conflagration revenue to the General Fund

**RESOLUTION: 2023-05**

**WHEREAS**, Oregon Budget Law, under ORS 294.338(3), provides that money from unforeseen circumstances paid by a outside source requesting services may be lawfully expended after enactment of an appropriate resolution.

**WHEREAS**, Crooked River Ranch Rural Fire Protection District will be receiving conflagration funds in the amount of \$ 26,853 from the State of Oregon conflagrations: Tye Ridge Complex, Smith River Complex, and Bensel Road Fire.

**WHEREAS**, Oregon Budget Law, under ORS 294.338(3) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money once appropriated,

**THEREFORE, BE IT RESOLVED** by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon that the following appropriations be made:

<b>General Fund</b>	<b>Budget</b>		<b>Adjusted</b>
<b>Revenue</b>	<b>Appropriation</b>	<b>Increase</b>	<b>Budget</b>
Conflagration Revenue	\$ 13,086	\$26,853	\$ 39,939
<b>Expense</b>			
Personnel Services	\$1,181,475	\$13,357	\$1,194,833
Transfer Out	\$ 77,250	\$13,496	\$ 90,746
<b>Capital Reserve Fund</b>	<b>Budget</b>		<b>Adjusted</b>
<b>Revenue</b>	<b>Appropriation</b>	<b>Increase</b>	<b>Budget</b>
Transfer In	\$ 77,250	\$13,496	\$ 90,476
<b>Expense</b>			
Reserved for Future Exp.	\$ 448,817	\$13,496	\$ 462,313

**INTRODUCED and ADOPTED** Thursday, September 21, 2023

**ATTEST: CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Brad Pahl, Board Director

By: \_\_\_\_\_  
Kay Norberg, Board Director

By: \_\_\_\_\_  
Dave Palmer, Board Director

By: \_\_\_\_\_  
Joe Costigan, Board Director

By: \_\_\_\_\_  
Cole Gayheart, Board Director



# CROOKED RIVER RANCH FIRE & RESCUE

## Fire Chief's Report September, 2023

➤ Calls for service in August totaled 53. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1	1	1	0	1	4	5	3				16
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0				0
3-Rescue & EMS	48	48	45	40	43	36	50	41				351
4-Hazardous Condition (No Fire)	1	1	0	0	0	0	0	0				2
5-Service Call	4	6	0	5	2	7	5	2				31
6-Good Intent Call	5	3	7	8	5	4	6	7				45
7-False Alarm & False Call	1	0	1	0	0	0	4	0				6
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0				0
9-Special/Other Incident	0	0	0	0	0	0	0	0				0
	60	59	54	53	51	51	70	53	0	0	0	0
<b>Total Calls-To-Month End 2023</b>												
<b>451</b>												
<i>Total Calls-To-Month End 2022</i>	41	51	50	38	51	45	44	65	54	49	65	60

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

- Auto-Aid Given – 3
- Auto-Aid Received – 2
- Mutual-Aid Given – 16
- Mutual-Aid Received – 10

- The Fundraiser Breakfast was a huge success! Thank you to all the Volunteers, Community Service Volunteers, CERT members, Board of Directors, and Staff for their hard work. The total attendance was 411 and over \$4,000 in donations were received. The return of the biscuits and gravy was a big hit too!
- Library to dorm conversion update. The contractor has completed the teardown of old sheet rock, framed in the two doorways, and framed the new wall. The electrician has completed all the rough electrical work. The low voltage contractor has completed the rewire of the overhead speakers, cable, internet, and phone lines. Sheet rock work is in process and once that is completed painting will be done. The price for the cabinetry has increased by over double the original estimate. Staff are discussing cabinetry options.
- Lot Assessments (year-to-date). Applicants were contacted again to check on their progress and to remind them of the deadline to complete work in September.
  - Number of grant applications received: 21
  - Number of applications in process: 12
  - Number of grant applications complete: 9
- FireMed statistics for August:
  - Number of renewed memberships: 20
  - Number of non-pard/expired memberships: 6
  - Number of new applications: 1
  - Total FireMed memberships to date: 282

Respectfully submitted,

Sean Hartley  
Fire Chief

Cheryl Bisher  
Sylvia Kimbley

Chaylee  
Wright

Dear Sean,  
Thank you and your crew for  
participating in our Summer Rec  
program,

Earlean Arthur



Ann Davis

Mary Starnick

