



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, July 19, 2018. The Board Meeting will start at 6:30 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

Board of Directors

Bob Bengtson, President (Position 5)
Dennis Kirk, Vice President, (Position 3)
Barbara Oakley, Secretary (Position 4)
John Meredith, Treasurer (Position 2)
James Dille, Director (Position 1)

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Mark Wilson
Asst. Fire Chief, Sean Hartley
Administrative Asst., Dana Schulke

Board Meeting Agenda

- 1.1. Call to Order - Director Bengtson
- 1.2. Roll Call by Director Oakley
- 1.3. Flag Salute – Director Kirk
2. Review of Agenda
3. Approval of Board meeting minutes
 - 3.1. Approval of June 20, 2018 Board meeting minutes
4. Financial Reports
 - 4.1. Acknowledge receipt and approval of the financial reports for June 2018 – Director Meredith
 - 4.2. Appointment of Board members to sign checks for Thursday, August 9th and Monday, August 27th, 2018.
5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Follow-up discussion on new Radio's/911 System – Asst. Fire Chief, Sean Hartley
7. New Business (consideration, discussion, and possible action on the following items):
none
8. Fire Chief's Report - Fire Chief, Harry Ward
9. Operations Report - submitted by Asst. Fire Chief, Mark Wilson
10. Correspondence & Recognitions – Director Bengtson
11. Comments/Questions

- 11.1. Public
 - 11.2. Chief, Staff, and/or Volunteers
 - 11.3. Board of Directors
12. Adjournment – Director Bengtson

(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**

**Board Meeting Minutes
June 20, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Wednesday, June 20, 2018 at 6:30 p.m. 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 Bengtson at 6:33 p.m. Directors Bengtson, Dille, Kirk and Oakley were present. Director Meredith arrived at 6:43 pm to the meeting and was not able to vote on some of the items on the agenda. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Also in attendance was Captain, Tom Fast and Volunteer, Dennis Senko.
2. Review of Meeting Agenda Items – The agenda was reviewed and there were no added items to the agenda. Due to Director Meredith arriving late, the order of items discussed were switched around to accommodate his pending arrival.
3. **Approval of the Public Budget Hearing minutes and Board Meeting Minutes.**
 - 3.1. May 17, 2018 Public Budget Hearing minutes – minutes were reviewed by the Board and Staff. There were no corrections to be made. Director Dille made a motion to approve the May 17th Public Budget Hearing minutes as written. Director Oakley seconded the motion. All were in favor, motion passed (4-0).
 - 3.2. May 17, 108 Board meeting minutes – minutes were reviewed and a few grammar corrections were to be made: under 6.1 add an additional “m” to the word programmed, under 7.1 change the word review, to “reviewed” and under item 10, take out the two “A’s” in the first sentence. Director Oakley made a motion to approve the May 17th Board meeting minutes as amended, Director Dille seconded the motion, and all were in favor, (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of May 2018. In the First Interstate Bank general account, there was \$16,175.60. In the First Interstate Bank-Payroll account, we had \$2,701.40. In the Jefferson County Treasury the account balances were: Bond Fund \$40,863.25, Building/Equipment Capital Reserve Fund \$183,142.78, General Fund \$123,869.73, Local Option Levy Fund \$193,121.33. Accounts Receivable there was \$180.00. Director Bengtson stated that our expenses are exceeding our budget and wanted to know which line item was setting us over. It was noted that our Administration line item was over by \$6,000 due to memberships that we pay for, along with Building/Maintenance and Uniforms for personnel. There was no further discussion.

Director Oakley made a motion to approve the May financial report as presented; Director Kirk seconded the motion, all were in favor, motion passed (5-0)

4.2 Appointment of Board members to sign checks – It was decided that Director Kirk and Director Meredith will sign checks on Monday, July 9 and Director Meredith and Director Oakley will sign checks on Wednesday, July 25th, 2018.

5. Comments from the public – none

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios – Chief Ward stated the radios are here and still being programmed. Black Butte Fire has already received their radios to test out. We are hoping to get ours within the next week to test out and see where we have “holes” in coverage on the Ranch. There was no further discussion on this topic.

6.2 Follow-up discussion/approval of Resolution 2018-02 to adopt the 2018/2019 fiscal budget – Director Bengtson reviewed the resolution and informed the Board that the budget was behind color coded to understand where all the numbers come from on the Resolution. Director Kirk made a motion to approve Resolution 2018-02 to adopt the 2018/2019 fiscal budget as presented. Director Dille seconded the motion. Director Bengtson then reviewed the tax section on the resolution with the Board. All were in favor and motion was approved, (4-0).

6.3 Follow-up discussion/review of the Code of Ethics-Conflict of Interest policy – Chief Ward stated the policy was put together due to the recommendation of our attorney and SDAO. He stated that it is one policy and there is an acknowledgment at the back of it for the Board and Administrative staff to sign. Board and Administrative staff reviewed the policy. Director Kirk stated that a couple grammar and spelling errors had to be corrected. The spelling and grammar errors were noted in the meeting and the policy will be revised by Dana. An amended version will be emailed to the Board. The Board signed the acknowledgement and there was no further discussion.

7. New Business –

7.1 Surplus of 1991 Ford 350 Brush Truck & Fire Equipment – Chief Ward stated that since we have received the newer brush truck from ODF, we will be surplus the older Ford brush truck for \$20,000. He signed an agreement through Brindlee Mountain Fire, which is a brokerage company. If we sell it on our own or locally, we do not owe them a dime. Other items that will be surplus will be fire equipment that came off the other brush truck that we no longer need, and has little value to it. It was stated by Assistant Chief Wilson that he disagrees with the surplus of the 1991 Ford brush truck, due to several reasons. He stated that the old brush truck was just fine to utilize and he had spent many hours making it under weight. Also, the maintenance on the new one we just received is an issue. It was recommended by Wright Ford to change out the exhaust manifold and he said nothing else has been checked out on it, he wants to make sure it is in top shape. He does not have the time to check it all out. Also, it was agreed that we were keeping the old brush through this fire season. There was much discussion on this issue with the Board and Assistant Chief Wilson. Director Kirk made a motion to surplus the old 1991 brush truck and Director Oakley seconded, only three were in favor and two were opposed. There was further discussion in regards to this topic. There was a new motion made by Director Kirk to approve the surplus of the 1991 Ford 350 Brush truck “after the month of October” to get through fire season, but to surplus the old fire

equipment now. Director Oakley seconded the motion. All were in favor and motion passed, (5-0). Chief Ward will contact the brokerage firm to see if we can push back having them list the sale information until October.

7.2 Election of Board officers for the 2018/2019 term effective July 1, 2018 – Director Bengtson stated that it was time to elect directors for new positions for the 2018/2019 term. There were several nominations from each director as to who will be President, Vice President, Secretary and Treasurer. The Board directors will be in the following positions as of July 1, 2018: Bob Bengtson as President, Dennis Kirk as Vice President, Barbara Oakley as Secretary, John Meredith as Treasurer and Jim Dille, Director. There was no further discussion.

7.3 Review of Chief's contract - Director Bengtson stated the Board will go into Executive Session at 7:24 pm to discuss Chief Ward's employment contract. The Board came out of Executive Session at 7:40 pm. A motion was made by Director Dille to extend Chief Ward's contract as amended in Executive Session for the period of July 1, 2018 to June 30th, 2020. Director Meredith seconded the motion. All were in favor and the motion passed at (5-0). There was no further discussion.

8. Fire Chiefs Report – Chief Ward stated there was a huge memorial service for the Bend Firefighter that died. Assistant Chief Wilson and Captain Tom Fast were heavily involved with preparing the honor guard ceremony. He stated that our volunteer, Joe Woodruff is now a probationary honor guard member. Copies of the Strategic Plan were passed out to the Board to review and make any comments. We had a few brush fires on the Ranch the last couple of weeks and our first Taskforce deployment for the season on BLM land near Warm Springs. There are three new students with our District who started at the regional academy which goes until mid-August. We will be participating in the June 30th parade festivities and have a booth at the event. Flyers about the District Levy increase will be available to pass out to residents along the parade route and at the booth. Chief also wrote a press release about the Levy increase which was sent to the media. After July we can apply for our ballot measure with Jefferson County, then we will be able to get signage up and do more advertising. The local Union will be assisting us with flyers, banners, etc. which will be paid for by the Political Action Committee.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. He also passed out to the Board copies of the minutes from the last Volunteer Association meeting for their review.

10. Correspondence/Recognitions – none.

11. Comments/Questions:

11.1 Public – no comments

11.2 Chief, Staff and/or Volunteers – no comments

11.3 Board – Director Kirk thanked the staff for coming to his house on May 1st. Director Dille stated that the contract was awarded to a company in Sisters to start the Alternate Exit project. In the RFP it stated the Alternate Exit is to be completed by October.

12. Adjournment by Director Bengtson at 8:14 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue As of June 30, 2018

JUN 30, 2018

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	12,090.46
Capital Reserve Fund	183,404.57
FIB - Checking	15,085.76
FIB - Payroll	3,024.25
General Fund	68,588.26
Local Option Levy Fund	194,694.03
Total Cash and Cash Equivalents	476,887.33

Accounts Receivable	45.00
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Total Current Assets	476,932.33
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Total Assets	476,932.33
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Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	5,609.62
FIB - Credit Cards	823.55
Total Current Liabilities	6,433.17

Total Liabilities	6,433.17
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Equity

Current Year Earnings	(100,999.50)
Opening Balance Equity	0.90
Unrestricted Net Assets	571,497.76
Total Equity	470,499.16

Total Liabilities and Equity	476,932.33
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Budget Variance
Crooked River Ranch Fire & Rescue
1 Jul 2017 to 30 Jun 2018

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Ambulance Billing	\$170,632.95	\$142,500.00	\$28,132.95	19.7424%
Conflagration Revenue	\$14,699.49	\$14,724.00	-\$24.51	-0.1665%
Contractual Income	\$800.00	\$1,000.00	-\$200.00	-20.0%
Deschutes County: Bond Fund	\$9,742.38	\$0.00	\$9,742.38	
Deschutes County: General Fund	\$71,071.15	\$47,049.00	\$24,022.15	51.0577%
Deschutes County: Local Option Levy	\$0.00	\$17,663.00	-\$17,663.00	-100.0%
Emergency Address Signs	\$800.00	\$450.00	\$350.00	77.7778%
FireMed	\$12,240.00	\$11,250.00	\$990.00	8.8%
Interest Income	\$12.09	\$3,500.00	-\$3,487.91	-99.6546%
Jefferson County: Bond Fund	\$103,780.36	\$114,000.00	-\$10,219.64	-8.9646%
Jefferson County: Capital Reserve Fund: <i>Interest</i>	\$2,344.28	\$0.00	\$2,344.28	
Jefferson County: General Fund	\$547,187.22	\$516,225.00	\$30,962.22	5.9978%
Jefferson County: Local Option Levy	\$206,717.88	\$193,805.00	\$12,912.88	6.6628%
Misc. Income	\$1,081.50	\$5,000.00	-\$3,918.50	-78.37%
Sale of Assets/Apparatus	\$5,801.00	\$5,000.00	\$801.00	16.02%
Training Income	\$0.00	\$250.00	-\$250.00	-100.0%
Grant Revenue				
SAFER Grant Revenue	\$450.00	\$45,922.00	-\$45,472.00	-99.0201%
VFA Grant Revenue	\$9,763.60	\$9,810.00	-\$46.40	-0.473%
Total Grant Revenue	\$10,213.60	\$55,732.00	-\$45,518.40	-81.7%
Total Revenue	\$1,157,123.90	\$1,128,148.00	\$28,975.90	2.5684%
Gross Profit	\$1,157,123.90	\$1,128,148.00	\$28,975.90	2.5684%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards: - Bond Payment	\$156,164.72	\$155,822.00	\$342.72	0.2199%
Capitol Outlay & Grant Awards: AFG Grant Expenditures	\$11,385.24	\$25,000.00	-\$13,614.76	-54.459%
Capitol Outlay & Grant Awards: Apparatus Capital Purchases	\$46,248.02	\$50,000.00	-\$3,751.98	-7.504%
Capitol Outlay & Grant Awards: Building Capital Purchases	\$3,411.00	\$3,500.00	-\$89.00	-2.5429%
Debt Services & Contingency: Contingency	\$0.00	\$12,562.00	-\$12,562.00	-100.0%
General Fund Transfer- In Building/Equipment Reserve	\$0.00	-\$20,190.00	\$20,190.00	100.0%
Total Capital Outlay & Grant Awards	\$217,208.98	\$226,694.00	-\$9,485.02	-4.2%
Materials & Services				
Materials & Services: Professional Services	\$21,332.14	\$18,667.00	\$2,665.14	14.2773%
Materials & Services: Administration	\$20,557.73	\$14,000.00	\$6,557.73	46.8409%
Materials & Services: Building & Maint.	\$10,964.46	\$10,000.00	\$964.46	9.6446%
Materials & Services: Department Services	\$5,282.50	\$6,000.00	-\$717.50	-11.9583%
Materials & Services: EMS Operations	\$29,552.98	\$28,860.00	\$692.98	2.4012%
Materials & Services: Fire Suppression	\$41,877.61	\$44,600.00	-\$2,722.39	-6.104%
Materials & Services: Utilities	\$23,418.16	\$27,500.00	-\$4,081.84	-14.8431%
Materials & Services: Vehicle/Equipment Maint.	\$8,649.29	\$26,593.00	-\$17,943.71	-67.4753%
Total Materials & Services	\$161,634.87	\$176,220.00	-\$14,585.13	-8.3%
Materials & Services				
Materials & Services: Dispatch Services	\$53,782.24	\$52,500.00	\$1,282.24	2.4424%
Materials & Services: Fuel	\$10,837.08	\$10,000.00	\$837.08	8.3708%
Materials & Services: Insurance	\$25,113.00	\$27,500.00	-\$2,387.00	-8.68%

Materials & Services: Prevention	\$761.18	\$2,500.00	-\$1,738.82	-69.5528%
Materials & Services: Radios/Communications	\$3,401.68	\$5,430.00	-\$2,028.32	-37.354%
Materials & Services: Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services: SAFER Grant Expenditures	\$3,163.00	\$9,422.00	-\$6,259.00	-66.4296%
Materials & Services: Training	\$6,804.86	\$8,594.00	-\$1,789.14	-20.8185%
Materials & Services: Travel	\$4,885.77	\$10,796.00	-\$5,910.23	-54.7446%
Materials & Services: Tuition Reimbursement	\$25,926.11	\$31,500.00	-\$5,573.89	-17.6949%
Materials & Services: Uniforms	\$7,853.40	\$6,000.00	\$1,853.40	30.89%
Materials & Services: Volunteer Incentives	\$23,375.00	\$28,000.00	-\$4,625.00	-16.5179%
Materials & Services: Wellness Program	\$4,879.00	\$10,000.00	-\$5,121.00	-51.21%
Total Materials & Services	\$170,782.32	\$203,742.00	-\$32,959.68	-16.2%
Personnel Services				
Personnel Services: Assistant Fire Chief: Salary	\$57,621.70	\$59,699.00	-\$2,077.30	-3.4796%
Personnel Services: Administrative Assistant: Overtime	\$367.20	\$1,224.00	-\$856.80	-70.0%
Personnel Services: Administrative Assistant: Regular Wage	\$34,593.68	\$34,729.00	-\$135.32	-0.3896%
Personnel Services: Employee Benefits	\$150,789.83	\$171,976.00	-\$21,186.17	-12.3193%
Personnel Services: Fire Chief	\$76,000.08	\$77,754.00	-\$1,753.92	-2.2557%
Personnel Services: Mechanic	\$4,365.00	\$15,000.00	-\$10,635.00	-70.9%
Personnel Services: Part-Time Employees	\$33,101.93	\$39,600.00	-\$6,498.07	-16.4093%
Personnel Services: Payroll Taxes	\$35,937.21	\$38,405.00	-\$2,467.79	-6.4257%
Personnel Services: PERS	\$91,587.26	\$98,822.00	-\$7,234.74	-7.321%
Personnel Services: Shift Personnel: Overtime	\$39,474.68	\$33,840.00	\$5,634.68	16.6509%
Personnel Services: Shift Personnel: Regular Wage	\$171,034.04	\$171,396.00	-\$361.96	-0.2112%
Personnel Services: Volunteer Conflag Reimbursement	\$3,489.66	\$3,490.00	-\$0.34	-0.0097%
Personnel Services: Volunteer Shift Stipends	\$800.00	\$36,500.00	-\$35,700.00	-97.8082%
Personnel Services: Workers Comp. & Group Accident	\$9,334.91	\$13,000.00	-\$3,665.09	-28.193%
Total Personnel Services	\$708,497.18	\$795,435.00	-\$86,937.82	-10.9%
Total Operating Expenses	\$1,258,123.35	\$1,402,091.00	-\$143,967.65	-10.2681%
Net Income / (Loss) before Tax	-\$100,999.45	-\$273,943.00	\$172,943.55	63.1312%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue
For the period June 1, 2018 to June 30, 2018

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Aflac						
Jun 16, 2018	Payable Invoice	June premiums - EFT	June premiums for Tom, Alysha, David, Sean, Harry and Dana	1	599.88	Payroll Liabilities
Total Aflac				1	599.88	
Alert-All Corporation						
Jun 6, 2018	Payable Invoice	XXXX 4382	Red Plastic Fire Hats	400	360.00	Materials & Services: Prevention
Jun 6, 2018	Payable Invoice	XXXX 4382	Pink Plastic Fire Hats	100	90.00	Materials & Services: Prevention
Jun 6, 2018	Payable Invoice	XXXX 4382	(Will be reimbursed by CRR Vol. Fire Assn)	-	-	
Total Alert-All Corporation				500	450.00	
Amazon						
Jun 6, 2018	Payable Invoice	XXXX 4382	CR123A 3V batteries for Weather monitor	2	18.99	Materials & Services: Administration: Supplies
Total Amazon				2	18.99	
Amy Weddle						
Jun 1, 2018	Payable Invoice	Per Diem for OVFA Conf. - Amy Weddle	Per Diem for Meals at OVFA Conference, North Bend, OR (June 26th - June 30th, 2018 for Amy Weddle	1	229.00	Materials & Services: Travel
Jun 27, 2018	Payable Invoice	Tuition Reimbursement	Tuition Reimbursement for 2018 Spring Semester	1	1,750.00	Materials & Services: Tuition Reimbursement
Total Amy Weddle				2	1,979.00	
BendTel						
Jun 19, 2018	Payable Invoice	0335236	Telephone Use, Recurring Service Charges, Taxes and Fees	1	436.02	Materials & Services: Utilities: Telecommunications
Total BendTel				1	436.02	
BoundTree Medical, LLC						
Jun 4, 2018	Payable Invoice	82878416/ PO-102	C4 Lorazepam. 2 mg	1	29.60	Materials & Services: EMS Operations: Supplies
Jun 4, 2018	Payable Invoice	82879934/ PO-0102	Various supplies/drugs for both ambulances	1	487.48	Materials & Services: EMS Operations: Supplies

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Jun 19, 2018	Payable Invoice	82895301	Epinephrine 1:10000 1mg	4	32.60	Materials & Services:EMS Operations: Supplies
Total BoundTree Medical, LLC				6	549.68	
Carson Oil Company, Inc.						
Jun 4, 2018	Payable Invoice	CP-00137630	Fuel for all apparatus	1	337.04	Materials & Services: Fuel
Jun 19, 2018	Payable Invoice	CP-00140231	Fuel for all apparatus	1	572.27	Materials & Services: Fuel
Total Carson Oil Company, Inc.				2	909.31	
Cash & Carry						
Jun 29, 2018	Payable Invoice	XXXX 4382	Kitchen/Janitorial items needed for building	1	329.92	Materials & Services:Building & Maintenance: Supplies
Total Cash & Carry				1	329.92	
Cayla Forsythe						
Jun 26, 2018	Payable Invoice	Tuition Reimbursement	Tuition Reimbursement for 2018 Spring Semester	1	1,750.00	Materials & Services: Tuition Reimbursement
Total Cayla Forsythe				1	1,750.00	
Charlie's Trading Post						
Jun 15, 2018	Payable Invoice	XXXX 4382	Lunch for new student orientation at Station	1	48.45	Materials & Services: Travel
Total Charlie's Trading Post				1	48.45	
Crook County Fire & Rescue						
Jun 4, 2018	Payable Invoice	208	HSFA Cards for CPR class	4	80.00	Materials & Services:EMS Operations:
Total Crook County Fire & Rescue				4	80.00	
Crooked River Ranch Water Company						
Jun 1, 2018	Payable Invoice	94	Base Rate	1	34.59	Materials & Services: Utilities: Water
Jun 1, 2018	Payable Invoice	94	Water	1	93.74	Materials & Services: Utilities: Water
Total Crooked River Ranch Water Company				2	128.33	
Crooked River Sanitary						
Jun 16, 2018	Payable Invoice	00014	Sanitation services for May	1	69.92	Materials & Services: Utilities: Sanitation
Total Crooked River Sanitary				1	69.92	
David McDonald						
Jun 26, 2018	Payable Invoice	Reimbursement	Purchase of Air Matresss for Wildland Conflag	1	79.88	Materials & Services:Fire Suppression: Supplies/Equipment
Total David McDonald				1	79.88	

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Digital Employment/Streamline						
Jun 25, 2018	Payable Invoice	97644	Monthly fee for webhosting	1	100.00	Materials & Services:Professional Services: Computer Services
Total Digital Employment/Streamline				1	100.00	
Every Bloomn Thing						
Jun 1, 2018	Payable Invoice	XXXX 4382	Flowers for Angie Nace (Support Volunteer)	1	50.00	Materials & Services:Department Services
Total Every Bloomn Thing				1	50.00	
Fred Meyers						
Jun 4, 2018	Payable Invoice	XXXX 4382	Items purchased for Volunteer Assn. Dinner	1	3.27	Materials & Services:Department Services: Rehab Supplies
Jun 29, 2018	Payable Invoice	XXXX 4382	Kitchen/Janitorial items needed for building	1	72.99	Materials & Services:Building & Maintenance: Supplies
Total Fred Meyers				2	76.26	
High Desert Auto Supply						
Jun 17, 2018	Payable Invoice	412023	Oil and Fuel Filters for 592	1	47.67	Materials & Services:Vehicle/Equipment Maintenance: 511848
Jun 17, 2018	Payable Invoice	411973	Ignition starter switch for 592	1	32.82	Materials & Services:Vehicle/Equipment Maintenance: 511848
Total High Desert Auto Supply				2	80.49	
Home Depot						
Jun 14, 2018	Payable Invoice	XXXX 4382	Door Latches for bathrooms of building	1	11.96	Materials & Services:Building & Maintenance: Supplies
Total Home Depot				1	11.96	
HRA VEBA Trust						
Jun 16, 2018	Payable Invoice	Contributions - EFT	Contributions for: Tom, Alysha, David, Sean, Harry & Dana	6	1,500.00	Personnel Services: Employee Benefits: HRA VEBA
Total HRA VEBA Trust				6	1,500.00	
IAFF 3650 - Redmond Firefighters Union						
Jun 12, 2018	Payable Invoice	Union Dues - ACH	Union Dues for: Tom, Alysha and David	3	97.50	Payroll Liabilities
Jun 12, 2018	Payable Invoice	PAC Donations/Union - ACH	PAC Donations from: Tom, Alysha, David	3	12.00	Payroll Liabilities
Jun 19, 2018	Payable Invoice	Union Dues - ACH	Union Dues for: Tom, Alysha, David	3	97.50	Payroll Liabilities
Jun 19, 2018	Payable Invoice	PAC Donation to Union - ACH	PAC Donations from: Tom, Alysha, David	3	12.00	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union				12	219.00	

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Impact Graphix & Signs, Inc.						
Jun 4, 2018	Payable Invoice	34893	Graphics and Magnets for 543	1	378.00	Materials & Services: Vehicle/Equipment Maintenance: 515753
Total Impact Graphix & Signs, Inc.				1	378.00	
Jesse West						
Jun 8, 2018	Payable Invoice	Per Diem for Jesse West	Per Diem - Meals for Jesse West for OVFA Conference, N. Bend, OR (June 26 - June 30, 018)	1	229.00	Materials & Services: Travel
Jun 8, 2018	Payable Invoice	Per Diem for Jesse West	Mileage roundtrip (488 miles r/t x .545)	488	265.96	Materials & Services: Travel
Jun 26, 2018	Payable Invoice	Tuition Reimbursement	Tuition reimbursement for 2018 Spring semester	1	1,750.00	Materials & Services: Tuition Reimbursement
Total Jesse West				490	2,244.96	
Justin Abts						
Jun 26, 2018	Payable Invoice	Tuition Reimbursement	Tuition Reimbursement for 2018 Spring Semester	1	1,750.00	Materials & Services: Tuition Reimbursement
Total Justin Abts				1	1,750.00	
Mark Wilson						
Jun 1, 2018	Payable Invoice	Reimbursement	Reimbursement of food items purchased for rehab supplies	1	16.96	Materials & Services: Department Services: Rehab Supplies
Total Mark Wilson				1	16.96	
Nationwide Retirement Solutions						
Jun 12, 2018	Payable Invoice	Deferred Comp - EFT	Deferred Compensation Premium (Tom, Alysha, David, Dana, Sean)	1	215.00	Payroll Liabilities
Jun 19, 2018	Payable Invoice	Deferred Comp - EFT	Deferred Comp for: Tom, Alysha, David, Sean and Dana	1	215.00	Payroll Liabilities
Total Nationwide Retirement Solutions				2	430.00	
Norco						
Jun 1, 2018	Payable Invoice	23855519	Oxygen for ambulances (15CF & 249 CF)	1	60.24	Materials & Services: EMS Operations: Supplies
Jun 1, 2018	Payable Invoice	23886745	Replacement of Oxygen	1	30.94	Materials & Services: EMS Operations: Supplies
Jun 27, 2018	Payable Invoice	24071362	Oxygen for Ambulances	1	125.65	Materials & Services: EMS Operations: Supplies
Total Norco				3	216.83	

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Oregon PERS						
Jun 12, 2018	Payable Invoice	PERS - EFT	Employer contributions	1	2,990.03	Personnel Services: PERS
Jun 12, 2018	Payable Invoice	PERS - EFT	Employee contributions, paid by Employer	1	1,053.45	Personnel Services: PERS
Jun 25, 2018	Payable Invoice	PERS - EFT	Employer contributions	1	2,896.68	Personnel Services: PERS
Jun 25, 2018	Payable Invoice	PERS - EFT	Employee contributions, paid by Employer	1	1,020.56	Personnel Services: PERS
Total Oregon PERS				4	7,960.72	
Pacific Power						
Jun 1, 2018	Payable Invoice	24712171-001 3	Basic Charges, Load Size, Demand Charges, Kilowatt Usage, etc.	1	787.30	Materials & Services: Utilities: Electric
Total Pacific Power				1	787.30	
Power Systems West, Oregon MS22						
Jun 19, 2018	Payable Invoice	192032	Performed 2 hour maintainance on building generator	1	350.00	Materials & Services: Building & Maintenance: Maintenance
Total Power Systems West, Oregon MS22				1	350.00	
Riley Jones						
Jun 26, 2018	Payable Invoice	Tuition Reimbursement	Tuition Reimbursement for 2018 Spring Semester	1	616.50	Materials & Services: Tuition Reimbursement
Total Riley Jones				1	616.50	
SeaWestern Fire Fighting Equipment						
Jun 4, 2018	Payable Invoice	206100	Cairns 1044 Traditional Helmet with Visor (Red)	1	255.00	Materials & Services: Fire Suppression: PPE
Jun 4, 2018	Payable Invoice	206100	Shipping	1	18.85	Materials & Services: Fire Suppression: PPE
Jun 25, 2018	Payable Invoice	206496	Key Fire Hose /Orange 11'	1	49.50	Materials & Services: Fire Suppression: Supplies/Equipment
Jun 25, 2018	Payable Invoice	206496	Key Fire Hose / Green 15'	1	57.00	Materials & Services: Fire Suppression: Supplies/Equipment
Jun 25, 2018	Payable Invoice	206496	Shipping	1	43.17	Materials & Services: Fire Suppression: Supplies/Equipment
Total SeaWestern Fire Fighting Equipment				5	423.52	
Special Districts Association of Oregon						
Jun 6, 2018	Payable Invoice	XXXX 4382	Registration for HR Class at Eagle Crest Resort on Tuesday, July 31st for Dana & Sean	1	75.00	Materials & Services: Training
Total Special Districts Association of Oregon				1	75.00	

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Special Districts Insurance Services						
Jun 8, 2018	Payable Invoice	01-0052514	Auto & Liability Insurance for 2006 Ford	1	209.00	Materials & Services: Insurance
Jun 8, 2018	Payable Invoice		Health Premium for July	1	10,225.89	Personnel Services: Employee Benefits: Health Insurance
Jun 8, 2018	Payable Invoice		Dental Premium for July	1	862.62	Personnel Services: Employee Benefits: Dental Insurance
Jun 8, 2018	Payable Invoice		Long-Term Premium for July	1	78.52	Personnel Services: Employee Benefits: Long Term Disability Insurance
Jun 11, 2018	Payable Invoice	03-0052514 - July Premiums	Health Premium for July	1	9,001.44	Personnel Services: Employee Benefits: Health Insurance
Jun 11, 2018	Payable Invoice	03-0052514 - July Premiums	Dental Premium for July	1	862.62	Personnel Services: Employee Benefits: Dental Insurance
Jun 11, 2018	Payable Invoice	03-0052514 - July Premiums	Long-Term Premium for July	1	88.44	Personnel Services: Employee Benefits: Long Term Disability Insurance
Total Special Districts Insurance Services				7	21,328.53	
Speer Hoyt, LLC						
Jun 16, 2018	Payable Invoice	47099/47100	Services rendered for confering with Sean on FireMed mailing list and investigation on employee matter	1	3,399.20	Materials & Services:Professional Services: Legal
Total Speer Hoyt, LLC				1	3,399.20	
Springfield Fire & Life Safety						
Jun 21, 2018	Payable Invoice		Charges for Ambulance Billing	1	920.00	Materials & Services:EMS Operations: Ambulance Billing Fees
Jun 27, 2018	Payable Invoice		Ambulance Billing charges for April	1	1,640.00	Materials & Services:EMS Operations: Ambulance Billing Fees
Total Springfield Fire & Life Safety				2	2,560.00	
Stamps.com						
Jun 11, 2018	Payable Invoice	XXXX 4382	Purchase of Stamps	1	50.00	Materials & Services:Administration: Postage & Shipping
Jun 18, 2018	Payable Invoice	XXXX 4382	Mo. Fee for using Stamps.com	1	15.99	Materials & Services:Administration: Postage & Shipping
Total Stamps.com				2	65.99	
Stephanie Elliott						
Jun 1, 2018	Payable Invoice	Per Diem for OVFA Conf. - Stephanie Elliott	Per Diem for Meals at OVFA Conference	1	229.00	Materials & Services: Travel

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Jun 1, 2018	Payable Invoice	Per Diem for OVFA Conf. - Stephanie Elliott	June 26 - June 30, 2018 Per Diem for Mileage reimbursement (round trip)	488	265.96	Materials & Services: Travel
Total Stephanie Elliott				489	494.96	
Terminix						
Jun 4, 2018	Payable Invoice	110216	Quarterly maintenance - spot treat for spiders, rodants, etc.	1	95.00	Materials & Services: Building & Maintenance: Maintenance
Total Terminix				1	95.00	
Terrebonne Hardware						
Jun 20, 2018	Payable Invoice		Bolt for 543	1	1.19	Materials & Services: Vehicle/Equipment Maintenance: 515753
Total Terrebonne Hardware				1	1.19	
The Mill Casino Hotel						
Jun 11, 2018	Payable Invoice	XXXX 4382	Lodging for Jesse West for OVFA conference June 26-June 30, 2018 (4 nights)	1	404.72	Materials & Services: Travel
Jun 11, 2018	Payable Invoice	XXXX 4382	Lodging for Amy Weddle at OVFA conference June 26-June 30, 2018 (4 nights)	1	404.72	Materials & Services: Travel
Total The Mill Casino Hotel				2	809.44	
The Printing Post						
Jun 21, 2018	Payable Invoice	45106	Clean-up for Annual Report graphics	1	53.50	Materials & Services: Administration: Advertising
Jun 25, 2018	Payable Invoice	45106	Clean up of graphics for Annual Report	1	53.50	Materials & Services: Administration: Advertising
Total The Printing Post				2	107.00	
UPS						
Jun 1, 2018	Payable Invoice	XXXX 4382	Shipping charges	1	5.80	Materials & Services: Administration: Postage & Shipping
Jun 4, 2018	Payable Invoice	XXXX 4382	Shipping Charges	1	5.80	Materials & Services: Administration: Postage & Shipping
Jun 11, 2018	Payable Invoice	XXXX 4382	Shipping charges	1	18.27	Materials & Services: Administration: Postage & Shipping
Jun 21, 2018	Payable Invoice	XXXX 4382	Shipping charges	1	15.90	Materials & Services: Administration: Postage & Shipping
Total UPS				4	45.77	

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
US Bank Equipment Finance						
Jun 16, 2018	Payable Invoice	359247509	Contract payment for Kyocera Copier	1	164.39	Materials & Services:Administration: Copier Expenses
Total US Bank Equipment Finance				1	164.39	
Verizon Wireless						
Jun 8, 2018	Payable Invoice	9807757081	Phone connection to Zoll Machine	1	20.90	Materials & Services: Utilities: Telecommunications
Total Verizon Wireless				1	20.90	
Walmart						
Jun 13, 2018	Payable Invoice	XXXX 4382	Coffee for Kitchen	2	12.76	Materials & Services:Building & Maintenance: Supplies
Jun 13, 2018	Payable Invoice	XXXX 4382	Supplies for Decon kits on Apparatus	1	20.74	Materials & Services:Fire Suppression: Supplies/Equipment
Total Walmart				3	33.50	
Washington Federal						
Jun 19, 2018	Payable Invoice	Bond payment	Interest Only, Bond payment on Building	1	29,822.00	Capitol Outlay & Grant Awards: - Bond Payment
Total Washington Federal				1	29,822.00	
Western Communications INC						
Jun 6, 2018	Payable Invoice	2419452	Advertising of Notice of Budget Public Budget Hearing	1	492.00	Materials & Services:Administration: Advertising
Total Western Communications INC				1	492.00	
Xero						
Jun 19, 2018	Payable Invoice	XXXX 4382	Mo. subscription fee for Accounting Software	1	22.50	Materials & Services:Professional Services: Accounting/Payroll Services
Total Xero				1	22.50	
Your Care, LLC						
Jun 11, 2018	Payable Invoice	1485	Firefighter Lab w/o PSA for Jon Moore	1	189.00	Materials & Services: SAFER Grant Expenditures
Jun 11, 2018	Payable Invoice	1485	Firefighter Physical for Jon Moore	1	300.00	Materials & Services: SAFER Grant Expenditures
Jun 11, 2018	Payable Invoice	1485	Firefighter Lab w/o PSA for Nolan Wironen	1	189.00	Materials & Services: SAFER Grant Expenditures
Jun 11, 2018	Payable Invoice	1485	Firefighter Lab w/o PSA for Garrett Schweigert	1	189.00	Materials & Services: SAFER Grant Expenditures
Total Your Care, LLC				4	867.00	
Total				1584	85,046.25	

CRR Fire & Rescue Operations Report July 2018

- Parade and Booth were staffed by numerous Support Volunteers, Volunteers, a Board Member and Staff on 30 June 2018.
- There was also a “Kids Combat Challenge” set up and operated near the booth. It was well received by all attending the event.
- Staff Meeting was held on the 9th of this month.
 - Members present: Chief Harry Ward; Assistant Chief Mark Wilson; Assistant Chief Sea Hartley; Captain David McDonald (A-shift); Captain Tom Fast (B-shift) Captain Alysha Delorto (C-shift); Administrative Assistant Dan Schulke.
 - All Business was forgone to allow using a new program called “Attributes of Leading” Chief Ward acquired while back east at a conference.
 - Updated “Companies” personnel lists were handed out.
- Promotional ceremony for Bobby Edwards was held on Monday night drill 9th July 2018 promoting him to Lieutenant from Firefighter.
- Rope Training was held on Saturday 14th July at Maverick location.
- CRR HOA Sponsored “Kids Program weeks” are happening on 16th-20th and 23rd-27th. We have been asked to bring down fire apparatus for public tours on both Fridays, as well as setting up our “Kids Combat Challenge”. Start time is 10:00 am and lunch will be provided for attendees. Please sign up on white board in back of training room if you would like to help out.
- Next Blood Drive August 22nd Time: 1:00 to 6:00.
- Call report:
 - From Image Trend reports for month of June:
 - Rescue & Emergency Medical Service Incident-30
 - Fire Calls-3
 - Public Assist Service Calls-7
 - Good Intent Calls-3
 - Total All Calls-43

Respectively Submitted.

Mark W. Wilson

Assistant Chief / NREMT

Master Emergency Vehicle Technician

(Ambulance; Fire; Law Enforcement)

16-July-18

