



# 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, November 21, 2024. 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 (excused)  
Admin. Assistant, Dana Schulke

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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 Meeting minutes from October 17, 2024
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for October 2024 – Director Costigan
  - 4.2 Appointment of Board members to sign checks for Tuesday, December 10th and Friday, December 20<sup>th</sup>, 2024 – Director Palmer
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 PGE Tax Refund update – Director Costigan

6. New Business (consideration, discussion, and possible action on the following items):
  - 6.1 Discussion/Approval of Resolution 2024-09 to transfer appropriations in the General Fund – Director Costigan
  - 6.2 Fire Chief Annual Review – Director Pahl
  - 6.3 Budget Committee Vacancies – Director Palmer & Dana Schulke
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**

**October 17, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 17, 2024, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

**Board Meeting Minutes**

**1. Called to Order** by Director Palmer at 6:31 pm.

**1.1 Flag Salute** was led by Randy Peterson, at the request of Director Pahl.

**1.2 Roll Call** was taken by Director Norberg and the following were in attendance: Director's Palmer, Pahl, Norberg, Costigan, and Gayheart. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain David McDonald (who arrived at 6:40 pm). Members of the public in attendance were Mike Dries and Randy Peterson.

**2. Review of Meeting Agenda Items** – Director Palmer reviewed the agenda with the Board and there were no changes to the agenda.

**3. Approval of the Board meeting minutes from September 19th, 2024.** Director Pahl made a motion to approve the September 19<sup>th</sup>, 2024, minutes as presented. Director Costigan seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**4. Financial Reports -**

**4.1 Approval/receipt of the financial reports for September 2024.** Director Costigan stated that all was good in the September financials, and we did balance. Director Pahl made a motion to approve the September 2024 financial as presented. Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**4.2 Appointment of Board members to sign checks for Monday, November 11<sup>th</sup> and Monday, November 25<sup>th</sup>, 2024** – It was decided that Director Pahl and Director Norberg will sign checks on Monday, November 11<sup>th</sup>, and Director Palmer and Director Gayheart will sign checks on Monday, November 25<sup>th</sup>, 2024.

**5. Unfinished Business –**

**5.1 PGE Tax Refund Update** – Director Costigan stated he has not heard of any updates and Jefferson County should be following through with the payments. Director Pahl asked how the refund payment will show on the property tax statements. Chief Hartley said it will not show up on the statements, as this is tax money that we will not even see coming in on our financial statements. There was no further discussion.

**6. New Business –**

**6.1 Review of new proposed OSHA rulings** - (this topic was tabled until Jason Jantzi was able to pop on the Zoom). The topic of the Final Audit was discussed, see 6.2.

Jason Jantzi from Special Districts Association of Oregon reviewed with the Board members and audience what the proposed Federal OSHA rulings are. He indicated that the high point from the public hearing he attended, was that OSHA did not have all the information they needed to determine how these new rulings would affect Volunteers of fire districts. He is hopeful that because of this, it will slow things down and this might get “shelved.” He said we need to pay attention to the things that are coming out from OSHA. He stated we should read the SDAO newsletter which will give more information in the coming days. There will be another public hearing with testimonies soon. He stated that he, SDAO, and several organizations are pushing to keep local control, and our state rules are good as they are, with room for improvement. At this point, everything is status quo, and the next hearing is after the election. He then reviewed with the Board

the proposed federal rules OSHA wants to put in place. He stated the analysis is on the SDAO website for further review. He said in the future OSHA and all fire districts will have to find a “balance” in order to be in compliance. More is to follow regarding this topic from SDAO and there was no further discussion.

**6.2 Final Audit** – Director Costigan stated that all the Board members should have received a final copy of the audit. He reviewed the letter from Accuity to the Board members which stated they did not find any discrepancies in the audit. We did well. He said the only thing we had was some manual journal entries, which were housekeeping issues due to the timing of the audit. Chief Hartley stating Accuity has been good to work with, as we can always reach out to them for any questions. Director Costigan stated that at the next board meeting we will have to discuss utilizing some contingency funds for a couple of things. There was no further discussion.

**6.3 Deschutes County tax foreclosure funds** – Chief Hartley stated this all stems from a US Supreme Court ruling on tax foreclosure sales. He said the surplus of these sales needs to go back to the counties. Deschutes County sent us a letter of possible litigation over this situation. Our percentage of this is not even 1% and Chief Hartley does not see it having a significant impact on us, as the properties involved are not bank owned. He said he and Director Pahl went to the meeting Deschutes County. There will be another meeting about this topic on October 24<sup>th</sup> so others can ask more questions about this, and more information is to follow. There was no further discussion.

(At this time, Jason Jantzi was on the Zoom platform to go over the proposed Federal OSHA rulings, see 6.1)

**6.4 Approval/Discussion of Resolution 2024-08 to surplus the GME Fire Engine 522** - Chief Hartley stated that 522 was replaced by the OSFM fire engine we received back in August. He reached out to Hughes Fire and had them come out and give us an appraisal of how much it is worth. We might be able to get up to \$25,000 for it. Our intent is to get it sold and the funds will go back into the Capital Reserve which will build our savings back up. Director Pahl made a motion to approve Resolution 2024-08 to surplus the GME fire engine as presented. Director Norberg seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**7. Fire Chief’s Report** - Chief Hartley had his report in the Board packet for review. The Chief stated we had a very busy September. He stated that everyone should have their new email address. Next stage will be updating the website with a new address. He thanked everyone for attending the “Push In” ceremony. We had a big issue with 522 mechanically and the fuel gage was not running properly and we had to have it towed from a residence. It is now back in service. Due to this issue, we have maxed out on our budget for Vehicle Maintenance, so next month’s Board agenda will include the topic of accessing contingency funds. He also stated that we received a letter from SAIF regarding non-disabling claims reimbursement, of which we had two claims. If we reimburse SAIF, it will keep our rating claims down in the future. He stated we would need to dip into contingency funds and in the future, make sure we budget for this for the next fiscal year. He then went over a few other items that were not in his report.

**8. CERT report** – Linda Kay was not at the meeting; however Chief Hartley spoke on her behalf. The team was activated for traffic control at a traffic crash last week. He stated that we will be using our CERT team members for traffic control at the Drive-Thru Flu Clinic which will be on Thursday, October 24<sup>th</sup>.

#### **9. Comments/Questions-**

**9.1 Public input on the current agenda** – Randy Peterson asked about why we have such a tough time getting help in our district. Chief Hartley stated it is the pay and call volume, as we do not run as high of call volume as other local districts.

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

**10. Correspondence/Recognitions/Good of the Order** – none

**11. Adjournment by Director Palmer @ 7:41 pm**

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of October 31, 2024

<u>Account</u>	<u>Oct 31, 2024</u>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Bond Fund	31,626.28
Capital Reserve Fund	207,318.28
Chase Business	71,370.20
Chase Payroll	5,356.50
Chase Savings	351,735.84
General Fund	58,705.47
Local Option Levy Fund	688,062.14
Stripe USD	45.00
<b>Total Cash and Cash Equivalents</b>	<b>1,414,219.71</b>
<b>Total Current Assets</b>	<b>1,414,219.71</b>
<b>Total Assets</b>	<b>1,414,219.71</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
A. DELORTO	648.11
A. WILEY	298.34
D. MCDONALD	496.92
D. SCHULKE	2,016.75
S. HARTLEY	135.77
Payroll Liabilities	(458.34)
<b>Total Current Liabilities</b>	<b>3,137.55</b>
<b>Total Liabilities</b>	<b>3,137.55</b>
<b>Equity</b>	
Current Year Earnings	1,411,082.16
<b>Total Equity</b>	<b>1,411,082.16</b>
<b>Total Liabilities and Equity</b>	<b>1,414,219.71</b>
	1,175,275.15
	3,137.55
<b>General Fund Net Income</b>	<b>1,172,137.60</b>

# Budget Variance

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



Fund Name is General Fund.

Account	Actual Oct 2024	YTD Jul-Oct 2024	Budget	Variance /ariance %	
<b>Revenue</b>					
Ambulance Revenue	40,328.52	123,012.79	325,000.00	(201,987.21)	-62.15%
Beginning Fund Balance	0.00	1,383,492.06	1,050,000.00	333,492.06	31.76%
Conflagration Revenue	61,529.55	99,675.52	99,676.00	(0.48)	0.00%
Contractual Income	400.00	400.00	400.00	0.00	0.00%
Emergency Address Signs	0.00	75.00	500.00	(425.00)	-85.00%
FireMed	1,530.00	4,995.00	12,600.00	(7,605.00)	-60.36%
Grant Funds	24,139.00	24,139.00	93,500.00	(69,361.00)	-74.18%
Interest	2,500.25	10,345.45	20,000.00	(9,654.55)	-48.27%
Misc. Income	30.00	2,130.00	7,500.00	(5,370.00)	-71.60%
Previously Levied Taxes	2,145.33	12,691.04	30,000.00	(17,308.96)	-57.70%
Taxes Collected in Year Levied	80,049.21	80,065.34	1,248,247.00	(1,168,181.66)	-93.59%
Training Income	200.00	200.00	500.00	(300.00)	-60.00%
<b>Total Revenue</b>	<b>212,851.86</b>	<b>1,741,221.20</b>	<b>2,887,923.00</b>	<b>(1,146,701.80)</b>	<b>-39.71%</b>
<b>Gross Profit</b>	<b>212,851.86</b>	<b>1,741,221.20</b>	<b>2,887,923.00</b>	<b>(1,146,701.80)</b>	<b>-39.71%</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	100,000.00	(100,000.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	104,357.00	(104,357.00)	-100.00%
<b>Materials &amp; Services</b>					
Administration	461.48	2,918.19	20,825.00	(17,906.81)	-85.99%
Building Maintenance & Supplies	646.32	3,665.38	25,000.00	(21,334.62)	-85.34%
CERT Program	109.62	202.72	5,000.00	(4,797.28)	-95.95%
Department Services	411.23	3,196.60	5,000.00	(1,803.40)	-36.07%
Dispatch	0.00	0.00	72,600.00	(72,600.00)	-100.00%
EMS Operations	6,195.89	12,636.90	45,690.00	(33,053.10)	-72.34%
Fire Operations	1,622.98	4,644.06	35,700.00	(31,055.94)	-86.99%
Fuel	1,001.26	7,336.07	20,000.00	(12,663.93)	-63.32%
Insurance	0.00	953.00	44,650.00	(43,697.00)	-97.87%
OSFM OFSCP - PPE/Uniform	0.00	0.00	5,300.00	(5,300.00)	-100.00%
Prevention	0.00	0.00	2,000.00	(2,000.00)	-100.00%
Professional Services	3,323.87	14,086.44	29,565.00	(15,478.56)	-52.35%
Radios & Communications	222.25	261.49	8,000.00	(7,738.51)	-96.73%
Rope Rescue Operations	0.00	49.49	3,000.00	(2,950.51)	-98.35%
SAFER Grant Expenditures	0.00	3,688.00	45,000.00	(41,312.00)	-91.80%
Training	0.00	3,045.61	24,725.00	(21,679.39)	-87.68%
Travel	586.45	1,005.50	5,000.00	(3,994.50)	-79.89%
Tuition Reimbursement	0.00	0.00	31,500.00	(31,500.00)	-100.00%
Uniforms	2,599.75	4,650.03	10,000.00	(5,349.97)	-53.50%
Utilities	2,048.69	7,845.42	37,500.00	(29,654.58)	-79.08%
Vehicle/Equipment Maintenance	15,962.48	43,572.18	40,982.00	2,590.18	6.32%
Volunteer Incentive Program	0.00	1,920.00	20,800.00	(18,880.00)	-90.77%
Wellness Program	0.00	120.00	10,000.00	(9,880.00)	-98.80%
<b>Total Materials &amp; Services</b>	<b>35,192.27</b>	<b>115,797.08</b>	<b>547,837.00</b>	<b>(432,039.92)</b>	<b>-78.86%</b>
<b>Personnel Services</b>					
Administrative Assistant	4,273.81	14,891.93	46,097.00	(31,205.07)	-67.69%
Administrative Assistant Overtime	70.71	592.59	3,143.00	(2,550.41)	-81.15%
Employee Benefits	14,847.21	60,963.84	261,804.00	(200,840.16)	-76.71%
Fire Chief	3,466.66	24,133.30	88,000.00	(63,866.70)	-72.58%
Part-Time Personnel	7,029.27	40,337.11	60,000.00	(19,662.89)	-32.77%
Payroll Taxes	4,576.05	23,356.62	65,487.00	(42,130.38)	-64.33%
PERS	14,487.90	67,035.30	234,645.00	(167,609.70)	-71.43%
Shift Personnel Overtime	7,676.78	24,082.32	55,764.00	(31,681.68)	-56.81%
Shift Personnel Wages	16,478.41	66,648.07	213,214.00	(146,565.93)	-68.74%
Shift Firefighter/Paramedic OT	1,211.67	5,135.99	35,644.00	(30,508.01)	-85.59%
Shift Firefighter/Paramedic Wage	11,672.83	34,888.23	142,167.00	(107,278.77)	-75.46%
Student Volunteer Stipends	1,000.00	1,860.00	10,800.00	(8,940.00)	-82.78%
Volunteer Conflag Reimbursement	0.00	39,507.11	48,685.00	(9,177.89)	-18.85%
Volunteer Stipends & Benefits	3,300.00	27,500.00	45,000.00	(17,500.00)	-38.89%
Workers Comp. & Group Accident Insurance	0.00	22,354.11	21,450.00	904.11	4.21%
<b>Total Personnel Services</b>	<b>90,091.30</b>	<b>453,286.52</b>	<b>1,331,900.00</b>	<b>(878,613.48)</b>	<b>-65.97%</b>
<b>Total Operating Expenses</b>	<b>125,283.57</b>	<b>569,083.60</b>	<b>2,111,140.00</b>	<b>(1,542,056.40)</b>	<b>-73.04%</b>
<b>Net Profit</b>	<b>87,568.29</b>	<b>1,172,137.60</b>	<b>776,783.00</b>	<b>395,354.60</b>	<b>50.90%</b>

## Budget Variance

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



Fund Name is Capital Reserve Fund.

Account	Actual		YTD	Budget	Variance	Variance %
	Oct 2024	Jul-Oct 2024				
<b>Revenue</b>						
Beginning Fund Balance	0.00	452,880.72	465,000.00	(12,119.28)	-2.61%	
Interest	696.84	4,480.92	7,000.00	(2,519.08)	-35.99%	
Other financing sources	0.00	0.00	250,000.00	(250,000.00)	-100.00%	
<b>Total Revenue</b>	<b>696.84</b>	<b>457,361.64</b>	<b>722,000.00</b>	<b>(264,638.36)</b>	<b>-36.65%</b>	
<b>Gross Profit</b>	<b>696.84</b>	<b>457,361.64</b>	<b>722,000.00</b>	<b>(264,638.36)</b>	<b>-36.65%</b>	
<b>Other Income</b>						
Transfer(s) In	0.00	0.00	104,357.00	(104,357.00)	-100.00%	
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>104,357.00</b>	<b>(104,357.00)</b>	<b>-100.00%</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>696.84</b>	<b>207,318.28</b>	<b>326,357.00</b>	<b>(119,038.72)</b>	<b>-36.48%</b>	

## Budget Variance

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



Fund Name is Bond Fund.

<u>Account</u>	<u>Actual Oct 2024</u>	<u>YTD Jul-Oct 2024</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance %</u>
<b>Revenue</b>					
Beginning Fund Balance	0.00	17,109.51	11,250.00	5,859.51	52.08%
Interest	64.89	231.18	1,000.00	(768.82)	-76.88%
Previously Levied Taxes	12,494.92	14,282.80	3,500.00	10,782.80	308.08%
Taxes Collected in Year Levied	0.04	2.79	200,205.00	(200,202.21)	-100.00%
<b>Total Revenue</b>	<b>12,559.85</b>	<b>31,626.28</b>	<b>215,955.00</b>	<b>(184,328.72)</b>	<b>-85.36%</b>
<b>Gross Profit</b>	<b>12,559.85</b>	<b>31,626.28</b>	<b>215,955.00</b>	<b>(184,328.72)</b>	<b>-85.36%</b>
<b>Operating Expenses</b>					
Debt Service: Bond Payment	0.00	0.00	199,184.00	(199,184.00)	-100.00%
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>199,184.00</b>	<b>(199,184.00)</b>	<b>-100.00%</b>
<b>Net Profit</b>	<b>12,559.85</b>	<b>31,626.28</b>	<b>16,771.00</b>	<b>14,855.28</b>	<b>88.58%</b>



# Payable Invoice Detail

**Crooked River Ranch Fire & Rescue**  
**For the period October 1, 2024 to October 31, 2024**

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Accuity, LLC</b>						
Oct 1, 2024	Payable Invoice	11332	Balance due for final audit June 30, 2024	2,000.00	Paid	Materials & Services:Professional Services:Auditor
<b>Total Accuity, LLC</b>				<b>2,000.00</b>		
<b>Aflac</b>						
Oct 17, 2024	Payable Invoice	ACH	October premiums from staff	668.34	Paid	Payroll Liabilities
<b>Total Aflac</b>				<b>668.34</b>		
<b>AirMedCare Network - AirLink</b>						
Oct 24, 2024	Payable Invoice	5703-10242024	Membership for Noah Cox	77.00	Paid	Materials & Services:Administration:Memberships
<b>Total AirMedCare Network - AirLink</b>				<b>77.00</b>		
<b>Annas Consultants, Inc.</b>						
Oct 1, 2024	Payable Invoice	3475	Annual service to Breathing Air Compressor including changing oil, oil filter, purification, filters, etc. Includes Parts and Travel Time	1,177.61	Paid	Materials & Services:Fire Operations:Service & Testing
<b>Total Annas Consultants, Inc.</b>				<b>1,177.61</b>		
<b>Birk Lowrie</b>						
Oct 24, 2024	Payable Invoice	Reimbursement	Reimbursement for CERT traffic Jacket	54.00	Paid	Materials & Services:CERT Program
<b>Total Birk Lowrie</b>				<b>54.00</b>		
<b>Blue Mountain Networks</b>						
Oct 7, 2024	Payable Invoice	143979 - ACH	Internet and Telephone Charges	687.62	Paid	Materials & Services:Utilities:Telecommunications
<b>Total Blue Mountain Networks</b>				<b>687.62</b>		
<b>BoundTree Medical, LLC</b>						
Oct 1, 2024	Payable Invoice	85501027 - ACH	Medical supplies for Ambulances and EMS Room	1,281.52	Paid	Materials & Services:EMS Operations:Supplies
Oct 7, 2024	Payable Invoice	85511761 - ACH	Head Immobilizer, STA-BLOK for MRI, CT Scan	119.80	Paid	Materials & Services:EMS Operations:Supplies
Oct 7, 2024	Payable Invoice	85511760 - ACH	EMS supplies for Ambulance and EMS room	1,037.43	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 16, 2024	Payable Invoice	85515976 - ACH	EMS supplies for Ambulances and EMS room	746.86	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2024	Payable Invoice	85518005 - ACH	Dextrose 50%, 25GM	261.99	Paid	Materials & Services:EMS Operations:Supplies
Oct 22, 2024	Payable Invoice	85530919 - ACH	EMS supplies for EMS supply room and ambulances	158.15	Paid	Materials & Services:EMS Operations:Supplies
Oct 23, 2024	Payable Invoice	85532628 - ACH	c\$ Midazolam 10 mg, 2 ml Vial, 10/box	40.79	Paid	Materials & Services:EMS Operations:Supplies
Oct 23, 2024	Payable Invoice	85532628 - ACH	Shipping	11.95	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>				<b>3,658.49</b>		
<b>Carson Oil Company, Inc.</b>						
Oct 7, 2024	Payable Invoice	CP-00543219 -EFT	Fuel for all apparatus	470.06	Paid	Materials & Services:Fuel
Oct 17, 2024	Payable Invoice	EFT	Fuel for all apparatus	507.53	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>				<b>977.59</b>		
<b>CompuNet</b>						
Oct 21, 2024	Payable Invoice	270627	Mo. Fee for Microsoft Government Community pricing and maintenance.	256.75	Paid	Materials & Services:Professional Services:Computer Services
<b>Total CompuNet</b>				<b>256.75</b>		
<b>Crook County Fire &amp; Rescue</b>						
Oct 7, 2024	Payable Invoice	605	HSFA Cards	100.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Crook County Fire &amp; Rescue</b>				<b>100.00</b>		
<b>Crooked River Ranch Water Company</b>						
Oct 1, 2024	Payable Invoice	94 - EFT	Base Rate	168.63	Paid	Materials & Services:Utilities:Water
Oct 1, 2024	Payable Invoice	94 - EFT	Water	214.42	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>				<b>383.05</b>		
<b>Crooked River Sanitary</b>						
Oct 1, 2024	Payable Invoice	00014 - EFT	Sanitation services for September	79.22	Paid	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>				<b>79.22</b>		
<b>David Paulsen</b>						
Oct 10, 2024	Payable Invoice	Mileage Reimbursement	Mileage Reimbursement	200.00	Paid	Personnel Services:Student Volunteer Stipends

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 10, 2024	Payable Invoice	Mileage Reimbursement	Tax Liabilities	(29.94)	Paid	Payroll Liabilities
<b>Total David Paulsen</b>				<b>170.06</b>		
<b>Day Wireless Systems</b>						
Oct 16, 2024	Payable Invoice	845387	BK Technologies Depot Repair	55.00	Paid	Materials & Services:Radios/Communications
<b>Total Day Wireless Systems</b>				<b>55.00</b>		
<b>Deschutes County 911 Service District</b>						
Oct 16, 2024	Payable Invoice	4446	Cleaning and maintenance of radio control head speaker, installed new external speaker.	167.25	Paid	Materials & Services:Radios/Communications
<b>Total Deschutes County 911 Service District</b>				<b>167.25</b>		
<b>Elizabeth Altstock</b>						
Oct 24, 2024	Payable Invoice	Reimbursement	Reimbursement for CERT Traffic Jacket	55.62	Paid	Materials & Services:CERT Program
<b>Total Elizabeth Altstock</b>				<b>55.62</b>		
<b>First Citizens Bank</b>						
Oct 28, 2024	Payable Invoice	45717871 - ACH	Copier Lease Pmt	138.43	Paid	Materials & Services:Administration:Copier Expenses
Oct 28, 2024	Payable Invoice	45717871 - ACH	B/W Copies	9.32	Paid	Materials & Services:Administration:Copier Expenses
Oct 28, 2024	Payable Invoice	45717871 - ACH	Color Copies	73.60	Paid	Materials & Services:Administration:Copier Expenses
<b>Total First Citizens Bank</b>				<b>221.35</b>		
<b>HRA VEBA Trust</b>						
Oct 17, 2024	Payable Invoice	ACH	Contributions from District	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>				<b>2,450.00</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>						
Oct 7, 2024	Payable Invoice	Union Dues - ACH	Union Dues from Staff	170.00	Paid	Payroll Liabilities
Oct 7, 2024	Payable Invoice	PAC Donations - ACH	PAC donations from staff	18.08	Paid	Payroll Liabilities
Oct 17, 2024	Payable Invoice	Union Dues - ACH	Union Dues from: Captains and FF's	170.00	Paid	Payroll Liabilities
Oct 17, 2024	Payable Invoice	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>Keagan Lopez</b>						

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 10, 2024	Payable Invoice	Mileage Reimbursement	Mileage Reimbursement	200.00	Paid	Personnel Services:Student Volunteer Stipends
Oct 10, 2024	Payable Invoice	Mileage Reimbursement	Tax Liabilities	(29.94)	Paid	Payroll Liabilities
<b>Total Keagan Lopez</b>				<b>170.06</b>		
<b>Kendall Ford</b>						
Oct 22, 2024	Payable Invoice	W1CS2299396	Oil Change and inspection on 591	113.90	Paid	Materials & Services: Vehicle/Equipment Maintenance: 511289
<b>Total Kendall Ford</b>				<b>113.90</b>		
<b>L.N. Curtis &amp; Sons</b>						
Oct 1, 2024	Payable Invoice	866528 - ACH	R&B hydrant bag	169.20	Paid	Materials & Services:Fire Operations:Supplies /Equipment
Oct 1, 2024	Payable Invoice	866528 - ACH	Amerex 2.5 Gal Water Fire Extinguisher	203.00	Paid	Materials & Services:Fire Operations:Supplies /Equipment
Oct 1, 2024	Payable Invoice	866528 - ACH	Shipping	39.30	Paid	Materials & Services:Fire Operations:Supplies /Equipment
<b>Total L.N. Curtis &amp; Sons</b>				<b>411.50</b>		
<b>Les Schwab Tire Center - Redmond</b>						
Oct 1, 2024	Payable Invoice	901435942	New Tires, Shock installation, Balancing on 572 Ambulancae	3,017.66	Paid	Materials & Services:Vehicle/Equ ipment Maintenance:516001
<b>Total Les Schwab Tire Center - Redmond</b>				<b>3,017.66</b>		
<b>Life Flight Network</b>						
Oct 24, 2024	Payable Invoice	0228895	Lifelight membership for Noah Cox and Forrest Reinhart	75.00	Paid	Materials & Services:Administrat ion:Memberships
<b>Total Life Flight Network</b>				<b>75.00</b>		
<b>Life-Assist</b>						
Oct 1, 2024	Payable Invoice	97760FPD - ACH	Various Medical Supplies for Ambulances & EMS Room	959.90	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Life-Assist</b>				<b>959.90</b>		
<b>N The Zone</b>						
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Screen PrintingPC61Navy Port & Company - Port & Company - Essential Tee.	1,340.45	Paid	Materials & Services:Uniforms
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Screen PrintingPC61Navy	269.10	Paid	Materials & Services:Uniforms

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
			Port & Company - Port & Company - Essential Tee.			
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Screen PrintingPC61LSNavy Port & Company - Port & Company - Long Sleeve Essential Tee.	374.80	Paid	Materials & Services:Uniforms
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Screen PrintingPC61LSNavy Port & Company - Port & Company - Long Sleeve Essential Tee.	105.35	Paid	Materials & Services:Uniforms
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Screen PrintingPC61LSNavy Port & Company - Port & Company - Long Sleeve Essential Tee.	114.35	Paid	Materials & Services:Uniforms
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	1 Mixed DecorationCustomer Supplied 5.50Navy 5.11 1/4 Zip (embroidery and name plate) Customer Supplied	315.70	Paid	Materials & Services:Uniforms
Oct 1, 2024	Payable Invoice	PO-0455 / Inv#42019	Digitizing - 0 - 20k StitchesDigitizing - 0 - 20k Stitches1\$80.00\$80.0 0	80.00	Paid	Materials & Services:Uniforms
<b>Total N The Zone</b>				<b>2,599.75</b>		
<b>Nationwide Retirement Solutions</b>						
Oct 7, 2024	Payable Invoice	Deferred Comp - EFT	Contributions from staff	295.00	Paid	Payroll Liabilities
Oct 17, 2024	Payable Invoice	Deferred Comp - EFT	Deferred Compensation contributions from staff	295.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>				<b>590.00</b>		
<b>Oregon PERS</b>						
Oct 9, 2024	Payable Invoice	PERS - EFT	Employer contributions	5,453.96	Paid	Personnel Services:PERS
Oct 9, 2024	Payable Invoice	PERS - EFT	Employee contributions, paid by Employer	1,268.76	Paid	Personnel Services:PERS
Oct 23, 2024	Payable Invoice	PERS - EFT	Employer contributions	5,198.92	Approved	Personnel Services:PERS
Oct 23, 2024	Payable Invoice	PERS - EFT	Employee contributions, paid by Employer	1,268.40	Approved	Personnel Services:PERS
Oct 23, 2024	Payable Invoice	PERS - EFT	PERS Adjustments on three individuals	250.73	Approved	Personnel Services:PERS
<b>Total Oregon PERS</b>				<b>13,440.77</b>		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Pacific Power</b>						
Oct 17, 2024	Payable Invoice	24712171-001 3 - EFT	Basic Charges, Load Size Charge, Demand Charges, Kilowatt usage	653.94	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>				<b>653.94</b>		
<b>Paladin Background Screening</b>						
Oct 7, 2024	Payable Invoice	6096	Background screenings for Reinhart, Cox, Smoke and Patrick	589.00	Paid	Materials & Services:Professional Services:Background Checks
<b>Total Paladin Background Screening</b>				<b>589.00</b>		
<b>Special Districts Insurance Services</b>						
Oct 7, 2024	Payable Invoice	03-0052514 - ACH	November Health Premiums for staff	10,982.00	Paid	Personnel Services:Employee Benefits:Health Insurance
Oct 7, 2024	Payable Invoice	03-0052514 - ACH	November Dental Premiums for staff	955.75	Paid	Personnel Services:Employee Benefits:Dental Insurance
Oct 7, 2024	Payable Invoice	03-0052514 - ACH	November Long-Term Premiums for staff	159.46	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>				<b>12,097.21</b>		
<b>Streamline</b>						
Oct 7, 2024	Payable Invoice	41F663CA-0047 - ACH	Mo Fee for Website Platform	126.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Streamline</b>				<b>126.00</b>		
<b>Tactical Business Group</b>						
Oct 7, 2024	Payable Invoice	OR-CRR-2024-010 - ACH	Ambulance Billing Fee for September 2024	1,050.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
<b>Total Tactical Business Group</b>				<b>1,050.00</b>		
<b>TEC Equipment</b>						
Oct 16, 2024	Payable Invoice	505512P3S	Removed and replaced with new Drive Line on 521/510165. Engine stopped running while customer was on a call, no fuel getting passing though injection control valve and transient suppressor. Installed new Oring in Gear	11,673.56	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
			Housing to fuel pump, etc. Total is for Labor/Parts/Misc Fees and Taxes			
<b>Total TEC Equipment</b>				<b>11,673.56</b>		
<b>Terminix</b>						
Oct 1, 2024	Payable Invoice	261909	Quarterly spraying for mice, spiders, etc.	104.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Oct 7, 2024	Payable Invoice	266499	Spraying for Flies around the station and extra trip	104.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Terminix</b>				<b>208.00</b>		
<b>Verizon Wireless</b>						
Oct 7, 2024	Payable Invoice	9974630722	Data charges for all iPads in Apparatus	244.86	Paid	Materials & Services:Utilities:Telecommunications
<b>Total Verizon Wireless</b>				<b>244.86</b>		
<b>VISA - Chase</b>						
Oct 1, 2024	Payable Invoice	HD 622076467	Dinner at OFSOA Conference.	27.00	Paid	Materials & Services:Travel
Oct 2, 2024	Payable Invoice	HD 622063593	Dinner at OFSOA Conference.	26.40	Paid	Materials & Services:Travel
Oct 4, 2024	Payable Invoice	10-04-2024	Lodging for OFSOA Conference in Newport, OR	408.60	Paid	Materials & Services:Travel
Oct 5, 2024	Payable Invoice	HD 626804734	monthly Microsoft Business 365 licenses payment	74.41	Paid	Materials & Services:Professional Services:Computer Services
Oct 9, 2024	Payable Invoice	HD 622840362	Cake and punch for Push In Ceremony	62.43	Paid	Materials & Services:Department Services:Events
Oct 10, 2024	Payable Invoice	XXXX	Wet Floor Signs from Amazon	14.99	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 15, 2024	Payable Invoice	HD 625467455	Lodging for Frank Day for training class in Pendleton, OR, 10/14 to 10/15/24	124.45	Paid	Materials & Services:Travel
Oct 15, 2024	Payable Invoice	HD 625510063	Station Supplies	62.34	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 18, 2024	Payable Invoice	XXXX	Mo. Fee for use of Stamps.com	19.99	Paid	Materials & Services:Administration:Postage & Shipping
Oct 19, 2024	Payable Invoice	INV-5717462	Crooked River Ranch Fire & Rescue. Monthly Subscription, Growing, 19 Sep 2024 to 18 Oct 2024	31.50	Paid	Materials & Services:Professional Services:Computer Services

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
			Non-Profit Discount. \$10.50 Discount.			
Oct 21, 2024	Payable Invoice	XXXX	Mo. Fee for Xero Accounting Platform	31.50	Deleted	Materials & Services:Professional Services:Accounting/Payroll Services
Oct 22, 2024	Payable Invoice	ST238947	ID badges for Noah and Forrest	37.00	Paid	Materials & Services:Department Services
Oct 25, 2024	Payable Invoice	00517	Candy for Trunk or Treat event	270.24	Paid	Materials & Services:Department Services:Events
Oct 25, 2024	Payable Invoice	840-59700685-2-8701023-2	Postage to send out DPSST information	3.15	Paid	Materials & Services:Administration:Postage & Shipping
Oct 26, 2024	Payable Invoice	HD 630744277	Decorations for Trunk or Treat	34.58	Paid	Materials & Services:Department Services:Events
Oct 26, 2024	Payable Invoice	HD 635323433	decorations for Halloween event participation.	6.98	Paid	Materials & Services:Department Services:Events
Oct 28, 2024	Payable Invoice	5099375401	Google account setup fee	0.69	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Oct 29, 2024	Payable Invoice	HD 632235341	Signs/Nameplates for lockers	44.45	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Oct 30, 2024	Payable Invoice	XXXX	Mo fee for Amazon Prime	14.99	Paid	Materials & Services:Administration:Memberships
Oct 31, 2024	Payable Invoice	XXXX	Purchase of Stamps for payables	50.00	Paid	Materials & Services:Administration:Postage & Shipping
<b>Total VISA - Chase</b>				<b>1,345.69</b>		
<b>Waystar Merchant Services</b>						
Oct 2, 2024	Payable Invoice	00017	CC Processing Charges	7.42	Paid	Materials & Services:Professional Services:Credit Card Fees
<b>Total Waystar Merchant Services</b>				<b>7.42</b>		
<b>Xero Inc</b>						
Oct 19, 2024	Payable Invoice	INV-5717462	Crooked River Ranch Fire & Rescue. Monthly Subscription, Growing, 19 Sep 2024 to 18 Oct 2024 Non-Profit Discount. \$10.50 Discount.	31.50	Deleted	
<b>Total Xero Inc</b>				<b>31.50</b>		
<b>Zoll Webstore</b>						



Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 16, 2024	Payable Invoice	PO-0459 / 4062622 - ACH	Defib Pads	427.50	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Zoll Webstore</b>				<b>427.50</b>		
<b>Total</b>				<b>63,448.33</b>		



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of:  
Transferring appropriations in the  
General Fund

**RESOLUTION:**

**2024-09**

WHEREAS, on June 20, 2024, the Board of Directors adopted Resolution 2024-04 adopting the budget and making appropriations for fiscal year 2024-2025; and

WHEREAS, ORS 294.463 provides for making a transfer by resolution for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year which requires a change in financial planning; and

WHEREAS, after the adoption of the budget increased funds are needed in Materials & Services for Vehicle/Equipment Maintenance unanticipated expenditures; and

WHEREAS, after the adoption of the budget increased funds are needed in Personnel Services for Workers Compensation & Group Accident Insurance unanticipated expenditures.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Crooked River Ranch Rural Fire Protection District, Oregon, hereby transfers appropriations in the amount of \$19,550 in the General Fund as follows:

GENERAL FUND

<u>Resource Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
Contingency	\$ 100,000	(\$19,550)	\$ 80,450
<u>Appropriation Category</u>			
Materials & Services	\$ 547,837	\$ 12,650	\$ 560,487
Personnel Services	\$1,331,900	\$ 6,900	\$1,338,800

**INTRODUCED and ADOPTED**

Thursday, November 21, 2024

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

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

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

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

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

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



# CROOKED RIVER RANCH FIRE & RESCUE

## Fire Chief's Report November, 2024

- Calls for service in October totaled 63. The district is 21 calls behind as compared to the end of October 2023. A breakdown of calls by month is below:

<b>Calls by Incident Type</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
1-Fire (Building, Wildland, Vehicle, etc.)	3	2	2	1	1	6	7	3	1	2			<b>28</b>
2-Overpressure Rupture, Explosion, Overheat (No Fire)	1	0	0	0	0	0	1	0	0	0			<b>2</b>
3-Rescue & EMS	32	36	33	39	44	45	40	44	54	50			<b>417</b>
4-Hazardous Condition (No Fire)	0	0	0	0	0	0	0	1	0	1			<b>2</b>
5-Service Call	4	4	2	1	5	6	6	6	1	2			<b>37</b>
6-Good Intent Call	1	4	8	8	4	7	8	0	10	6			<b>56</b>
7-False Alarm & False Call	1	2	0	1	1	2	1	0	3	2			<b>13</b>
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0			<b>0</b>
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0			<b>0</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>0</b>	<b>0</b>	
<b>Total Calls-To-Month End 2024</b>													
<b>555</b>													
<i>Total Calls-To-Month End 2023</i>	<i>60</i>	<i>59</i>	<i>54</i>	<i>53</i>	<i>51</i>	<i>51</i>	<i>70</i>	<i>53</i>	<i>51</i>	<i>64</i>	<i>47</i>	<i>41</i>	

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

- The district's website will change from crrfire.org to crrfire-or.gov on Monday, December 2<sup>nd</sup>. The old website address will forward to the new site making it a seamless transition. We will be putting out information on social media, the website, and Nextdoor through the rest of November.
- I am happy to announce that the District has hired Alan Smoke as our new career Firefighter/Paramedic. He is assigned to C-Shift with Captain Delorto. Alan brings experience as a volunteer firefighter/EMT from Cloverdale Fire and just recently earned his Paramedic license. We are looking forward to having him on with us!
- Directors Pahl and Gayheart and I attended the Oregon Fire District Directors Association, Oregon Fire Service Conference in Sunriver in early November. There was continuing education for the Directors and OSHA updates/best practices that I attended.
- The SDAO conference will be in Bend this coming February 7<sup>th</sup> – 9<sup>th</sup>. As this is local and we do not have any lodging costs for this conference I would like to get as many Directors to attend as we can.
- The Holiday Giving Tree & Food Box program and Shop with a Firefighter are underway!
  - The Giving Tree application period is open through the end of November. Tags will go on the Giving Tree in the lobby at the beginning of December for shoppers to pick out. The gifts and food boxes will be ready on December 23<sup>rd</sup> for pickup. Thank you to Marta for coordinating the Giving Tree and Robin and Sandie for handling the food boxes!
  - The Shop with a Firefighter will be on Saturday, December 7<sup>th</sup>. Watch for an email from Captain Delorto with more details and helper sign-up information. A huge shout out to her for coordinating this fun event!
- Parking lot maintenance is underway. This year many of the cracks in the asphalt were now too big to crack seal. The larger ones are being ground out, new asphalt applied, and then all other cracks will be sealed. This should be completed by mid-November.
- Annual ladder testing has been completed for all apparatus. All ladders passed the testing and are in-service.
- Apparatus
  - 521 is back in-service after the fuel pump issue. TEC Equipment was able to diagnose that the fuel level sensor had failed. That sensor has now also been replaced.
  - 522 was awaiting removal of the Harris/Tait radio components prior to being listed for surplus. Deschutes County 911 radio technicians completed this work in mid-November. The agreement to consign the engine through Hughes Fire

Equipment/Brindlee Mountain Used Fire Apparatus is being reviewed by legal counsel.

- Captain McDonald and I will be in Florida from November 18<sup>th</sup> through November 21<sup>st</sup> doing the final inspection on the new Pierce engine.
- We received notice that TEC Equipment is closing their shop in Redmond. This was their only Central Oregon location. They have been providing our apparatus service since they opened about five years ago. With this change we will be switching to Pape Kenworth in Redmond. We have utilized them in the past and have accounts established there already. Captain McDonald is getting updated maintenance costs from them for future budgeting purposes.
- Monthly Fire Med Report
  - Number of paid memberships: 33
  - Number of new memberships: 3
  - Number of lapsed/non-renewals: 1
  - Total Fire Med memberships: 269

Respectfully submitted

Sean Hartley, Fire Chief