



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
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www.crrfire.org

Notice of Virtual Joint Public Budget Hearing and Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Public Budget Hearing and Board meeting on **Thursday, June 17, 2021**. The public Budget Hearing will start at **6:00 pm** with the Board meeting immediately following. The purpose of the public Budget Hearing is to discuss the budget for the fiscal year beginning July 1, 2021, as approved by the Crooked River Ranch RFPD Budget Committee. A copy of the budget may be obtained at the Crooked River Ranch Fire & Rescue website, www.crrfire.org/meetings, as well as access to the hearing and Board meeting through the Zoom platform. Public comments may also be emailed to admin@crrfire.org a head of time and will be forwarded to the Board of Directors, prior to the date of this meeting. The meeting is accessible to people with disabilities and will be recorded.

Board of Directors

Brad Pahl, President, (Position 1)
Barbara Oakley, Vice President (Position 4)
Mark Wilson, Secretary (Position 5)
Jeff Green, Treasurer (Position 3)
John Meredith, Director (Position 2) (excused)

District Staff

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

Hearing Agenda

1. Call to Order - Director Pahl
 - 1.1. Roll Call by Director Wilson
2. Presentation of the Budget – Fire Chief, Harry Ward / Assistant Fire Chief, Sean Hartley
3. Comments from the public – (Please utilize the question/answer icon at the bottom of your screen and any duplicate comments/testimonies are to be avoided)
4. Discussion/comments/actions from the Board of Directors
5. Adjournment of Public Budget Hearing – Director Pahl

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Wilson
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting minutes– Director Pahl
 - 3.1 Approval of May 20, 2021 Board meeting minutes

4. Financial Reports

4.1 Acknowledge receipt and approval of the financial reports for May 2021 – Director Green

4.2 Appointment of Board members to sign checks for Friday, July 9th and Monday, July 26, 2021. – Director Pahl

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

5.1 Discussion/Proposal on increasing Ambulance transport rates – Fire Chief, Harry Ward / Captain Alysha Delorto

5.2 Discussion/Adoption of Section 14 of Board policy manual – Director Pahl

5.3 Update on Projects – Director Pahl

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

6.1 Discussion on Board Workshop for July to complete policy review – Director Pahl

6.2 Approval/Discussion of Resolution 2021-04 Adopting the Budget for 2021/2022 Fiscal Year – Director Pahl

6.3 Swearing in/Oath of Office for new Board Directors effective July 1, 2021 – by Kate Zemke, Jefferson County Clerk

6.4 Election of Board Officers for the 2021/2022 terms, effective July 1, 2021 – Director Pahl

6.5 Review of Fire Chief Contract (Executive Session) – Director Pahl

7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet

8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet

9. Correspondence/ Recognitions/ Good of the Order – Director Pahl

10. Adjournment – Director Pahl

(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 RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Resources - Detailed

		Historical Data			Resource Description	Budget for Next Year: 2021-2022			
		Actual	First Preceding	Adopted Budget		Proposed By	Approved By	Adopted By	
	Second Preceding		2019-2020	This Year 2020-2021		Budget Officer	Budget Committee	Governing Body	
	2018/2019								
1	\$275,751		\$328,767	\$441,703	1 Available cash on hand* (cash basis) or	\$521,135	\$521,135		1
2	\$18,935		\$23,943	\$20,000	2 Previously levied taxes estimated to be received	\$20,000	\$20,000		2
3	\$8,059		\$22	\$7,500	3 Interest	\$7,500	\$7,500		3
4	\$0		\$0	\$55,000	4 Transferred IN, from other fund(s)	\$0	\$0		4
5	\$176,317		\$202,736	\$165,000	5 Ambulance Billing	\$200,000	\$200,000		5
6	\$800		\$0	\$400	6 Contractual Income	\$400	\$400		6
7	\$460		\$400	\$500	7 Emergency Signs	\$500	\$500		7
8	\$13,185		\$13,680	\$13,680	8 FireMed	\$13,500	\$13,500		8
9	\$12,647		\$171,474	\$63,760	9 Grant Funds	\$62,658	\$62,658		9
10	\$4,516		\$13,831	\$5,000	10 Misc. Income	\$5,000	\$5,000		10
11	\$7,239		\$10,000	\$7,500	11 Sale of Assets	\$15,000	\$15,000		11
12	\$0		\$0	\$500	12 Training	\$500	\$500		12
13	\$2,020		\$0	\$42,792	13 Conflagration Revenue	\$0	\$0		13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29	\$519,929		\$764,853	\$768,335	29 Total resources, except taxes to be levied	\$846,193	\$846,193		29
30				\$935,066	30 Taxes estimated to be received	\$979,441	\$979,441		30
31	\$831,560		\$949,904		31 Taxes collected in year levied				31
32	\$1,351,489		\$1,714,757	\$1,703,401	32 TOTAL RESOURCES	\$1,825,634	\$1,825,634		32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

General Fund

		Historical Data			Requirements Summary		Budget for Next Year: 2021-2022			
		Actual	First Preceding	Adopted Budget			Proposed By	Approved By	Adopted By	
		2018-2019	2019-2020	This Year			Budget Officer	Budget Committee	Governing Body	
				2020/2021						
1					1	PERSONNEL SERVICES				1
2		\$717,642	\$796,269	\$879,055	2	See detailed description	\$899,153	\$899,153		2
3					3					3
4					4					4
5					5					5
6		\$717,642	\$796,269	\$879,055	6	TOTAL PERSONNEL SERVICES	\$899,153	\$899,153	\$0	6
7					7	MATERIALS AND SERVICES				7
8		\$308,203	\$343,559	\$456,102	8	See detailed description	\$523,803	\$527,833		8
9					9					9
10					10					10
11					11					11
12		\$308,203	\$343,559	\$456,102	12	TOTAL MATERIALS AND SERVICES	\$523,803	\$527,833	\$0	12
13					13	CAPITAL OUTLAY				13
14			\$127,010	\$10,502	14	See detailed description	\$0	\$0	\$0	14
15					15					15
16					16					16
17					17					17
18		\$0	\$127,010	\$10,502	18	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	18
19					19	DEBT SERVICES				19
20			\$0	\$27,046	20	See detailed description	\$27,046	\$27,046		20
21					21					21
22					22					22
23					23					23
24		\$0	\$0	\$27,046	24	TOTAL DEBT SERVICES	\$27,046	\$27,046	\$0	24
25					25					25
26			\$13,909		26	Transfer to Capital Reserve Fund	\$50,000	\$50,000		26
27					27					27
28		\$0	\$13,909	\$55,000	28	TOTAL TRANSFERRED TO OTHER FUNDS	\$50,000	\$50,000	\$0	28
29		\$3,359		\$35,696	29	OPERATING CONTINGENCY	\$75,632	\$71,602		29
30		\$275,751	\$434,010		30	Ending Balance (Prior Years)	\$250,000	\$250,000		30
31				\$	31	UNAPPROPRIATED ENDING FUND BALANCE	\$1,825,634	\$1,825,634		31
32		\$1,304,955	\$1,714,757	\$1,703,401	32	TOTAL REQUIREMENTS	\$1,825,634	\$1,825,634	\$0	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Personnel Services - Detail

	Historical Data			Requirement Description	Number of Employees	Range*	Budget for Next Year: 2021-2022			
	Actual Second Preceding 2018/2019	First Preceding 2019/2020	Adopted Budget This Year 2020/2021				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	\$ 78,207	\$80,179	\$ 84,975	1 Fire Chief	1		\$ 87,524	\$ 87,524		1
2	\$ 55,361	\$56,851	\$ 77,174	2 Assistant Chief	1		\$ 64,367	\$ 64,367		2
3	\$ 33,937	\$35,457	\$ 37,554	3 Administrative Assistant	1		\$ 39,403	\$ 39,403		3
4	\$ 316	\$716	\$ 1,280	4 Administrative Assistant Overtime			\$ 1,343	\$ 1,343		4
5	\$ 173,990.00	\$181,254	\$ 181,300	5 Shift Personnel Wages	3		\$ 188,023	\$ 188,023		5
6	\$ 46,029.00	\$42,591	\$ 44,571	6 Shift Personnel Overtime			\$ 45,920	\$ 45,920		6
7	\$ 2,280	\$0	\$0	7 Mechanic (Part Time)	0		\$ -	\$ -		7
8	\$ 18,869	\$18,639	\$ 23,520	8 Part-Time Personnel	5		\$ 33,840	\$ 33,840		8
9	\$ 145,926	\$153,215	\$ 183,359	9 Employee Benefits (Health/Dental/Vision/VEBA)			\$ 183,359	\$ 183,359		9
10	\$ 97,942	\$117,251	\$ 122,725	10 PERS			\$ 151,969	\$ 151,969		10
11	\$ 34,952	\$38,175	\$ 42,783	11 Payroll Taxes			\$ 43,615	\$ 43,615		11
12	\$ 18,216	\$15,737	\$ 16,000	12 Workers Comp. & Group Accident Insurance			\$ 16,000	\$ 16,000		12
13	\$ 11,100	\$48,644	\$ 50,000	13 Volunteer Stipend & Benefits			\$ 36,500	\$ 36,500		13
14	\$ 515	\$0	\$ 6,524	14 Volunteer Conflag Reimbursement			\$ -	\$ -		14
15	\$ 0	\$7,560	\$ 7,290	15 Student Volunteer Stipends			\$ 7,290	\$ 7,290		15
16										16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32	\$717,640	\$796,269	\$879,055	32 TOTAL PERSONNEL SERVICES REQUIREMENTS			\$ 899,153	\$ 899,153	\$ -	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Materials & Services - Detailed

	Historical Data			Requirement Description	Budget for Next Year: 2021/2022		Adopted By Governing Body
	Actual Second Preceding 2018-2019	First Preceding 2019/2020	Adopted Budget This Year 2020/2021		Proposed By Budget Officer	Approved By Budget Committee	
1	\$12,666	\$16,855	\$14,608	1 Administration	\$16,000	\$16,000	1
2	\$14,321	\$16,483	\$35,000	2 Building Maintenance & Supplies	\$35,000	\$35,000	2
3	\$1,169	\$2,012	\$3,000	3 Department Services	\$3,000	\$3,000	3
4	\$59,400	\$63,814	\$69,619	4 Dispatch Services	\$71,612	\$71,612	4
5	\$30,755	\$33,281	\$38,266	5 EMS Operations	\$40,970	\$45,000	5
6	\$10,942	\$22,902	\$28,080	6 Fire Operations	\$57,535	\$57,535	6
7	\$12,543	\$10,493	\$12,000	7 Fuel	\$15,000	\$15,000	7
8	\$27,645	\$30,515	\$30,000	8 Insurance	\$36,000	\$36,000	8
9	\$852	\$781	\$1,000	9 Prevention	\$1,500	\$1,500	9
10	\$19,012	\$17,737	\$44,302	10 Professional Services	\$45,000	\$45,000	10
11	\$1,714	\$3,159	\$3,000	11 Radios/Communications	\$12,500	\$12,500	11
12	\$0	\$1,405	\$1,500	12 Rope Rescue Operations	\$3,000	\$3,000	12
13	\$7,574	\$8,206	\$15,227	13 Training	\$25,715	\$25,715	13
14	\$3,391	\$7,631	\$10,488	14 Travel	\$5,000	\$5,000	14
15	\$31,500	\$24,843	\$31,500	15 Tuition Reimbursement	\$31,500	\$31,500	15
16	\$3,173	\$4,613	\$5,713	16 Uniforms	\$5,713	\$5,713	16
17	\$24,588	\$21,908	\$22,500	17 Utilities	\$25,000	\$25,000	17
18	\$15,108	\$27,255	\$50,077	18 Vehicle/Equipment Maintenance	\$35,000	\$35,000	18
19	\$24,505	\$17,050	\$20,800	19 Volunteer Incentive Program	\$22,600	\$22,600	19
20	\$4,371	\$4,519	\$10,000	20 Wellness Program	\$10,000	\$10,000	20
21	\$2,969	\$8,097	\$9,422	21 SAFER Grant Expenditures	\$26,158	\$26,158	21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29				29			29
30				30			30
31				31			31
32	\$308,198	\$343,559	\$456,102	32 TOTAL MATERIALS & SERVICES	\$523,803	\$527,833	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT
GENERAL FUND**

Capital Outlay & Grant Awards - Detailed

	Historical Data			Requirement Description	Budget for Next Year: 2020-2021			
	Actual Second Preceding 2018/2019	First Preceding 2019/2020	Adopted Budget This Year 2020/2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1 CAPITAL IMPROVEMENTS/PURCHASES				1
2	\$0			2 Apparatus Capital Purchases	\$0	\$0		2
3	\$6,914			3 Building & Grounds Capital Purchases	\$0	\$0		3
4	\$0	\$66,480	\$10,502	4 EMS Capital Purchases	\$0	\$0		4
5	\$0	\$60,530		5 Fire Capital Purchases	\$0	\$0		5
6	\$0			6 Training Capital Purchases	\$0	\$0		6
7				7 GRANT AWARD EXPENDITURES				7
8				8 VFA Grant	\$0	\$0		8
9				9 AFG Grant	\$0	\$0		9
10								10
11								11
12								12
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24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32	\$6,914	\$127,010	\$10,502	32 TOTAL CAPITAL OUTLAY & GRANTS	\$0	\$0	\$0	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Debt Services - Detailed

	Historical Data			Adopted Budget This Year 2020/2021	Requirement Description	Budget for Next Year: 2021-2022		
	Actual Second Preceding 2018/2019	First Preceding 2019/2020				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1		\$165,800		\$27,046	1 New Apparatus Finance Payment (12/26/21)	\$27,046	\$27,046	
2								
3								
4								
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26								
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28								
29								
30								
31								
32	\$0	\$165,800		\$27,046	32 TOTAL DEBT SERVICES REQUIREMENTS	\$27,046	\$27,046	\$0

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

Capital Reserve Fund

		Historical Data			Summary of Resources and Requirements		Budget for Next Year: 2020-2021			
		Actual Second Preceding 2018-2019	First Preceding 2019-2020	Adopted Budget This Year 2020-2021	Resources and Requirements		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1					1	RESOURCES				1
2	\$183,405	\$173,182	\$115,000	2	Cash on hand* (cash basis) or	\$359,000	\$359,000			2
3	\$3,726	\$2,841	\$2,750	3	Interest	\$2,750	\$2,750			3
4	\$0	\$13,909	\$55,000	4	Transferred IN, from other fund(s)	\$25,000	\$50,000			4
5	\$0	\$21,217	\$206,851	5	Grant Funds	\$0	\$0			5
6			\$0	6	Other financing sources	\$0	\$0			6
7	\$187,131	\$211,149	\$379,601	7	TOTAL RESOURCES	\$386,750	\$411,750			7
8				8	REQUIREMENTS					8
9			\$0	9	Transferred OUT, Building/Grounds Capital Purchases	\$0	\$0			9
10		\$234,876	\$0	10	Apparatus Capital Purchases	\$0	\$50,000			10
11	\$13,949	\$0	\$0	11	AFG, Regional - Radio Grant Expenditures	\$0	\$0			11
12			\$15,000	12	Building Purchases	\$0	\$0			12
13				13	EMS Capital Purchases					13
14			\$35,000	14	Training Capital Purchases	\$38,000	\$38,000			14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28	Capital Contingency	\$100,000	\$100,000			28
29	\$13,949	\$234,876	\$50,000	29	Total requirements, except future expenditures	\$138,000	\$188,000			29
30		\$134,250	\$329,601	30	RESERVED FOR FUTURE EXPENDITURE (UEFB)	\$248,750	\$223,750			30
31	\$13,949	\$369,126	\$379,601	31	TOTAL REQUIREMENTS	\$386,750	\$411,750			31

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT
BOND FUND**

Debt Service - Fire Station - Summary

	Historical Data			Adopted Budget This Year 2020- 2021	Description of Resources and Requirements	Budget for Next Year: 2021-2022					
	Actual Second Preceding 2018-2019	First Preceding 2019-2020				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
1					RESOURCES						
2	\$7,432	\$4,213	\$2,868		1 Cash on hand (cash basis) or	\$8,529	\$8,529				
3		\$2,500	\$2,500		2 Previously levied taxes estimated to be received	\$3,500	\$3,500				
4		\$600	\$600		3 Earnings from temporary investments (Interest)	\$300	\$300				
5					4 Transferred IN, from other fund(s)	\$0	\$0				
6					5 Total resources, except taxes to be levied	\$12,329	\$12,329				
7	\$7,432	\$7,313	\$5,968		6 Taxes estimated to be received	\$184,087	\$184,087				
8		\$168,603	\$183,985		7 Taxes collected in year levied						
9	\$160,609				8 TOTAL RESOURCES	\$196,416	\$196,416				
10	\$168,041	\$175,916	\$189,953		9 REQUIREMENTS						
11					10 Bond Principal Payments						
12					11 Issue Date						
13					12 Issue Date						
14	\$100,000	\$110,000	\$120,000		13 Total Principal	\$130,000	\$130,000				
15					14 Bond Interest Payments						
16					15 Issue Date						
17	\$100,000	\$110,000	\$120,000		16 Budgeted Payment Date						
18					17 Total Interest	\$49,848	\$49,848				
19					18 Unappropriated Balance for Following Year By						
20	\$29,822	\$28,582	\$27,218		19 Issue Date						
21	\$28,582	\$27,218	\$25,730		20 Budgeted Payment Date						
22					21 Total Interest	\$49,848	\$49,848				
23	\$58,404	\$55,800	\$52,948		22 Unappropriated Balance for Following Year By						
24					23 Issue Date						
25					24 Budgeted Payment Date						
26					25 Ending Balance (Prior Years)	\$16,568	\$16,568				
27					26 Total Unappropriated Ending Fund Balance	\$196,416	\$196,416				
28					27 TOTAL REQUIREMENTS						
29	\$9,637	\$10,116	\$17,005		28						
30					29						
31	\$168,041	\$175,916	\$189,953		30						
					31						

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

Board Meeting Minutes (Virtual Style Meeting)
20 May 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 May 2021 at 6:30 PM online using "ZOOM Webinar" meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:30 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, Tom Fast, Kay Norberg, Marta McGovern Philpott's, William Burt and Tina Wilson.
2. **Review of Agenda:** Director Pahl asked if there were any changes. Director Wilson questioned if we were going to discuss Policy 14. It was decided to add it into old business.
3. **Approval of Board Meeting and Special Board Meeting Minutes:**
 - 3.1 (See last month's Board packet for copies of both minutes.) Director Pahl asked for corrections on the 15 April 2021 Board Meeting minutes. Director Green commented under the Chiefs report there needed to be a correction about DPSST donated \$35,000.00 and Director Pahl restated that they had awarded \$35,000.00. Director Wilson stated Chief had stated the total amount DPSST had donated was \$75,000.00. Chief Ward confirmed this was the case. Director Pahl stated they awarded \$35,000.00 and the total was \$75,000.00. Director Wilson stated he would check the recording and if it needed to be corrected he would do so. Director Pahl asked if there were any corrections to the 6 May 2021 Special Board Meeting minutes. Hearing none Director Pahl asked for a motion to accept both the 15 April Board and 6 May Special Board meeting minutes. Director Meredith made a motion to accept both the April 2021 Board Meeting minutes and the May 2021 Special Board Meeting minutes as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously.
4. **Financial Report:**
 - 4.1. (See last month's Board packet for information.) Director Green stated Assistant Chief Hartley had provided him a "preliminary budget" that we were asking for to compare July information to current figures. Assistant Chief Hartley stated he had a final draft and asked when Director Green would like it distributed. Director Green stated as soon as possible. Director Green stated he had to come in and sign a transfer for May's PERS funds. Director Pahl stated since it was in May that would not be in April's financials and we will discuss it in May. Director Oakley made a motion to accept the April 2021 financials as presented. Director Meredith seconded the motion. A voice vote passed motion unanimously.
 - 4.2. Check signing for June: Board Members to sign checks on Wednesday the 9th and Thursday the 24th. Director's Green and Meredith will sign on the 9th. Director's Green and Pahl will sign on the 24th.

5. Unfinished Business:

- 5.1. Collective Bargaining agreement:** Chief Ward explained the portion of contract to do with wages had been opened providing a 1.5% and then 2% wage increase. Director Pahl stated these amounts were included in the new budget. Director Wilson questioned whether this would be retroactive or beginning 1 July 2021 under the new budget. Chief Ward stated it would be starting in the new budget year. Director Pahl stated both he and Director Oakley had been in all the negotiations and both asked for approval of this new contract. Director Wilson made a motion to accept the contract changes. Director Meredith seconded the motion. Tom Fast corrected Chief Ward's presentation of the contract information that the percentages were actually a 2% increase the first year and a 1.5% increase the second year. Director Wilson stood by his motion. Director Oakley seconded. Roll call vote passed unanimously.
- 5.2. Update on projects:** Director Pahl asked about the training center. Director Wilson stated Chief had covered that in the Chiefs report. Other Directors agreed. Director Pahl questioned about the roof. Chief stated they had some roofing to finish on the areas that will not be cut. He stated 90% of the project is completed and the 10% remaining is going to be the tedious portion to complete. Director Pahl asked Director Oakley about the cyber security. Director Oakley stated she was going to be meeting with Assistant Chief Hartley and Administrative Assistant Schulke next week to get started on it. Director Pahl asked Director Green about the electronic bill payment. Director Green stated they have discussed a couple of options and since we are currently paying our Master Card online that we would have to have the Board sign off on the receipts in the same manner but we need to get something in writing for next month's meeting to discuss and possibly approve. Director Pahl asked Director Oakley if we may have something next meeting to review and discuss. Director Oakley felt we would.
- 5.3. Discussion of Policy 14:** Director Pahl stated we had received back from the Auditors the policy that was sent to them. They were pleased we are updating and maintaining our Policy on that. Director Pahl added that we also need to include Director Green's electronic bill paying procedure in it as well. Administrative Assistant Schulke stated that they ("The Auditors") had said they saw no red flags in any of the policies and were pleased that the Board was reviewing them. Director Wilson stated from what Director Green had stated we should be able to use the current wording of how we are currently paying the credit card and put it in the correct section of the policy on how we would be paying other entities, so the auditors would only need to review that very small section and not the whole policy again. Director Pahl agreed.

6. New Business:

- 6.1. Discussion on Ambulance rate increase:** Chief Ward was hoping to have the numbers in the Board packet but they did not make it. This item will be covered next month at the regular meeting. Director Meredith asked if this would have any impact on the Firemed amounts and Chief Ward stated no it would not change them, only the increase to the billing entities. Director Green brought up the increases of expenses and used gloves

for an example of they were \$19.00 a box and are now close to \$50.00. Assistant Chief Hartley stated that a lot of the normal supplies are going up due to COVID.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Director Wilson asked if Chief had been working with the Honor Guard with his packet. Chief Ward stated he has been working with National Fallen Firefighters Foundation and the local assistance state teams. He explained some of the details including the amounts have gone up for assistance. Director Wilson stated he knew the Volunteer Association had set aside about \$10,000.00 worth of money within hours to the families. Chief added the state has money to get to the family within days. He then expanded on the packet information. Director Green asked about the reader board sign. Chief Ward stated they are still working on the reader board. He stated that Impact Graphics had retired so Dana Signs has taken over Impact Graphics. Director Pahl asked Chief about the current station policy on COVID rules. Chief Ward stated masks are still required and expanded their in house procedures. Director Meredith asked if this applied to general public. Chief Ward stated yes.
8. **Operations Report:** (See last month's Board Packet for the report.) Director Pahl stated he saw our Firemed membership had gone up by one. He also asked about part time help. Assistant Chief Hartley answered they have been hiring part time workers for the summer.
9. **Correspondence and Recognitions:** Director Pahl asked the Directors if they had anything. Director Wilson stated there was nothing in the suggestion box in the foyer. Director Pahl welcomed Board Member Elect Kay Norberg to the Board and stated we need to get her a copy of the policy book for her to review. Director Oakley congratulated Director Pahl on his reelection. Director Wilson asked about getting a new copy of policies to Director Elect Norberg. Director Pahl stated Administrative Assistant Schulke will be giving her a copy of the original. He then stated we will have the swearing in by the county clerk and Board position elections will be held at the June meeting. Director Meredith stated he would not be available to be at the June meeting and expressed his feelings as to his service. Other Directors thanked him for his service. He was also invited to visit when he could.
10. **Comments and questions:** Director Pahl asked if there were any other comments. Director Green thanked Director Meredith and also welcomed Director Elect Norberg to the Board. Director Wilson apologized for missing the Budget meeting and explained why this happened.
11. **Adjournment:** Meeting adjourned at 7:07 pm.

Respectfully
Submitted by,
Mark W. Wilson
Secretary
Director Position # 5
Crooked River Ranch Rural Fire Protection District Fire Board

Balance Sheet

Crooked River Ranch Fire & Rescue As of May 31, 2021 Cash Basis

MAY 31, 2021

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	40,874.65
Capital Reserve Fund	327,723.85
FIB - Checking	4,583.67
FIB - Payroll	20,442.26
General Fund	187,681.64
Local Option Levy Fund	433,938.24
PayPal	261.86
US Bank	1,242.99
Total Cash and Cash Equivalents	1,016,749.16

Total Current Assets 1,016,749.16

Total Assets 1,016,749.16

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	4,377.27
Payroll Liabilities	(610.97)
Total Current Liabilities	3,766.30

Total Liabilities 3,766.30

Equity

Current Year Earnings	1,012,982.86
Total Equity	1,012,982.86

Total Liabilities and Equity 1,016,749.16

\$648,150.66
-\$ 3,766.30
\$644,384.36



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 May 2021
Cash Basis

	May Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$13,941.63	\$186,627.95	\$165,000.00	\$21,627.95	13.1078%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$433,869.64	\$441,703.00	-\$7,833.36	-1.7734%
Conflagration Revenue	\$0.00	\$42,791.46	\$42,792.00	-\$0.54	-0.0013%
Contractual Income	\$170.00	\$970.00	\$400.00	\$570.00	142.5%
Deschutes County: General Fund	\$164.00	\$57,004.68	\$52,612.00	\$4,392.68	8.3492%
Deschutes County: Local Option Levy Fund	\$79.42	\$27,626.75	\$25,477.00	\$2,149.75	8.438%
Emergency Address Signs	\$50.00	\$425.00	\$500.00	-\$75.00	-15.0%
FireMed	\$1,125.00	\$11,925.00	\$13,680.00	-\$1,755.00	-12.8289%
Grant Funds	\$19,129.00	\$79,377.35	\$143,977.00	-\$64,599.65	-44.868%
Interest	\$526.33	\$6,167.91	\$7,500.00	-\$1,332.09	-17.7612%
Jefferson County: General Fund	\$11,283.93	\$606,606.48	\$577,381.00	\$29,225.48	5.0617%
Jefferson County: Local Option Levy	\$5,464.22	\$293,748.20	\$279,596.00	\$14,152.20	5.0617%
Miscellaneous Income	\$91.00	\$8,276.55	\$5,000.00	\$3,276.55	65.531%
Prior Year Taxes	\$1,833.88	\$29,802.12	\$20,000.00	\$9,802.12	49.0106%
Sale of Assets/Apparatus	\$0.00	\$13,002.00	\$7,500.00	\$5,502.00	73.36%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Total Revenue	\$53,858.41	\$1,798,221.09	\$1,783,618.00	\$14,603.09	0.8%
<hr/>					
Gross Profit	\$53,858.41	\$1,798,221.09	\$1,783,618.00	\$14,603.09	0.8187%
<hr/>					
Operating Expenses					
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$35,696.00	-\$35,696.00	-100.0%
Capital Outlay & Grant Awards					
Capital Outlay & Grant Awards:EMS Purchase	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
Total Capital Outlay & Grant Awards	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
<hr/>					
Debt Service					
Apparatus Payment	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%
Total Debt Service	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	0.0%
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Materials & Services					
Administration	\$2,281.13	\$19,932.05	\$14,608.00	\$5,324.05	36.4461%
Building & Maintenance	\$3,383.54	\$36,738.80	\$35,000.00	\$1,738.80	4.968%
Department Services	\$0.00	\$1,484.44	\$3,000.00	-\$1,515.56	-50.5187%
Dispatch Services	\$0.00	\$66,504.35	\$69,619.00	-\$3,114.65	-4.4739%
EMS Operations	\$4,469.89	\$43,822.92	\$38,266.00	\$5,556.92	14.5218%
Fire Suppression	\$350.61	\$16,785.23	\$28,080.00	-\$11,294.77	-40.2235%
Fuel	\$1,055.70	\$8,809.65	\$12,000.00	-\$3,190.35	-26.5863%
Insurance	\$0.00	\$30,490.00	\$30,000.00	\$490.00	1.6333%
Prevention	\$0.00	\$1,058.60	\$1,000.00	\$58.60	5.86%
Professional Services	\$419.97	\$43,253.90	\$44,302.00	-\$1,048.10	-2.3658%
Radios/Communications	\$2,809.30	\$2,809.30	\$3,000.00	-\$190.70	-6.3567%
Rope Rescue Operations	\$1,459.51	\$1,459.51	\$1,500.00	-\$40.49	-2.6993%
SAFER Grant Expenditures	\$11,794.00	\$13,481.00	\$9,422.00	\$4,059.00	43.08%
Training	\$820.37	\$11,224.38	\$15,227.00	-\$4,002.62	-26.2863%
Travel	\$0.00	\$252.86	\$10,488.00	-\$10,235.14	-97.5891%
Tuition Reimbursement	\$0.00	\$20,320.28	\$31,500.00	-\$11,179.72	-35.4912%
Uniforms	\$0.00	\$4,377.42	\$5,713.00	-\$1,335.58	-23.3779%
Utilities	\$1,698.19	\$19,917.42	\$22,500.00	-\$2,582.58	-11.4781%
Vehicle & Equipment Maintenance	\$256.24	\$22,832.64	\$50,077.00	-\$27,244.36	-54.4049%
Volunteer Incentives	\$0.00	\$17,440.00	\$20,800.00	-\$3,360.00	-16.1538%
Wellness Program	\$2,040.00	\$2,949.00	\$10,000.00	-\$7,051.00	-70.51%
Total Materials & Services	\$32,838.45	\$385,943.75	\$456,102.00	-\$70,158.25	-15.4%

Personnel Services					
Administrative Assistant	\$2,560.51	\$33,320.65	\$37,554.00	-\$4,233.35	-11.2727%
Administrative Assistant O/T	\$0.00	\$842.86	\$1,280.00	-\$437.14	-34.1516%
Assistant Fire Chief	\$4,866.76	\$63,441.64	\$77,174.00	-\$13,732.36	-17.794%
Employee Benefits	\$12,721.42	\$141,763.22	\$183,359.00	-\$41,595.78	-22.6854%
Fire Chief	\$6,695.00	\$75,499.01	\$84,975.00	-\$9,475.99	-11.1515%
Part-Time Employees	\$0.00	\$17,941.25	\$23,520.00	-\$5,578.75	-23.7192%
Payroll Taxes	\$3,254.04	\$35,781.09	\$42,783.00	-\$7,001.91	-16.3661%
PERS	\$11,635.54	\$109,191.48	\$122,725.00	-\$13,533.52	-11.0275%
Shift Personnel	\$16,186.65	\$168,836.48	\$181,300.00	-\$12,463.52	-6.8745%
Shift Personnel Overtime	\$971.02	\$27,207.11	\$44,571.00	-\$17,363.89	-38.9578%
Student Volunteer Stipends	\$810.00	\$6,345.00	\$7,290.00	-\$945.00	-12.963%
Volunteer Conflagration Reimbursement	\$0.00	\$6,181.38	\$6,525.00	-\$343.62	-5.2662%
Volunteer Shift Stipends	\$4,300.00	\$29,670.00	\$50,000.00	-\$20,330.00	-40.66%
Workers Compensation & Grp Acc Ins.	\$0.00	\$14,324.64	\$16,000.00	-\$1,675.36	-10.471%
Total Personnel Services	\$64,000.94	\$730,345.81	\$879,056.00	-\$148,710.19	-16.9%
<hr/>					
Total Operating Expenses	\$96,839.39	\$1,153,836.73	\$1,408,402.00	-\$254,565.27	-18.0748%
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Operating Income / (Loss)	-\$42,980.98	\$644,384.36	\$375,216.00	\$269,168.36	71.7369%
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Other Income and Expense					
General Fund, Transfer Out	\$0.00	\$0.00	-\$135,217.00	\$135,217.00	100.0%
Total Other Income and Expense	\$0.00	\$0.00	-\$135,217.00	\$135,217.00	100.0%
<hr/>					
Net Income / (Loss) before Tax	-\$42,980.98	\$644,384.36	\$239,999.00	\$404,385.36	168.4946%
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Net Income	-\$42,980.98	\$644,384.36	\$239,999.00	\$404,385.36	168.4946%
<hr/>					
Total Comprehensive Income	-\$42,980.98	\$644,384.36	\$239,999.00	\$404,385.36	168.4946%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 May 2021
Cash Basis

	May Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Deschutes County Bond Fund	\$52.95	\$15,369.30	\$0.00	\$15,369.30	
Jefferson County Bond Fund	\$3,266.29	\$172,723.35	\$189,953.00	-\$17,229.65	-9.0705%
Total Revenue	\$3,319.24	\$188,092.65	\$189,953.00	-\$1,860.35	-1.0%
Gross Profit	\$3,319.24	\$188,092.65	\$189,953.00	-\$1,860.35	-0.9794%
Operating Income / (Loss)	\$3,319.24	\$188,092.65	\$189,953.00	-\$1,860.35	-0.9794%
Other Income and Expense					
Debt Service: Bond Payment	\$0.00	-\$147,218.00	-\$172,948.00	\$25,730.00	14.8773%
Total Other Income and Expense	\$0.00	-\$147,218.00	-\$172,948.00	\$25,730.00	14.9%
Net Income / (Loss) before Tax	\$3,319.24	\$40,874.65	\$17,005.00	\$23,869.65	140.3684%
Net Income	\$3,319.24	\$40,874.65	\$17,005.00	\$23,869.65	140.3684%
Total Comprehensive Income	\$3,319.24	\$40,874.65	\$17,005.00	\$23,869.65	140.3684%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 31 May 2021
 Cash Basis

	May Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Grant Funds					
Coronavirus Relief Funds from State of OR	\$0.00	\$250,000.00	\$0.00	\$250,000.00	
Grants Funds	\$0.00	\$15,074.24	\$206,851.00	-\$191,776.76	-92.7125%
Total Grant Funds	\$0.00	\$265,074.24	\$206,851.00	\$58,223.24	28.1%
Jefferson County: Capital Reserve Fund					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$94,858.04	\$115,000.00	-\$20,141.96	-17.5147%
Jefferson County: Capital Reserve Fund:Interest	\$263.09	\$2,791.57	\$2,750.00	\$41.57	1.5116%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$55,000.00	-\$55,000.00	-100.0%
Total Jefferson County: Capital Reserve Fund	\$263.09	\$97,649.61	\$172,750.00	-\$75,100.39	-43.5%
Total Revenue	\$263.09	\$362,723.85	\$379,601.00	-\$16,877.15	-4.446%
Gross Profit	\$263.09	\$362,723.85	\$379,601.00	-\$16,877.15	-4.446%
Operating Income / (Loss)	\$263.09	\$362,723.85	\$379,601.00	-\$16,877.15	-4.446%
Other Income and Expense					
Capital Outlay & Grant Awards:Building Purchases	-\$26,016.00	-\$26,016.00	\$0.00	-\$26,016.00	
Capital Outlay & Grant Awards:Training Purchases	-\$8,984.00	-\$8,984.00	-\$50,000.00	\$41,016.00	82.032%
Total Other Income and Expense	-\$35,000.00	-\$35,000.00	-\$50,000.00	\$15,000.00	30.0%
Net Income / (Loss) before Tax	-\$34,736.91	\$327,723.85	\$329,601.00	-\$1,877.15	-0.5695%
Net Income	-\$34,736.91	\$327,723.85	\$329,601.00	-\$1,877.15	-0.5695%
Total Comprehensive Income	-\$34,736.91	\$327,723.85	\$329,601.00	-\$1,877.15	-0.5695%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue
For the period May 1, 2021 to May 31, 2021

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
May 18, 2021	EFT	Premiums from staff	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Alert Safety Supply, INC					
May 24, 2021	7394	Pink Glo Flagging Tape 1 3/16 x 150', 12 per carton	10.80	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Total Alert Safety Supply, INC			10.80		
Amazon					
May 28, 2021	XXXX 4382	Link Handles for Shovel Handles (Pack of 36)	28.97	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
May 28, 2021	XXXX 4382	Corrugated Steel Weges for Hammer Handles (12 Count)	13.94	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
May 31, 2021	XXXX 4382	Mo. Fee for Prime	12.99	Paid	Materials & Services:Administration:M emberships
Total Amazon			55.90		
BendTel					
May 17, 2021	0429650	Phone charges, outbound long distance, recurring service charges, taxes, surcharges and fees	479.35	Paid	Materials & Services:Utilities:Telecom munications
Total BendTel			479.35		
BoundTree Medical, LLC					
May 1, 2021	84034818	IV Start Kit- IV Guard, Lock, Flush	108.00	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84033418	Sani-Cloth Plus Germicidal Disp Wipes	42.18	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84033417	Nitrile 5.0 Exam Glove, Blue, Med	134.98	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84028670	IV Start Kit - IV Guard	108.00	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84028670	Intravenous Administration Set 2 Ultrasite Needlefree Valves, 15 drops	108.00	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84028670	Shipping	7.90	Paid	Materials & Services:EMS Operations:Supplies
May 3, 2021	84033416	Glucose Transcend 15GM Gel-Orange (3/pk)	6.59	Paid	Materials & Services:EMS Operations:Supplies
May 4, 2021	84040000	C2 Fentanyl .5mg/ml SDV	38.37	Paid	Materials & Services:EMS Operations:Supplies
May 17, 2021	84046678	Glucagon 1mg Emergency Kit	256.99	Paid	Materials & Services:EMS Operations:Supplies
May 17, 2021	84055228	Blood Glucose Test Strips	50.00	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 17, 2021	84055227	IV Solution, Sodium Chloride 1000 ml Bag 14ea/cs	142.24	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			1,003.25		
Carson Oil Company, Inc.					
May 4, 2021	CP-00310811	Fuel for all Apparatus	532.30	Paid	Materials & Services:Fuel
May 17, 2021	CP-00313779	Fuel for all apparatus	523.40	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			1,055.70		
Central Oregon Media Group / Bend Bulletin					
May 3, 2021	2472	Posting of Legal Notice of Budget Meeting	160.76	Paid	Materials & Services:Administration:Advertising
Total Central Oregon Media Group / Bend Bulletin			160.76		
Crook County Fire & Rescue					
May 17, 2021	393	PALS Cards	60.00	Paid	Materials & Services:EMS Operations:Supplies
May 17, 2021	393	PALS Instructor Cards	20.00	Paid	Materials & Services:EMS Operations:Supplies
Total Crook County Fire & Rescue			80.00		
Crooked River Ranch Water Company					
May 3, 2021	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
May 3, 2021	94	Water	83.93	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			118.52		
Crooked River Sanitary					
May 3, 2021	00014	Sanitation services for April	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
David McDonald					
May 24, 2021	Reimbursement	Reimbursement for Chainsaw supplies	188.41	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total David McDonald			188.41		
Deschutes County Solid Waste					
May 13, 2021	XXXX 4382	Removal of garbage around training building site to dump	66.00	Paid	Materials & Services:Building & Maintenance
Total Deschutes County Solid Waste			66.00		
Fieldprint					
May 24, 2021	PO-0248/ XXXX 4382	Finger printing for DPSST certification for Manisha Khatewoda	12.50	Paid	Materials & Services:Training

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 27, 2021	XXXX 4382	Fingerprinting for Zachary Cota	12.50	Paid	Materials & Services:Training
Total Fieldprint			25.00		
Fire Pro, LLC					
May 4, 2021	9303279	Service Call for Wet Sprinkler Annual Flow Test, Dry Sprinkler 3 Year Full Flow Test and Compliance Reporting Fee	805.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Fire Pro, LLC			805.00		
Hartwell Medical					
May 4, 2021	XXXX 4382	Compact Vacuum Pump-Aluminum	171.00	Paid	Materials & Services:EMS Operations:Supplies
Total Hartwell Medical			171.00		
Home Depot					
May 5, 2021	XXXX 4382	Light Bulbs for Exterior of the Station	41.82	Paid	Materials & Services:Building & Maintenance:Supplies
May 15, 2021	XXXX 4382	Tape measure and building supplies	25.36	Paid	Materials & Services:Building & Maintenance:Supplies
Total Home Depot			67.18		
Hoss Electric					
May 3, 2021	1494	Electrical Work on Fire Training Facility: All wiring as per NEC Code, installed 4 Vapor tight LED fixtures at each level & one in the closet. Installed 2 separately switched outlets on the 1st level for smoke machine and fans. Installed 2 convenience outlets on the 2nd level. Installed 4 High output LED Exterior floodlights, switched on the 3rd level at each corner of the exterior of the building. All pipework is done in conduit with rain/watertight fittings and received Electrical Permit.	8,984.00	Paid	Capital Outlay & Grant Awards:Training Purchases
May 3, 2021	1495	Additional work requested on Fire Training Facility: Power to the far conex, installed 1 switched GFCI outlet, installed 1 GFCI, and installed 1 Vapor tight light. All installed in weather-resistant water-tight conduit and fittings as per NEC code.	3,560.00	Paid	Capital Outlay & Grant Awards:Building Purchases

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		For 2nd Level, Connex installed Vapor tight lights, 1 Vapor tight light and on the 2nd lower connex installed 2 vapor tight lights. All installed in weather-resistant water tight conduit and fittings as per NEC code.			
Total Hoss Electric			12,544.00		
HRA VEBA Trust					
May 17, 2021	ACH	Contributions for staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
May 4, 2021	Union Dues - ACH	Union Dues for Tom, Alysha and David	102.00	Paid	Payroll Liabilities
May 4, 2021	PAC Donations - ACH	PAC Donations from Staff	20.00	Paid	Payroll Liabilities
May 17, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
May 17, 2021	PAC Donations - ACH	PAC Donations from Staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			244.00		
Intuit					
May 5, 2021	XXXX 4382	Order of checks to pay invoices	190.99	Paid	Materials & Services:Administration:Supplies
Total Intuit			190.99		
KestrelMeters.com					
May 24, 2021	500036017	Kestrelmeters - 500036017	134.10	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total KestrelMeters.com			134.10		
L3Harris Technologies Inc.					
May 24, 2021	Crooked River Ranch Fire and Rescue_Antennas_VHFUp grade_051821	XL-NC5Z, antenna, flex, helical, 136-870MHz	309.30	Paid	Materials & Services:Radios/Communications
May 24, 2021	Crooked River Ranch Fire and Rescue_Antennas_VHFUp grade_051821	YRXL-PL4J	2,500.00	Paid	Materials & Services:Radios/Communications
Total L3Harris Technologies Inc.			2,809.30		
Life-Assist					
May 3, 2021	1093726	Robust Nitrile Gloves, Medium	174.00	Paid	Materials & Services:EMS Operations:Supplies
May 17, 2021	1098984	Dextrose 25 gm, 50% ml luer-jet Syringe	74.04	Paid	Materials & Services:EMS Operations:Supplies
May 17, 2021	1098984	Shipping	10.50	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 18, 2021	1100189	Amsino Nitrile Exam Glove, Small	60.00	Paid	Materials & Services:EMS Operations:Supplies
Total Life-Assist			318.54		
Lowes					
May 6, 2021	XXXX 4382	Cutoff grinding wheels for builind supplies	26.94	Paid	Materials & Services:Building & Maintenance:Supplies
May 6, 2021	XXXX 4382	Key rings for flashlights	3.36	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total Lowes			30.30		
Miller Lumber					
May 14, 2021	XXXX 4382	Building materials for Training building	112.25	Paid	Materials & Services:Training
Total Miller Lumber			112.25		
Mountain Peak Concrete					
May 6, 2021	1006	Concrete installation on 4/28 - 5/5/21 for 30' x 50' x 6" pad, 20' x 50' x 6" pad and 24' x 32 x 6" pad around new training building behind station	22,456.00	Paid	Capital Outlay & Grant Awards:Building Purchases
May 6, 2021	1006	Concrete pads around hydrants	713.00	Paid	Materials & Services:Training
Total Mountain Peak Concrete			23,169.00		
National Fire Protection Assoc. (NFPA)					
May 17, 2021	2402540	Annual membership	1,495.00	Paid	Materials & Services:Administration:Memberships
Total National Fire Protection Assoc. (NFPA)			1,495.00		
Nationwide Retirement Solutions					
May 4, 2021	Deferred Comp - EFT	Contributions from Staff	230.00	Paid	Payroll Liabilities
May 17, 2021	Deferred Comp - EFT	Deferred Compensation contributions from staff	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			460.00		
Oregon Department of Transportation					
May 4, 2021		Vehicle Use Tax Payment for new ambulance/571	90.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Total Oregon Department of Transportation			90.00		
Oregon Health Authority					
May 3, 2021	XXXX 4382	Amulance Licensing	160.00	Paid	Materials & Services:EMS Operations:Fees/Dues
May 20, 2021	XXXX 4382	EMS License Fee for EMT's/Paramedics	1,850.00	Paid	Materials & Services:EMS Operations:Fees/Dues
Total Oregon Health Authority			2,010.00		
Oregon PERS					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 10, 2021	PERS - EFT	Employer contributions	3,435.22	Paid	Personnel Services:PERS
May 10, 2021	PERS - EFT	Employee contributions, paid by Employer	933.48	Paid	Personnel Services:PERS
Total Oregon PERS			4,368.70		
Pacific Power					
May 3, 2021	24712171-001 3	Basic Charges, Load Size, Demand Charges, Delivery Charge and Kilowatt Usage	1,028.30	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,028.30		
Parker Blok					
May 5, 2021	Mileage Reimbursement	Mileage Reimbursement - Final	135.00	Paid	Personnel Services:Student Volunteer Stipends
May 5, 2021	Mileage Reimbursement	Tax Liabilities	(21.11)	Paid	Payroll Liabilities
Total Parker Blok			113.89		
Quill Corporation					
May 3, 2021	14880196	Highlighter Pens	3.98	Paid	Materials & Services:Administration:S upplies
May 3, 2021	16415427	Case of Copy Paper	34.99	Paid	Materials & Services:Administration:S upplies
May 4, 2021	16391622	Suggestion Box Cards	8.15	Paid	Materials & Services:Administration:S upplies
May 4, 2021	16421243	Envelopes for Security Checks/Payables	79.95	Paid	Materials & Services:Administration:S upplies
Total Quill Corporation			127.07		
Rescue Northwest					
May 24, 2021	Rope Rescue	Yates Technical Rescue Harness	664.00	Paid	Materials & Services:Rope Rescue Operations
May 24, 2021	Rope Rescue	KASK Superplasma Helmet	774.00	Paid	Materials & Services:Rope Rescue Operations
May 24, 2021	Rope Rescue	Shipping	21.51	Paid	Materials & Services:Rope Rescue Operations
Total Rescue Northwest			1,459.51		
Solutions Yes					
May 24, 2021	INV276232	Color Copies	106.15	Paid	Materials & Services:Administration:C opier Expenses
May 24, 2021	INV276232	Black White Copies	5.79	Paid	Materials & Services:Administration:C opier Expenses
Total Solutions Yes			111.94		
Special Districts Insurance Services					
May 5, 2021	03-0052514	Employee Health Premium for June	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 5, 2021	03-0052514	Employee Dental Premium for June	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
May 5, 2021	03-0052514	Employee Long-Term Premium for June	138.06	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,956.18		
Stamps.com					
May 17, 2021	XXXX 4382	Monthly Fee for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			17.99		
Streamline					
May 3, 2021	41F663CA-0006	Website service fee	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline			100.00		
Systems Design West					
May 24, 2021	20211053	EMS Billing for April	875.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
May 24, 2021	20211053	Postage	12.10	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Systems Design West			887.10		
Terminix					
May 24, 2021	171131	Maintenance around building for rodents, ants, etc.	98.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			98.00		
Tri-County Paving, LLC					
May 25, 2021	14699	Parking Lot Crack Seal Application and Mastic Application	2,300.48	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Tri-County Paving, LLC			2,300.48		
United States Treasury					
May 18, 2021	720-V payment	720-V quarterly exercise tax for HRA reimbursements	15.24	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total United States Treasury			15.24		
US Bank Equipment Finance					
May 16, 2021	442686580	Contract Payment for Copier	139.99	Paid	Materials & Services:Administration:Copier Expenses

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 16, 2021	442686580	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Wright Ford, Inc.					
May 17, 2021	592 Oil Change	Lube and Oil Change for 592/518953: Multi-Point inspection done, a slight fluid leak at the transfer case. Brakes and Tire are ok, Battery ok, Labor	25.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
May 17, 2021	592 Oil Change	Parts	8.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
May 17, 2021	592 Oil Change	Oil/Grease	24.43	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
May 17, 2021	592 Oil Change	Tax	0.20	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
May 20, 2021	572	571 - Lube and Oil, Filter Change, MidPoint Inspection, Brakes Ok, Tires Ok, Battery Ok	29.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
May 20, 2021	572	Oil Grease	52.35	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
May 20, 2021	572	Tax	0.36	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
May 20, 2021	572	Labor	25.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Total Wright Ford, Inc.			166.24		
Xero					
May 19, 2021	XXXX 4382	Monthly Fee for Accounting platform	24.00	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			24.00		
Your Care, LLC					
May 6, 2021	16089	Firefighter Lab Panel w/o PSA for Myrsideys Steinke	210.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Physical for Colton Steinke	300.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Physical for Myrsideys Steinke	300.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Physical for Adam Wiley	300.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Physical for Kacey Davey	300.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Lab Panel w/o PSA for Adam Wiley	210.00	Paid	Materials & Services:Wellness Program
May 6, 2021	16089	Firefighter Lab Panel w/o PSA for Kacey Davey	210.00	Paid	Materials & Services:Wellness Program

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
May 6, 2021	16089	Firefighter Lab Panel w/h PSA for Colton Steinke	210.00	Paid	Materials & Services:Wellness Program
Total Your Care, LLC			2,040.00		
Total			74,045.28		

Proposed increase of Emergency Service Fees

6.2021

EMERGENCY MEDICAL SERVICES FEES:	
Resident of Crooked River Ranch	
BLS Emergency/None-Emergency	\$1,300.00
ALS Emergency	\$1,500.00
Mileage	\$20.00 per mile
Non-Resident of Crooked River Ranch	
BLS Emergency/Non-Emergency	\$1,500.00
ALS Emergency	\$1,700.00
Mileage	\$22.00 per mile
Pre-scheduled non-emergency BLS Transport	\$500.00 + \$20.00 per mile
Non-Transport/Treatment only	\$250.00
Non-emergency Ambulance stand-by/rental	\$100.00 per hour

BOARD POLICY- FINANCIAL MANAGEMENT

(14.01)

(14.01) FINANCIAL MANAGEMENT

1. PURPOSE

- A. To preserve capital through prudent banking and cash management activities.
- B. To achieve the most productive use of cash, minimize operating cost.
- C. To control receipts and disbursements.
- D. To maintain competitive and good working relations with financial institutions.
- E. To ensure and maintain good working relations with vendors by paying District bills in a timely manner.
- F. To ensure that all-financial system, functions and controls meet generally accepted accounting principles (GAAP), with the exception of using a modified cash basis of accounting.

2. BANKING SERVICES

- A. Banking services shall be reviewed at least every five years on a competitive bid basis; banks submitting proposals must meet the following minimum criteria:
 - i. Must be able to provide Collateral Pool Certificates of not less than \$9,000,000 as required by Oregon Statutes.
 - ii. Must be insured by the Federal Deposit Insurance Corporation.
 - iii. Must be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
 - iv. Must provide annual audited financial statements.
 - v. Must not be subject to requirement to post collateral at 110 percent as stated in Oregon Statutes.
- B. All District bank accounts must be authorized and approved by the Fire Chief and the Board of Directors.

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3. BILLING AND RECEIPTS

A. The Fire Chief will be responsible for all invoicing on behalf of the District customers for amounts due on a 30 day basis. All accounts receivable amounts will be monitored to insure amounts due the District shall be collected under the management of the Chief. Any use of outside billing companies will be approved by the Board.

B. State Funds/State Grants; if state agency/grantor is willing and it is feasible, funds will be received via the Local Government Investment Pool.

4. ACCOUNTS PAYABLE

A. The District will maintain a system to age accounts payable; invoices will be analyzed and paid to take advantage of any discounts available.

B. The District will pay its obligations on or before the last business day before the 15th and on or before the last business day of the month.

C. All obligations paid by the District will be reviewed to insure proper documentation is attached and that all District requirements are met.

5. CASH FORECASTING

Each fiscal year, the Fire Chief will prepare an annual All Fund cash flow budget for the District for approval by the Board of Directors; each month the cash flow statement will be adjusted to reflect current month's actual cash flows and revise the remaining estimated cash flow schedule.

6. DEBT

A. If feasible, the District may enter into long-term lease obligations or issue bonds to finance capital acquisitions upon approval of the Board of Directors.

B. Before issuing any debt, the District will consult with appropriate internal and/or external financial advisors.

C. All leases, as reported in the District's annual financial report, will be limited as follows:

i. Annual leases will be limited to the economic life of the equipment or facilities to be purchased and in no case shall be extended beyond 20 years.

ii. Lease purchases of equipment and facilities will be limited to fit within the District's stated mission, goal or government role.

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7. AUDITS / AUDITORS

- A. The District will conduct an annual audit following the close of each fiscal year.
- B. District employees are to cooperate with all auditors, external and internal, regarding any records maintained for or by the District.
 - i. All external and internal audit reports are to be sent to the Board of Directors, District Auditor, and the Fire Chief.
 - ii. The Fire Chief, in conjunction with the Board, shall respond in writing to all audit reports stating what actions have been taken to address the findings contained in the audit.

8. AUTHORIZED PERSONNEL / SECURITY

- A. Both the Fire Chief and the Board Treasurer with the Boards knowledge, are authorized to open demand deposit accounts as may be required by the District.
- B. All duly elected and/or appointed individual members of the District's Board of Directors shall be authorized to be signature holders; to place manual signatures on checks for accounts payable.
- C. Checking accounts require two manual signatures:
 - i. Manual signatures on checking accounts will be made by two board members of the District.
 - ii. All remittal advices will be reviewed and signed by two board members prior to any electronic payment.
 - iii. The Fire Chief is responsible for maintaining a current signature card with the appropriate financial institution(s).
- D. The transfer of funds between County Treasury Accounts and District Accounts may be authorized by a single manual signature by a duly sworn District Board Director.
- E. The Chief is authorized to approve, as budgeted funds allow:
 - i. Purchases of up to \$9,999 for a single item or project from a single vendor; and
 - ii. Payment of regularly re-occurring monthly bills up to \$9,999; and
 - iii. Payment of non-regular or non-re-occurring bills up to \$9,999.

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F. The Chief is authorized to approve the expenditure of all funds legally available to the District necessary to address, prevent or control an emergency, until such time as the Board may legally meet. * This emergency spending authority applies only:

- i. In the event of a potential or impending catastrophic event(s) that:
 - a. In the event of a potential or impending catastrophic event(s) that:
 - b. Poses serious risk of substantial financial or economic harm to the District or its patrons, or *According to Oregon Public Meeting Laws this may be an Emergency, Special or Regular meeting as determined by events and as the Public is properly served notice.
 - c. When the expenditure of funds can likely prevent an event.
- ii. The situation is such that calling a Special or Emergency Board Meeting would be impractical or would likely cause delay resulting in further harm or damage.

G. The electronic financial data of the District will be handled in the following way:

- i. Electronic financial data is to be backed up no less than once per week and shall be done both on-site and off-site with a cloud based service.
- ii. The Fire Chief, Assistant Fire Chief, Board President, and Board Treasurer will have access to the backup of the financial data.
 - a. Upon resignation or termination of anyone with access to the financial data the access information will be updated at the time of separation.

9. INTERNAL CONTROLS

Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash and processing transactions in a way that permits errors or omissions to go undetected; the Financial Management Flowchart in Article 14.06, Section 10, will serve as a guideline.

BOARD POLICY- ACCOUNTING PRINCIPLES**(14.02)****(14.02) ACCOUNTING PRINCIPLES****1. PURPOSE**

The District has established procedures that are used in its financial transactions and meet the generally accepted accounting principles (GAAP). The District shall establish, by Board resolution, and maintain only those funds that are necessary by law and for sound financial administration. The fund shall be structured in a manner consistent with GAAP, to maximize the District's ability to audit, measure and evaluate financial performance. The fund structure will be reviewed annually and recommendations for changes to improve compliance with Board policies, financial planning, and resource allocation and service delivery will be made to the Fire Chief at the beginning of the annual budget process.

2. ACCOUNTING SYSTEM AND STANDARDS

The District's accounting and reporting system shall demonstrate the following characteristics:

- i. Reliability
- ii. Accuracy
- iii. Consistency
- iv. Timeliness
- v. Efficiency
- vi. Responsiveness
- vii. Conform to all legal requirements
- viii. Conform to all generally accepted accounting principles (GAAP) with the exception of modified cash basis.

3. UNQUALIFIED OPINIONS:

It is the District's objective that the CAFR receive an unqualified opinion from the independent auditors each year.

4. CERTIFICATE OF EXCELLENCE:

The Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting shall be pursued annually.

5. ACCOUNTS RECEIVABLE:

Accounts receivable due to the District shall be recorded in accordance with generally accepted accounting principles and delinquent accounts pursued in accordance with administrative policies of the District.

BOARD POLICY

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ACCOUNTING PRINCIPLES**(14.02)**

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BOARD POLICY- RECONCILIATIONS**(14.03)****(14.03) RECONCILIATIONS****1. PURPOSE**

A. This policy establishes expectations for financial reconciliation procedures.

2. BANK RECONCILIATIONS:

- A. The Fire Chief or designee shall reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements. If it is not possible to reconcile the bank statements in this period of time, the Fire Chief shall be notified via email by the designee who is responsible for the reconciliation.
- B. A designated Board member shall review the contents for inconsistent check numbers, signatures, cash balances, payees, and endorsements.
- C. The reviewed bank statement shall then be forwarded to the Office Administrator for proper filing.
- D. When reconciling the bank accounts, the following items shall be included in the procedures:
- i. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
 - ii. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - iii. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - iv. A comparison of wire transfers dates received with dates sent.
 - v. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - vi. An accounting for the sequence of checks both from month to month and within a month.
 - vii. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - viii. A review and proper mutilation of void check.
 - ix. Investigate and write off checks which have been outstanding for more than three months.
 - x. Check deposits may be made electronically following the Districts "Mobile Deposit Process" which was created and approved by the Board on 20 August 2020. (See Appendix A at the end of this policy.)
- E. Completed bank reconciliations shall be reviewed by the treasurer of the Board or designee and initialed and dated.

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BOARD POLICY- RECONCILIATIONS**(14.03)**

- F. The completed bank reconciliations will be verified and balanced with the Balance Sheet each month. Completed work will be filed with the accounting work papers for each month.

3. RECONCILIATIONS OF OTHER GENERAL LEDGER ACCOUNTS:

- A. Each month the Fire Chief or designee shall review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and other liability accounts. The Fire Chief or designee shall review the bank reconciliations, schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.
- B. Assets - These accounts will include cash, prepaid and deferred revenue:
- i. Cash - The balances in cash accounts shall agree with the balances shown on the bank reconciliations for each month.
 - ii. Prepaid - The amounts in these accounts shall equal advance payments paid to vendors at the end of the accounting period.
 - iii. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans, and amounts due to others.
 - iv. Accounts Payable - The balance in this account shall equal amounts owed to vendors at the end of the accounting period and the aging report.
 - v. Payroll Tax Liabilities - The amounts in these accounts shall equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities.
 - vi. Due to Others - If there are any amounts owed to others at the end of the period they shall be recorded and the correct balance maintained in the general ledger accounts.
- C. Income/Expenses - These accounts are described as income from membership, contributions, publications, and other expense line items such as salaries, consulting fees, etc.:
- i. Income - The amounts charged to the various cash accounts shall be reconciled with funding reports.
 - ii. Gross Salary Accounts - The balances in the gross salary accounts shall be added together and reconciled with the amounts reported on quarterly payroll returns.
 - iii. Consulting - The amounts charged shall be reconciled to the contracts.

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CROOKED RIVER RANCH FIRE & RESCUE

Appendix A

Mobile Deposit Process

The following steps have been approved by the Board of Directors, as well as the Districts Auditors for segregation of duties:

- 1) Administrative Assistant receives checks from vendors/residents. He or She posts the check from the vendors/residents into the current accounting platform with the received amount.
- 2) The Assistant Fire Chief receives the checks from the Administrative Assistant and does the following:
 - Signs into the bank app on the tablet with their log in.
 - Deposits checks on the tablet into the bank app.
 - Writes "Mobile Deposit Only" on the back of the checks and initials each check.
 - Returns the checks back to the Administrative Assistant.
- 3) The Administrative Assistant attaches the deposited checks to the bank statement each month.
- 4) The Board Treasurer does the following:
 - Cross checks the deposited amounts in the current accounting platform to the bank statement which would also have the initial checks attached to the bank statement.

BOARD POLICY- CREDIT CARD POLICY

(14.04)

(14.04) CREDIT CARD POLICY

PURPOSE

- A. This policy establishes criteria and provides guidance for the District Members who use a District Credit Card.
- B. The card is intended to complement existing purchasing processes. Cardholders must comply with all purchasing policies and procedures.
- C. The purpose of this policy is to set forth the policy and procedures for the District's Credit Card program. The Credit Card program empowers the District Personnel the authority and responsibility to purchase items for the District directly from merchants in order to meet Departmental and/or District needs.

DEFINITIONS:

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

1. GUIDELINES

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

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

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

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

D. Affidavit of Lost Documentation:

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

E. Responsibilities:

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

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F. Credit Card Abuse:

- i. The Cardholder, Office Administrator and Fire Chief are responsible for monitoring the use of the credit card(s) and, whenever abuse is detected or suspected, the Cardholder, Board of Directors, Office Administrator must notify one another and initiate appropriate action.
- ii. The card user must reimburse the District for any inappropriate purchases, and is subject to disciplinary action up to and including dismissal. Willful, fraudulent abuse of the credit card will be cause for termination. If the card user has his/her credit card privileges revoked, the card user is not eligible for restoration of credit card privileges.

G. Lost or Stolen Cards:

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

H. Card Disputes:

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

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BOARD POLICY- CREDIT CARD POLICY

(14.04)

I. Cardholder Leaves Employment:

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

J. Procedures for Application Process:

Step	Responsible Party	Action
i.	Applicant	Submits written request for a Credit Card to the Fire Chief.
ii.	Fire Chief	Approves credit card request
iii.	Office Administrator	Sends information to bank and files written request
iv.	Cardholder	Receives new credit card from bank and informs Office Administrator & the Board
v.	Office Administrator	Sends the Board/Cardholder copies of the Credit Card Policy and Credit Card Usage Agreement for review
vi.	Office Administrator	Sets up training for the Cardholder
vii.	Office Administrator	Issues the Credit Card to the Cardholder
viii.	Cardholder	Signs the credit card upon receipt
ix.	Office Administrator	Files the signed Credit Card Usage documents (EXHIBIT D)

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BOARD POLICY- CREDIT CARD POLICY**(14.04)****K. Procedures for Use of Card:**

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

L. Procedures for Cancellations of Card:

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

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BOARD POLICY- CREDIT CARD POLICY

(14.04)

2. Credit Card Usage Agreement



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

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

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

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

CARDHOLDER:

Signature: _____

Date: _____

Name (Print): _____

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

(14.05) PURCHASING POLICIES AND PROCEDURES

1. PURPOSE:

- A. To establish a uniform method of procurement and purchasing management procedures consistent with District policy, Oregon Revised Statutes, and Oregon Administrative Rules.
- B. The District will provide a standardized system of purchasing the guidelines provided by the District's Purchasing Policy and Procedures, Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR).
- C. The District has adopted Public Contracting Rules which govern the District's public contracting authority. Public contracting is also governed by the Oregon Revised Statutes, Chapter 279A, 279B and 279C.

2. AUTHORITY & RESPONSIBILITY:

Personnel authorized to perform purchasing for the District will do so within the Policies and laws cited in this policy.

A. Purchasing Authority:

To maintain consistency all purchases will require a formal process to be followed. The purchasing process may differ depending on type and amount of purchase.

- i. Establish Authorization:
 - a. Budget control begins with the individual responsible for a line item within the overall District budget. A line item includes programs such as wellness, volunteer incentives, fire prevention, training and emergency management services.
- ii. The budget responsibility for the District lies with the station Fire Chief, Assistant Fire Chief, Captains and Office Administrator.
- iii. For the purposes of this policy this individual will be known as the Fire Chief is responsible for exercising general supervision and control over his or her budget.
- iv. Purchasing responsibility may be delegated to a subordinate with the understanding that ultimate budget responsibility remains with the individual assigned overall budget responsibility. No expenditure will be made without express authorization and request of the individual responsible for the purchase.
- v. Fire Chief or his/her designee are responsible for training their employees with purchasing authorization to determine the account numbers to charge various items against.

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

- vi. No purchase shall be approved without budget authorization (i.e., available funds, authorized items of capital outlay) unless authorized in writing by the Fire Chief/Board of Directors following the amounts in the chart below. No purchases will be made nor submitted to Office Administrator until approval has been established.
- vii. Purchasing authority is separate and different from quote and documentation requirements.
 - a. Purchases less than or equal to \$500 requires approval by Captain and review by Fire Chief.
 - b. Purchases greater than or equal to \$1,000 but, less than, \$10,000 need approval by the Fire Chief or his/her designee and are reviewed by Board of Directors.
 - c. Purchases equal to and greater than \$10,000 will require authorization and approval from the Fire Chief and the Board of Directors.

B. Expenditure Origination and Signature Authority:

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

	Approval by Captain w/ Review by Fire Chief	Reviewed by Board Notification, Approved by Fire Chief	Approval by Fire Chief or designee and Board Notification	Approval by Board of Directors
Expenditures*				
Less than \$500	<input checked="" type="radio"/>			
\$1,000 to \$4,999		<input checked="" type="radio"/>		
\$5,000 to \$9,999		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
\$10,000 or more		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Reimbursement Request (regardless of amount)				
Any employee reimbursement request		<input checked="" type="radio"/>		
Reimbursement requests for Directors, Assistant Chiefs, or Chief		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Travel Requests (regardless of amount)				
Out-of-state travel requests		<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Local travel requests		<input checked="" type="radio"/>	<input checked="" type="radio"/>	

C. Quote Requirements and Documentation:

Purchase Type	Quote Requirement	PO Required	Approval
\$1,000 and under	No Quotes	If invoiced	Fire Chief
Over \$1,000 to \$4,999	Three written quotes	Yes	
Over \$5,000 to \$9,999	Three written quotes	Yes	
Over \$10,000	See Public Contracting Rules	Yes	Board of Directors
Sole Source	See Page 21	Yes	Board of Directors
Request For Proposal	See Page 21	Yes	Reference Limits Above

Flow chart does not apply to personal service contracts, sole source purchases and intergovernmental cooperative purchasing.

Vendor Quotes (if applicable)

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES**(14.05)**

- Purchases less than \$1,000. Do not required quotes
- Three oral quotes shall be obtained for an order equal to and greater than \$1,000, but, not exceeding \$5,000.
- For items greater than \$5,000, but equal to or less than \$50,000, a record of three original written quotes should be attached when feasible. Not all purchases will fit neatly into the three quote requirement, as there may be purchases required an RFP, have only one procurement source, or be available from a cooperative purchasing source.
- Upon receipt of a Purchase Order, the Fire Chief will obtain a source of supply, if the requesting department has not already done so. This is done by selection of firms that will give the best price, proper quality, and service.
- When emergency conditions will not permit bids to be obtained, bids or quotations may not be required. However, ratification of the purchase decision must be obtained by the appropriate approving party within the next working day.

D. The District will follow its Public Contracting Rules for its purchasing policy and procedures. Public contracting is also covered in ORS Chapters 279A, 279B, and 279C. These rules explain all the requirements needed to publish an Invitation to Bid (ITB) or a Request for Proposal (RFP) for goods and services and public improvements contracts. Personal Services Contracts are also governed by the District's public contracting rules.

The Board of Directors authorizes the Fire Chief, the successor Fire Chief, or the Fire Chief's designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed \$50,000 and are within budget parameters.

E. Purchases and contracts that are not subject to competitive bidding requirements, including personal services contracts entered into or extended by direct appointment, and that are within budgeted parameters, may be entered into without further approval by the Board. These items include, but are not limited to, employee insurances, including worker's compensation, medical, dental, or life; taxes and PERS payments, investment purchases as authorized by board policy, or other adopted investment policies, payments on personal service contracts within contracted amounts for legal and medical supervision services, dispatch, data, and video and voice connectivity, and property and liability insurance purchase.

F. When preparing a purchase order over \$1,000, three vendor quotes should be obtained. If that is not possible because the vendor is a sole source vendor, or because the price quote is from another government contract, such as state bid, that has already been

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

awarded, the reason for not obtaining three vendor quotes should be noted. The vendor quotes shall include the vendor's name and price. If the order is a sole source or has been previously bid out by another government with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted.

- i. Public notices of bids and proposals may be published electronically, instead of by newspaper of general circulation, as long as it is cost effective to do so and legally allowed.
- ii. All contracts will be awarded by competitive process, except as otherwise allowed by state statutes, OARs, the guidelines of this SOG, Local Contract Review Board Resolutions, and/or as authorized by Board Policy.

G. Invoices:

- i. All invoices from vendors must be forwarded to the Fire Chief and then the Office Administrator for payment. All invoices will be processed and paid by the Office Administrator semi-monthly according to the terms of the invoice. The Office Administrator will process original invoices for payment purposes. Vendor statements will not be used for payment purposes.
- ii. If the originating department/division receives the invoice directly, they will follow the procedure below as payment approval for invoices in instances where the total dollar value of the procurement did not exceed \$1,000 and a Purchase Order was used for the procurement of materials and/or services.
- iii. The personnel receiving the goods or service must write directly on the original invoice or contract agreement the following details:
 - a. The purchase order number, if not already noted on invoice;
 - b. The date the materials and/or services were received;
 - c. Ordering personnel's name;
 - d. Authorization for payment. (i.e., "OK to pay"); and
 - e. The account number to be expensed in accordance with departmental budget

H. Purchase Orders:

- i. Purchase orders must be filled out completely in the District's accounting software program. No purchase of \$1,000 or more will be

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BOARD POLICY- PURCHASING POLICIES & PROCEDURES (14.05)

made without an authorized purchase order. Signed contracts on file with the District and copied to the Office Administrator/Fire Chief.

- ii. No purchase will be authorized without budget authorization (i.e., available funds, authorized items of capital outlay), unless authorized in writing by the Fire Chief or designee if under \$5,000 and/or the Fire Chief if over \$5,000.
- iii. The District is tax exempt as a political subdivision, instrumentality of government, under Internal Revenue Code Section 115.

I. Emergency Purchases:

- i. "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare, or safety; and (c) require prompt execution of a contract to remedy the condition."
- ii. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:
 - a. The Board of Directors by resolution, or
 - b. The Fire Chief or the Fire Chief's successor by written order, in the event prompt action is necessary to protect the public health or safety following such an emergency, when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
 - c. The Fire Chief or the Fire Chief's successor shall have authority to approve and execute contracts in any amount without approval of the Board: provided however, that the Fire Chief or the Fire Chief's successor shall make all reasonable efforts to obtain approval of the Board Chair before entering into a contract in excess of \$50,000.
 - d. The Fire Chief, the Fire Chief's successor, or a designee of the Fire Chief shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- iii. Emergency contracts may be awarded as provided by the District's public contracting rules.

J. Sole Source Purchases:

- i. Regardless of the estimated cost of a purchase, the District is not required to engage in price quotation or informal bidding process when

BOARD POLICY- PURCHASING POLICIES & PROCEDURES
(14.05)

purchasing material, equipment, supplies, or services for which there exists only a sole source of supply.

- ii. Procedures for Sole Source Purchases:
 - a. In making use of the Sole Source procurement option, the District will utilize ORS 279B.075 and its public contracting rules.
 - b. Staff report will be submitted to the Board outlining determining factors for Sole Source Procurement for approval prior to purchase.
 - c. Once approved, the Fire Chief, or designee will fill out the Purchase Order.

K. Intergovernmental / Cooperative Purchasing:

For information regarding the District's intergovernmental and cooperative purchasing guidelines, personnel should refer to ORS 279A.180, to and including 279A.225, and the District's public contracting rules.

The Fire Chief or designee will have the authority to join other units of government in cooperative purchasing when it serves the best interest of the District. This is usually done by entering into intergovernmental agreements with other federal, state, and/or local governments for intergovernmental and cooperative purchasing as needed for the District's benefit.

L. Request for Proposals (RFP):

Certain purchases/services will require a Request for Proposal process be followed. These circumstances usually require considerations beyond the price of the product or service. When this occurs it is the District's responsibility to identify the specifications and requirements that would satisfy the need of the District. Contact the Office Administrator for assistance with this method of procurement.

BOARD POLICY- INVESTMENTS

(14.06)

(14.06) INVESTMENTS

1. PURPOSE

Investment objectives are safety (preservation of capital), liquidity (availability of funds), and rate of return (yield), in that order. The Board of Directors has determined to restrict District investments to those, which have extremely high safety and liquidity, as provided in these guidelines.

2. DELEGATION OF AUTHORITY

The Fire Chief is designated as the Investment Officer of the District. The Board Treasurer shall closely monitor the Fire Chief's investments for and on behalf of the District.

3. INVESTMENT STANDARD PRUDENCE

Investments shall be made under the prudent investor's rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

4. INTERNAL CONTROLS

The Investment Officer shall invest the money of the District only in the following:

- i. Demand deposits with approved institutions.
- ii. Deposits with the Oregon Local Government Investment Pool.
- iii. Deposits with the County Treasurer.

5. DIVERSIFICATION

The District will diversify its portfolio to avoid incurring unreasonable risks.

BOARD POLICY- INVESTMENTS**(14.06)**

6. APPROVED INSTITUTIONS:

The District shall maintain a list of all banks, mutual savings banks and savings and loan associations, which are approved for investment purposes. A financial analysis will be conducted before an institution is placed on the approved list. If the Investment Officer is unable to analyze an institution's creditworthiness to some degree, then deposits in that institution shall be limited to the amount, which is covered by FDIC or FSLIC insurance (\$100,000).

7. COLLATERALIZATION:

All demand deposits with approved institutions shall be collateralized as required by Oregon Law. (Oregon statutes provide for a collateral pool, which protects ONLY UP TO 25% of public deposits.)

8. REPORTING REQUIREMENTS:

The Investment Officer shall generate reports wherever there is any activity in the portfolio, as well as monthly and annually. All reports shall be filed with the Board of Directors.

9. INVESTMENT GOALS:

The District will state its investments goals for the ensuring year, in the form of policy, adopted by resolution of the Board of Directors.

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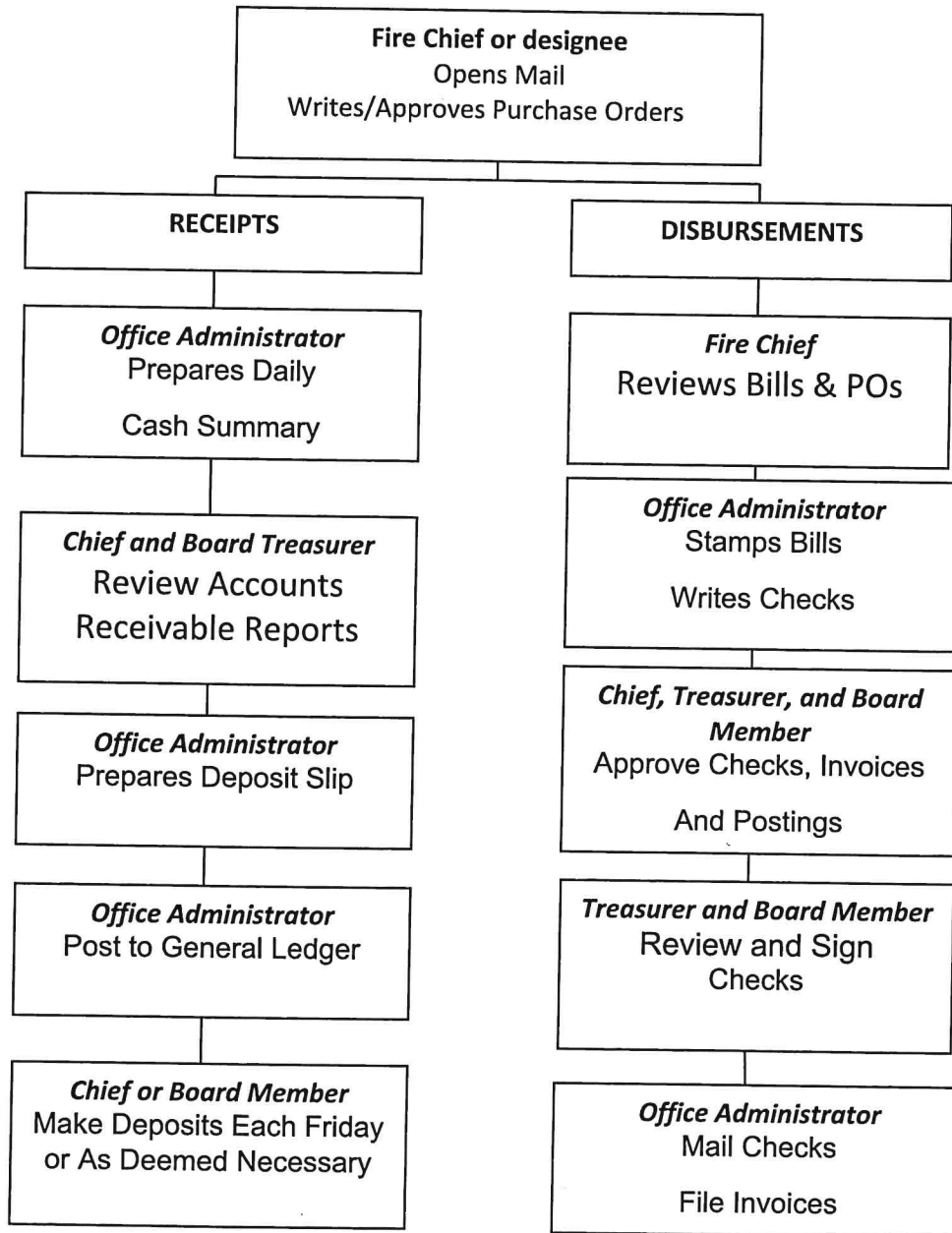
BOARD POLICY- INVESTMENTS

(14.06)

10. FINANCIAL ACCOUNTABILITY FLOWCHART:

Crooked River Ranch RFPD No. VI-503

Financial Accountability Flowchart



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(14.07) FIXED ASSET MANAGEMENT

1. PURPOSE:

This policy establishes guidelines for the management of the District's fixed assets.

2. DEFINITIONS:

A. Surplus property is defined as any property of the District that has been determined by the Board of Directors or designee as being of no further use or value to the District.

B. Auction: Competitive sealed or open bidding in order to purchase property.

C. Donation: The transfer of property which is surplus, obsolete or unused to an educational service district, non-profit agency or other fire department/district.

D. Destruction: Property may be destroyed in an appropriate manner, when the value or condition of the property does not warrant the cost of a sale. No individual or entity may benefit from the destruction of said surplus property.

3. PROCESS:

A. A permanent property log or database is to be maintained by the Office Administrator or designee for all fixed assets valued at over \$5,000.00.

B. The log shall contain the following information:

- i. Date of purchase
- ii. Description of item purchased
- iii. Received by donation or purchased
- iv. Cost or fair market value on the date receipt
- v. Donor or funding source, if applicable
- vi. Funding source restrictions on use or disposition
- vii. Identification/serial number (if appropriate)
- viii. Depreciation period
- ix. Vendor name and address
- x. inventory tag number (all fixed assets shall be tagged with a unique identifying number)

C. At least annually, a physical inspection and inventory shall be taken of all District fixed assets and reconciled to the general ledger balances. Adjustments for dispositions shall be made.

D. The Office Administrator or designee shall be informed, in writing, via an interoffice email or memo of any material changes in the status of property and equipment. This shall include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.

E. All capital items which have a cost greater than \$5,000 will be capitalized and depreciated.

BOARD POLICY- FIXED ASSET CAPITALIZATION

(14.08)

(14.08) FIXED ASSET CAPITALIZATION

1. PURPOSE:

To establish an overall standard or standards for recording and tracking the District's fixed assets, whether at the individual level or as a network.

2. PROCEDURES:

A. Effective 12/18/2014, the District will capitalize all individual assets with a cost of \$5,000 or more and that has an estimated useful life of five (5) years or more.

B. Individual assets that cost less than \$5,000, but that operate as part of a network system will be capitalized in the aggregate, using the group method, if the estimated average useful life of the group assets is five (5) years or more. Such assets are recorded at historical cost.

C. Donated capital assets are recorded as estimated fair market value at the date of donation.

D. Normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: **Adopting the Budget** **RESOLUTION:** **2021-04**
for 2021-2022 Fiscal Year

ADOPTING THE BUDGET

BE IT RESOLVED; the Board of Directors of Crooked River Ranch Rural Fire Protection District adopts the budget for fiscal year 2021/2022 in the total of **\$2,343,800** now on file at the Crooked River Ranch RFPD office.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for purposes shown below are here by appropriated:

General Fund		New Station Project	
Personnel Services	\$ 899,153	Bond Payment	\$179,848
Materials & Services	\$ 537,833	Total.....	\$179,848
Capital Outlay	\$ -0-		
Debt Services	\$ 27,046	Capital Reserve Fund	
Contingency	\$ 71,602	EMS Capital Purchases	\$ 38,000
Transfers Out	\$ 50,000	Apparatus Capital Purchases	\$ 50,000
Total.....	\$1,585,634	Total.....	\$ 88,000

Total Appropriations, All Funds:	\$1,853,482
Total Unappropriated Amounts, All Funds:	\$ 490,318
Total Budget:	\$2,343,800

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Crooked River Ranch Rural Fire Protection District hereby imposes the taxes provided for in the adopted budget at the rate of \$1.8379 per \$1,000 of assessed value for options, at the rate of \$0.89 per \$1,000 for local option tax; bond levy amount of \$184,087 and that these taxes are hereby imposed and categorized for tax year 2021/2022 upon the assessed value of all taxable property within the District.

CATEGORIZING THE TAX

General Government	Excluded from Limitation
General Fund 1.8379	Bond Levy \$ 184,087
Local Option Tax 0.89	

The above resolution statements were approved and declared adopted on this 17th day of June 2021.

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Brad Pahl, Board Director

By: _____
Mark W. Wilson, Board Director

By: _____
Barbara Oakley, Board Director

By: _____
Jeff Green, Board Director



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

Fire Chiefs Report – June 2021

- The training building has the trusses up and has been sheeted. The shingles are going to be put on the roof prop when we have a chance to do that. The next step will be to work on finishing the interior of the building.
- This last month myself and Marta participated in a Behavioral Health symposium sponsored by the First Responder Center for Excellence (FRCE). There were many speakers that talked about Stress First Aid, Building a Peer Support Team, Leadership, and many other topics. On June 28th Kimberly Lightly will be here at the fire station again to talk about Stress first aid. We will also be talking about our EAP and Peer Support Team so everyone knows how it works and who they can call if they need to talk.
- We removed a couple of trees in the front on each side of the front door. Over the last couple of years birds have been nesting in them and then dive bombing anyone that comes by those trees. They were also growing up and out and not looking good. I think the front looks better now.
- The crack sealing on the parking lot has been completed. Dana had a near miss when the heel of her shoe got caught in one of the cracks in the pavement.
- Over the past 6 months I have been in meetings working on the Community Wildfire Protection Plan (CWPP). It is moving along quicker than anticipated and should be complete in November.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report June, 2021

- Calls for service in April totaled 57. 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.)	4	0	3	5	1							
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0							
3-Rescue & EMS	27	40	36	47	36							
4-Hazardous Condition (No Fire)	0	0	0	0	3							
5-Service Call	5	5	5	3	9							
6-Good Intent Call	3	7	11	5	8							
7-False Alarm & False Call	0	0	0	1	0							
8-Severe Weather & Natural Disaster	0	0	0	0	0							
9-Special/Other Incident	0	0	0	0	0							
Total Calls-To-Month End 2021	39	52	55	61	57	0	0	0	0	0	0	0
264												
<i>Total Calls-To-Month End 2020</i>	<i>39</i>	<i>66</i>	<i>49</i>	<i>50</i>	<i>53</i>	<i>38</i>	<i>50</i>	<i>61</i>	<i>47</i>	<i>54</i>	<i>41</i>	<i>63</i>

- Auto/Mutual Aid Given/Received (year-to-date)
 - Auto-Aid Given - 9
 - Auto-Aid Received - 3
 - Mutual-Aid Given - 8
 - Mutual-Aid Received - 3
- Annual fire sprinkler testing was completed for the fire station.
- Annual self-contained breathing apparatus (SCBA) service was completed.

- The district has been awarded the Volunteer Fire Assistance (VFA) grant through the Oregon Department of Forestry. The amount is \$10,000 and will be used to purchase new structural firefighting nozzles and structure fire attack hose.

- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 18
 - New memberships: 1
 - Non-renewals: 2

Respectfully submitted,

Sean Hartley, Assistant Chief