



# CROOKED RIVER RANCH FIRE & RESCUE

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

## Notice of Supplemental Budget Hearing And Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Supplemental Budget Hearing and Board meeting on Thursday, January 18, 2023. The Supplemental Budget Hearing will start at 6:00 pm, with the Board meeting immediately following. Both meetings will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the hearing and meeting can be found through the Zoom platform, by accessing our website, @ [www.crrfire.org/meetings](http://www.crrfire.org/meetings). The meeting is accessible to people with disabilities and will be recorded. Requests for other accommodations should be made to Crooked River Ranch Fire & Rescue at 541-923-6776 at least 48 hours before the meeting.

### Board of Directors

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

### District Staff

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

---

### **Supplemental Budget Hearing**

1. Call to Order – Director Norberg
    - 1.1 Flag Salute – Director Palmer
    - 1.2 Roll Call – Director Costigan
  2. Supplemental Budget presentation – Fire Chief, Sean Hartley
  3. Comments or questions – Director Norberg
  4. Adjournment – Director Norberg
- 

### **Board Meeting Agenda**

1. Call to Order – Director Norberg
  - 1.1 Roll Call – Director Costigan
2. Review of Agenda – Director Norberg
3. Approval of minutes – Director Norberg
  - 3.1 Approval of Board Meeting minutes from December 21st, 2023
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for December 2023 – Director Pahl
  - 4.2 Appointment of Board members to sign checks for Monday, February 12th and Monday, February 26<sup>th</sup>, 2023 – Director Norberg

5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Discussion/possible approval of Resolution 2023-09 for the supplemental budget appropriating funds to replace the stations existing Fire Alarm System – Fire Chief, Sean Hartley
6. New Business (consideration, discussion, and possible action on the following items):
  - 6.1 Appointment of Budget Officer for 2024/2025 Fiscal Year Budget / Calendar and Budget Committee Members – Fire Chief, Sean Hartley
  - 6.2 Discussion/Approval of surplus of 5-ton Military apparatus to Lower Bridge Rangeland Fire Protection Association – Fire Chief, Sean Hartley
  - 6.3 Discussion on date/time and topics for next board workshop – Director Norberg
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. Comment/Questions:
  - 8.1 Public input on the current agenda topics
  - 8.2 Public input on future agenda topics – (Please limit to one topic)
9. Correspondence/ Recognitions/ Good of the Order – Director Norberg
10. Adjournment – Director Norberg

\*\*\*\*\*

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

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

**December 21, 2023**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 21st, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Board Meeting Minutes**

**1. Called to Order** at 6:30 pm by Director Norberg. Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan, Norberg and Pahl. Also, in attendance was Fire Chief, Sean Hartley. Administrative Assistant Dana Schulke was excused. Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Volunteer Paramedic/PIO, Grant Caudel were also in attendance. Members of the public in attendance were Vicki Burt and Randy Peterson.

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

**2. Review of the Agenda** - Director Norberg reviewed the agenda and there was mention from the Board that they would like to move the Performance Evaluation of the Fire Chief (Executive Session) to after Correspondence and Recognitions.

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

**3.1 Approval of the Board meeting minutes from November 16, 2023** - The minutes were in the Board packet for review. Director Palmer a motion to approve the minutes as presented, Director Costigan seconded the motion. All voted to approve the minutes by stating "Aye," motion carried, (5-0).

**4. Financial Reports** -

**4.1 Acknowledge receipt and approval of financial reports for November 2023** - Director Pahl stated the financials are in the Board packet. He stated that on the Balance Sheet the General Fund Net Income was \$1,912,731.37. He also stated that the transfer of \$75,000 has been made to the Capital Reserve account and the ambulance payment and Bond payment for the building have been posted for this month. Director Palmer made a motion to approve the November financials as presented; Director Gayheart seconded the motion. All voted to approve the financials by stating "Aye," motion carried, (5-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Costigan will sign checks on Wednesday, January 10 and Director Norberg and Director Gayheart will sign checks on Thursday, January 25, 2024.

**5. Unfinished Business** – none

**6. New Business:**

**6.1 Update on Fire Alarm System for the building** – at this time, Chief Hartley handed out three quotes from different vendors who will be able to replace the fire alarm system. His recommendation was to use Elite Security & Fire Alarm. He stated that Bend Fire utilizes them. The amount shown on the proposal would be for one year paid for, and it

would bring our system up to code, and replace our existing propriety system. This company is local, and they will monitor our station. Director Palmer asked about the turn-around time for their certified Electricians to come out to our station if something had to be fixed. Chief Hartley stated for service calls to diagnose the situation it would be within 24 hours.

**6.2 Discussion/approval of Resolution 2023-08 to appropriate funds to replace the stations fire alarm system** - Due to the funding transfer from the Capital Fund, this will require a Supplemental Budget, per Chief Hartley (who spoke to our Auditor about this). Chief Hartley requested a motion to approve the proposal from Elite Security (out of the three that we received). Director Gayheart made a motion to approve the Elite Security proposal as presented by Chief Hartley; Director Costigan seconded the motion. All voted to approve the proposal by stating "Aye," motion carried, (5-0).

**6.3 Discussion on attending the SDAO conference in February** – Chief Hartley stated the SDAL conference brochure was in the Board packet for review. If any of the Board members are interested in attending, they are to contact the Chief or Dana for registration.

**6.4 (Executive Session was moved to after Correspondence, per the suggestion of Director Pahl)**

**7. Fire Chiefs Report** – the Chief’s report was in the Board packet for all to review. He stated that he has heard from the State Fire Marshal’s office, and we should be receiving our new engine by the end of February or first of March. We have received the VHF radios we ordered from the VFA grant we received. We have also exceeded the number of calls for 2023 compared to prior years, which is a new record for the district.

**8. Comments/Questions:**

**9.1 Public input on the current agenda** - none

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

**10. Correspondence/Recognitions/Good of the order** – Director Norberg stated there were thank you notes from the homeschooled kids that took a tour of the station. Director Costigan stated he received a thank you note from Barbara Oakley for the flowers we sent her.

**11. Performance Review of Fire Chief (Executive Session)** – at this time, the Board went into Executive Session with Chief Hartley at 6:56 pm. The Board came out of Executive Session and reconvened at 7:53 pm.

**12. Adjournment** by Director Norberg at 7:54 pm

Respectfully,  
Dana Schulke  
Administrative Assistant

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of December 31, 2023

<u>Account</u>	<u>Dec 31, 2023</u>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Bond Fund	24,876.13
Capital Reserve Fund	451,061.19
Chase Business	29,243.75
Chase Payroll	5,223.78
Chase Savings	396,618.57
General Fund	586,389.98
Local Option Levy Fund	746,534.70
Stripe USD	215.15
<b>Total Cash and Cash Equivalents</b>	<b>2,240,163.25</b>
<b>Total Current Assets</b>	<b>2,240,163.25</b>
<b>Total Assets</b>	<b>2,240,163.25</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
A. DELORTO	619.32
A. WILEY	279.78
D. MCDONALD	380.79
D. SCHULKE	490.44
S. HARTLEY	(176.68)
Payroll Liabilities	(623.39)
Rounding2	(0.01)
FIB - Credit Cards	452.45
<b>Total Current Liabilities</b>	<b>1,422.70</b>
<b>Total Liabilities</b>	<b>1,422.70</b>
<b>Equity</b>	
Current Year Earnings	2,238,740.55
<b>Total Equity</b>	<b>2,238,740.55</b>
<b>Total Liabilities and Equity</b>	<b>2,240,163.25</b>
	1,764,225.93
	1,422.70
<b>General Fund Net Income</b>	<b>1,762,803.23</b>

## Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended December 31, 2023

Cash Basis

Fund Name is General Fund.

<b>Account</b>	<b>Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>General Fund</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>						
Ambulance Revenue	76,845.02	178,891.11		275,000.00	(96,108.89)	-34.95%
Beginning Fund Balance	0.00	1,284,784.89		856,886.00	427,898.89	49.94%
Conflagration Revenue	0.00	13,106.51		39,939.00	(26,832.49)	-67.18%
Contractual Income	0.00	400.00		400.00	0.00	0.00%
Emergency Address Signs	0.00	150.00		500.00	(350.00)	-70.00%
FireMed	765.00	7,697.12		13,320.00	(5,622.88)	-42.21%
Grant Funds	0.00	0.00		493,499.00	(493,499.00)	-100.00%
Interest	2,952.33	7,887.38		7,500.00	387.38	5.17%
Misc. Income	0.00	3,126.61		7,500.00	(4,373.39)	-58.31%
Previously Levied Taxes	2,215.05	20,281.75		25,000.00	(4,718.25)	-18.87%
Taxes Collected in Year Levied	5,584.28	1,056,766.76		1,083,566.00	(26,799.24)	-2.47%
Training Income	0.00	0.00		500.00	(500.00)	-100.00%
<b>Total Revenue</b>	<b>88,361.68</b>	<b>2,573,092.13</b>		<b>2,803,610.00</b>	<b>(230,517.87)</b>	<b>-8.22%</b>
<b>Gross Profit</b>	<b>88,361.68</b>	<b>2,573,092.13</b>		<b>2,803,610.00</b>	<b>(230,517.87)</b>	<b>-8.22%</b>
<b>Operating Expenses</b>						
Debt Service:Apparatus Payment	27,045.17	27,045.17		27,046.00	(0.83)	0.00%
Debt Services & Contingency:Contingency	0.00	0.00		38,721.00	(38,721.00)	-100.00%
General Fund, Transfer Out	75,000.00	75,000.00		90,746.00	(15,746.00)	-17.35%
<b>Materials &amp; Services</b>						
Administration	2,770.07	15,253.78		18,450.00	(3,196.22)	-17.32%
Building Maintenance & Supplies	630.41	10,075.15		30,000.00	(19,924.85)	-66.42%
CERT Program	0.00	1,508.49		5,000.00	(3,491.51)	-69.83%
Department Services	62.31	1,348.64		5,000.00	(3,651.36)	-73.03%
Dispatch	0.00	0.00		70,350.00	(70,350.00)	-100.00%
EMS Operations	3,308.10	29,089.30		45,690.00	(16,600.70)	-36.33%
Fire Operations	140.80	1,858.39		34,750.00	(32,891.61)	-94.65%
Fuel	1,471.79	7,792.56		20,000.00	(12,207.44)	-61.04%
Insurance	0.00	0.00		40,000.00	(40,000.00)	-100.00%
OSFM OFSCP - PPE/Uniform	0.00	4,068.50		9,500.00	(5,431.50)	-57.17%
Prevention	0.00	640.00		2,000.00	(1,360.00)	-68.00%
Professional Services	13,532.17	27,331.17		20,850.00	6,481.17	31.08%
Radios & Communications	19,916.89	22,019.98		31,586.00	(9,566.02)	-30.29%
Rope Rescue Operations	1,050.00	1,050.00		3,000.00	(1,950.00)	-65.00%
SAFER Grant Expenditures	0.00	24,010.56		42,000.00	(17,989.44)	-42.83%
Training	6,350.57	10,270.19		24,455.00	(14,184.81)	-58.00%
Travel	238.34	1,251.33		5,000.00	(3,748.67)	-74.97%
Tuition Reimbursement	0.00	0.00		31,500.00	(31,500.00)	-100.00%
Uniforms	18.00	5,283.11		7,000.00	(1,716.89)	-24.53%
Utilities	4,339.62	13,462.19		34,800.00	(21,337.81)	-61.32%
Vehicle/Equipment Maintenance	9,153.36	15,553.00		35,000.00	(19,447.00)	-55.56%
Volunteer Incentive Program	0.00	3,120.00		20,800.00	(17,680.00)	-85.00%
Wellness Program	0.00	412.48		10,000.00	(9,587.52)	-95.88%
<b>Total Materials &amp; Services</b>	<b>62,982.43</b>	<b>195,398.82</b>		<b>546,731.00</b>	<b>(351,332.18)</b>	<b>-64.26%</b>
<b>Personnel Services</b>						
Administrative Assistant	4,386.16	22,166.96		44,254.00	(22,087.04)	-49.91%
Administrative Assistant Overtime	60.36	565.88		3,017.00	(2,451.12)	-81.24%
Employee Benefits	14,075.84	87,495.95		241,547.00	(154,051.05)	-63.78%
Fire Chief	6,666.68	42,886.33		87,135.00	(44,248.67)	-50.78%
Part-Time Personnel	3,507.00	40,266.76		35,000.00	5,266.76	15.05%
Payroll Taxes	3,401.99	25,701.05		53,933.00	(28,231.95)	-52.35%
PERS	9,206.22	64,996.54		207,337.00	(142,340.46)	-68.65%
Shift Personnel Overtime	1,557.66	29,981.90		53,619.00	(23,637.10)	-44.08%
Shift Personnel Wages	16,366.11	95,225.25		202,151.00	(106,925.75)	-52.89%

Shift Firefighter/Paramedic OT	261.08	3,332.52	32,642.00	(29,309.48)	-89.79%
Shift Firefighter/Paramedic Wage	7,203.00	39,380.44	132,291.00	(92,910.56)	-70.23%
Student Volunteer Stipends	1,200.00	4,095.00	10,800.00	(6,705.00)	-62.08%
Volunteer Conflag Reimbursement	0.00	15,463.51	20,106.00	(4,642.49)	-23.09%
Volunteer Stipends & Benefits	1,400.00	21,300.00	45,000.00	(23,700.00)	-52.67%
Workers Comp. & Group Accident Insurance	36.30	19,986.82	26,000.00	(6,013.18)	-23.13%
<b>Total Personnel Services</b>	<b>69,328.40</b>	<b>512,844.91</b>	<b>1,194,832.00</b>	<b>(681,987.09)</b>	<b>-57.08%</b>
<b>Total Operating Expenses</b>	<b>234,356.00</b>	<b>810,288.90</b>	<b>1,898,076.00</b>	<b>(1,087,787.10)</b>	<b>-57.31%</b>
<b>Net Profit</b>	<b>(145,994.32)</b>	<b>1,762,803.23</b>	<b>905,534.00</b>	<b>857,269.23</b>	<b>94.67%</b>

## Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended December 31, 2023

Cash Basis

Fund Name is Capital Reserve Fund.

<b>Account</b>	<b>Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>Capital Reserve Fund</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>						
Beginning Fund Balance	0.00	396,669.29		382,067.00	14,602.29	3.82%
Interest	984.74	3,480.82		4,500.00	(1,019.18)	-22.65%
Misc. Income	0.00	7,902.50		7,903.00	(0.50)	-0.01%
<b>Total Revenue</b>	<b>984.74</b>	<b>408,052.61</b>		<b>394,470.00</b>	<b>13,582.61</b>	<b>3.44%</b>
<b>Gross Profit</b>						
	<b>984.74</b>	<b>408,052.61</b>		<b>394,470.00</b>	<b>13,582.61</b>	<b>3.44%</b>
<b>Other Income</b>						
Transfer(s) In	75,000.00	75,000.00		90,746.00	(15,746.00)	-17.35%
<b>Total Other Income</b>	<b>75,000.00</b>	<b>75,000.00</b>		<b>90,746.00</b>	<b>(15,746.00)</b>	<b>-17.35%</b>
<b>Operating Expenses</b>						
Capital Outlay & Grant Awards:Building Purchase:	0.00	16,311.42		30,000.00	(13,688.58)	-45.63%
Capital Outlay & Grant Awards:Fire Purchases	15,680.00	15,680.00		15,805.00	(125.00)	-0.79%
<b>Total Operating Expenses</b>	<b>15,680.00</b>	<b>31,991.42</b>		<b>45,805.00</b>	<b>(13,813.58)</b>	<b>-30.16%</b>
<b>Net Profit</b>	<b>60,304.74</b>	<b>451,061.19</b>		<b>439,411.00</b>	<b>11,650.19</b>	<b>2.65%</b>



## Budget Variance

Crooked River Ranch Fire & Rescue

For the month ended December 31, 2023

Cash Basis

Fund Name is Bond Fund.

<b>Account</b>	<b>Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>Jul-Dec 2023</b>	<b>Bond Fund</b>	<b>Variance</b>	<b>Variance %</b>
<b>Revenue</b>						
Beginning Fund Balance	0.00	13,629.18		10,000.00	3,629.18	36.29%
Interest	325.05	454.39		500.00	(45.61)	-9.12%
Previously Levied Taxes	1,127.44	4,129.18		3,500.00	629.18	17.98%
Taxes Collected in Year Levied	193.87	179,107.38		199,600.00	(20,492.62)	-10.27%
<b>Total Revenue</b>	<b>1,646.36</b>	<b>197,320.13</b>		<b>213,600.00</b>	<b>(16,279.87)</b>	<b>-7.62%</b>
<b>Gross Profit</b>						
	<b>1,646.36</b>	<b>197,320.13</b>		<b>213,600.00</b>	<b>(16,279.87)</b>	<b>-7.62%</b>
<b>Operating Expenses</b>						
Debt Service:Bond Payment	172,444.00	172,444.00		193,028.00	(20,584.00)	-10.66%
<b>Total Operating Expenses</b>	<b>172,444.00</b>	<b>172,444.00</b>		<b>193,028.00</b>	<b>(20,584.00)</b>	<b>-10.66%</b>
<b>Net Profit</b>						
	<b>(170,797.64)</b>	<b>24,876.13</b>		<b>20,572.00</b>	<b>4,304.13</b>	<b>20.92%</b>

# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period December 1, 2023 to December 31, 2023

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Aflac</b>					
Dec 16, 2023	ACH	Premiums from Staff for Mo of December	668.34	Paid	Payroll Liabilities
<b>Total Aflac</b>			<b>668.34</b>		
<b>Amazon</b>					
Dec 24, 2023	HD 495162247	Station Supplies Trash bags	49.99	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 26, 2023	HD 495162440	Station Supplies	197.81	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 26, 2023	HD 495162364	Station Supplies cleaning	26.02	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Amazon</b>			<b>273.82</b>		
<b>Bend Alterations</b>					
Dec 5, 2023	1251662	Heming of pants for Bobby Edwards	20.00	Paid	Materials & Services:Uniforms
Dec 5, 2023	1251662	Discount	(2.00)	Paid	Materials & Services:Uniforms
<b>Total Bend Alterations</b>			<b>18.00</b>		
<b>Blue Card</b>					
Dec 19, 2023	24283	Blue Card Training for Wiley, Harley, McDonald, Day and Delorto	1,925.00	Paid	Materials & Services:Training
<b>Total Blue Card</b>			<b>1,925.00</b>		
<b>Blue Mountain Networks</b>					
Dec 6, 2023	29267 - ACH	Phone and Internet charges for December	679.52	Paid	Materials & Services:Utilities:Telecom munications
<b>Total Blue Mountain Networks</b>			<b>679.52</b>		
<b>BoundTree Medical, LLC</b>					
Dec 1, 2023	85165928 - ACH	Medical supplies for ambulances and supply room	871.42	Paid	Materials & Services:EMS Operations:Supplies
Dec 1, 2023	85165927 - ACH	Medical supplies for ambulances and supply room	507.11	Paid	Materials & Services:EMS Operations:Supplies
Dec 16, 2023	85179650-ACH	C3 Ketamine 100mg/ml, 5 ml Vial 10/bx	278.99	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>1,657.52</b>		
<b>Carson Oil Company, Inc.</b>					
Dec 4, 2023	CP-00490182 - EFT	Fuel for all appratus	565.50	Paid	Materials & Services:Fuel

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 18, 2023	CP-00493418-EFT	Fuel for all apparatus	561.07	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,126.57</b>		
<b>Crooked River Ranch Water Company</b>					
Dec 1, 2023	94 - EFT	Base Rate	168.63	Paid	Materials & Services:Utilities:Water
Dec 1, 2023	94 - EFT	Water (1.51 Per 100CF)	28.69	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>197.32</b>		
<b>Crooked River Sanitary</b>					
Dec 1, 2023	00014 - EFT	Sanitation services for November	72.02	Paid	Materials & Services:Utilities:Sanitation
Dec 1, 2023	00014 - EFT	Extra bag	5.50	Paid	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>77.52</b>		
<b>David McDonald</b>					
Dec 1, 2023	Reimbursement	Reimbursement of fees for Key, Padlock programming and Labor, for Lock on Building	206.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total David McDonald</b>			<b>206.00</b>		
<b>Day Wireless Systems</b>					
Dec 19, 2023	PO-0410 / Inv. 804102	BK VHF Mobile Radio (NASPO contract pricing)	12,649.98	Paid	Materials & Services:Radios/Communications
Dec 19, 2023	PO-0410 / Inv. 804102	Remote Control Head	5,452.20	Paid	Materials & Services:Radios/Communications
Dec 19, 2023	PO-0410 / Inv. 804102	Handheld programming Mic for KNG-M150	1,657.50	Paid	Materials & Services:Radios/Communications
Dec 19, 2023	PO-0410 / Inv. 804102	BK 17' Remote mount cable	660.00	Paid	Materials & Services:Radios/Communications
Dec 19, 2023	PO-0410 / Inv. 804102	Shipping	97.21	Paid	Materials & Services:Radios/Communications
Dec 19, 2023	PO-0410 / Inv. 804102	Customer Discount	(600.00)	Paid	Materials & Services:Radios/Communications
<b>Total Day Wireless Systems</b>			<b>19,916.89</b>		
<b>Deschutes County</b>					
Dec 20, 2023	Election Fees	Election fees for November 2023 election	451.83	Paid	Materials & Services:Professional Services:Elections Fees
<b>Total Deschutes County</b>			<b>451.83</b>		
<b>Fire Rescue Equipment NW, LLC</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 20, 2023	3705	Extrication tools for District (half paid for by Volunteer Association)	15,680.00	Paid	Capital Outlay & Grant Awards:Fire Purchases
<b>Total Fire Rescue Equipment NW, LLC</b>			<b>15,680.00</b>		
<b>First Citizens Bank</b>					
Dec 16, 2023	43737399-EFT	Copier lease	138.43	Paid	Materials & Services:Administration:Copier Expenses
Dec 16, 2023	43737399-EFT	B&W Usage	7.38	Paid	Materials & Services:Administration:Copier Expenses
Dec 16, 2023	43737399-EFT	Color Usage	49.15	Paid	Materials & Services:Administration:Copier Expenses
<b>Total First Citizens Bank</b>			<b>194.96</b>		
<b>HRA VEBA Trust</b>					
Dec 16, 2023	ACH	Contributions for Staff	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>2,450.00</b>		
<b>Hughes Fire Equipment</b>					
Dec 1, 2023	599797	Performed pump test on 521	665.10	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Dec 1, 2023	599796	Pump testing on 531	665.10	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Dec 1, 2023	599795	Pump testing on 532	665.10	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Dec 1, 2023	599878	Investigated Failed Intake Manifold Pressure Sensor on 521. Disconnected intake manifold pressure sensor and no code was thrown in Cummins InSite for disconnected intake manifold pressure sensor. Ordered and installed new manifold pressure sensor from Pape Kenworth in Redmond. Pricing includes Travel, Service Labor, Parts and Surcharge.	600.27	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Dec 4, 2023	600121	Flapper valve at the rear of 532 inside the rear direct intake is leaking. Flapper valve was missing. Assisted customer with removal of the valve, as all the fittings were frozen. Shop supplies, parts, travel labor, taxes, etc.	2,124.54	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 18, 2023	600121	Freight charges missed from initial payment	101.64	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
<b>Total Hughes Fire Equipment</b>			<b>4,821.75</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Dec 5, 2023	Union Dues-ACH	Union dues from staff	170.00	Paid	Payroll Liabilities
Dec 5, 2023	PAC donations-ACH	PAC donations from staff	18.08	Paid	Payroll Liabilities
Dec 18, 2023	Union Dues-Paid ACH	Union dues from staff	170.00	Paid	Payroll Liabilities
Dec 18, 2023	PAC donations-ACH	PAC donations from staff	18.08	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>376.16</b>		
<b>Jefferson County Clerk</b>					
Dec 6, 2023	113023b Nov Election	Apportioned Costs of November Special Election, CRR Fire Measure 16-107 (Includes Printing, Personnel Costs, Computer programing, Postages, Envelopes, etc.)	7,818.04	Paid	Materials & Services:Professional Services:Elections Fees
<b>Total Jefferson County Clerk</b>			<b>7,818.04</b>		
<b>L.N. Curtis &amp; Sons</b>					
Dec 4, 2023	PO-0414 / 768168 - ACH	Confidence plus 2	124.66	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Dec 4, 2023	PO-0414 / 768168 - ACH	Shipping	16.14	Paid	Materials & Services:Fire Operations:Supplies/Equipment
<b>Total L.N. Curtis &amp; Sons</b>			<b>140.80</b>		
<b>Les Schwab Tire Center - Redmond</b>					
Dec 1, 2023	901359915	New Tires, Balancing and Tire Disposal for 571 Ambulance	1,593.12	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
<b>Total Les Schwab Tire Center - Redmond</b>			<b>1,593.12</b>		
<b>Life Flight Network</b>					
Dec 20, 2023	5451	Life Flight membership for Allyn Bright	25.00	Paid	Materials & Services:Administration:Memberships
<b>Total Life Flight Network</b>			<b>25.00</b>		
<b>Life-Assist</b>					
Dec 5, 2023	1384705	Hyfin Vent Compact Chest Seal Twin Pack	30.26	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383308	Epinephrine 1:1000 1 mg, 1 ml vial	149.58	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383308	Adenosine, 12 mg, 4 ml vial	73.96	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383308	Epinephrine 1:1000 1 mg, 10 ml LUER-JET syr	135.20	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	3M COBAN self-adherent wrap, 4"	16.56	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 5, 2023	1383388	UNIMED Pack Sleeve, D	32.04	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Conterra Triage Tape, Black and White	16.12	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Conterra Triage Tape, Green	12.16	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Conterra Triage Tape, Red	12.16	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Conterra Triage Tape, Yellow	12.16	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Rescue Essentials QuikLitter Lite	169.60	Paid	Materials & Services:EMS Operations:Supplies
Dec 5, 2023	1383388	Hyfin Vent Compact Chest Seal Twin Pack	90.78	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Life-Assist</b>			<b>750.58</b>		
<b>Local Government Law Group</b>					
Dec 16, 2023	67955	Review proposed agreement from State related to OSFM apparatus grant program; provide feedback to Chief on same. Complete review of OSFM apparatus grant material and provide feedback to Chief.	405.00	Paid	Materials & Services:Professional Services:Legal
<b>Total Local Government Law Group</b>			<b>405.00</b>		
<b>LOSAP</b>					
Dec 1, 2023	16-353	Annual Fee for LOSAP administration/processing	200.00	Paid	Materials & Services:Professional Services
Dec 1, 2023	16-353	25% discount for OFDDA member	(50.00)	Paid	Materials & Services:Professional Services
<b>Total LOSAP</b>			<b>150.00</b>		
<b>MES NW - Municipal Emergency Services</b>					
Dec 18, 2023	IN1974113	Career Tracking	3,465.00	Paid	Materials & Services:Training
Dec 18, 2023	IN1974113	Annual Maintenance Fee	395.00	Paid	Materials & Services:Training
<b>Total MES NW - Municipal Emergency Services</b>			<b>3,860.00</b>		
<b>Nationwide Retirement Solutions</b>					
Dec 5, 2023	EFT	Deferred Comp contributions from staff	295.00	Paid	Payroll Liabilities
Dec 18, 2023	Deferred Comp-EFT	Deferred Comp contributions from staff	295.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>590.00</b>		
<b>Newhouse Mfg. Company Inc.</b>					
Dec 7, 2023	531596	Parts for tractor	11.09	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 7, 2023	531587	Lynch Pin for tractor	0.74	Paid	Materials & Services:Vehicle/Equipment Maintenance:
<b>Total Newhouse Mfg. Company Inc.</b>			<b>11.83</b>		
<b>Oregon PERS</b>					
Dec 7, 2023	PERS-EFT	Employer paid contributions	3,884.10	Paid	Personnel Services:PERS
Dec 7, 2023	PERS-EFT	Employee paid contributions, paid by employer	866.19	Paid	Personnel Services:PERS
Dec 7, 2023	PERS-EFT	(Adjustment by PERS on Dana's, no contributions on Vaca Sellback)	(205.80)	Paid	Personnel Services:PERS
Dec 19, 2023	PERS - EFT	Employer contributions	4,027.57	Paid	Personnel Services:PERS
Dec 19, 2023	PERS - EFT	Employee contributions, paid by Employer	943.60	Paid	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>9,515.66</b>		
<b>Pacific Power</b>					
Dec 18, 2023	24712171-001 3 - ACH	Basic charges, load size charge, demand charge, delivery charge, supply energy, system benefits charge, public purpose, low income discount	3,140.40	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>3,140.40</b>		
<b>Professional Sales &amp; Service LC</b>					
Dec 1, 2023	30727	Refrigerator in 571 not working properly; replaced digital control module and programmed it to its previous settings and confirmed fridge won't drop below target temp of 40 (labor and parts)	303.93	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
<b>Total Professional Sales &amp; Service LC</b>			<b>303.93</b>		
<b>Rescue Response Gear, Inc.</b>					
Dec 1, 2023	97358	CMC 1/2" Static-Pro-Rope	960.00	Paid	Materials & Services:Rope Rescue Operations
Dec 1, 2023	97358	Shipping	90.00	Paid	Materials & Services:Rope Rescue Operations
<b>Total Rescue Response Gear, Inc.</b>			<b>1,050.00</b>		
<b>Southside Bank</b>					
Dec 5, 2023	256805 - ACH	Principal Due on Ambulance Loan	23,007.51	Paid	Debt Service:Apparatus Payment
Dec 5, 2023	256805 - ACH	Interest Due	4,037.66	Paid	Debt Service:Apparatus Payment
<b>Total Southside Bank</b>			<b>27,045.17</b>		
<b>Special Districts Insurance Services</b>					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 6, 2023	03-0052514 - ACH	January Health Premiums for staff	10,251.80	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 6, 2023	03-0052514 - ACH	January Dental Premium for staff	930.82	Paid	Personnel Services:Employee Benefits:Dental Insurance
Dec 6, 2023	03-0052514 - ACH	January Long-Term Premium for staff	143.22	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>11,325.84</b>		
<b>State of Oregon - Gov. Ethics Commission</b>					
Dec 4, 2023	AIE18912	Annual billing for Oregon Government Ethics Commission 7/1/23-6/30/24	945.68	Paid	Materials & Services:Professional Services:Legal
<b>Total State of Oregon - Gov. Ethics Commission</b>			<b>945.68</b>		
<b>Streamline</b>					
Dec 4, 2023	41F663CA-0037 - ACH	Monthly Fee for Website Platform	126.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Streamline</b>			<b>126.00</b>		
<b>Tactical Business Group</b>					
Dec 16, 2023	OR-CRR-2023-004	Ambulance Billing Fees for November	900.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 16, 2023	OR-CRR-2023-004	Preparation of the FY2023 GEMT FFS Annual Cost Report	3,000.00	Paid	Materials & Services:Professional Services
<b>Total Tactical Business Group</b>			<b>3,900.00</b>		
<b>Target Solutions Learning, LLC</b>					
Dec 4, 2023	Annual Renewal - ACH	Vector Evaluations	565.57	Paid	Materials & Services:Training
Dec 4, 2023	Annual Renewal - ACH	Vector Check-It App for vehicles	1,854.88	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:
Dec 4, 2023	Annual Renewal - ACH	Vector Fire/EMS Check-It	463.68	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:
Dec 4, 2023	Annual Renewal - ACH	Vector Scheduling	2,320.92	Paid	Materials & Services:Administration
<b>Total Target Solutions Learning, LLC</b>			<b>5,205.05</b>		
<b>Verizon Wireless</b>					
Dec 4, 2023	9950057338	Data charges for iPads in Ambulances/Trucks	244.86	Paid	Materials & Services:Utilities:Telecom munications
<b>Total Verizon Wireless</b>			<b>244.86</b>		
<b>Vern Samples Landscaping</b>					



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 1, 2023	35124	Sprinkler system winterization	95.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Vern Samples Landscaping</b>			<b>95.00</b>		
<b>Washington Federal</b>					
Dec 1, 2023	62761143544	Principal Due for Bond payment	150,000.00	Paid	Debt Service:Bond Payment
Dec 1, 2023	62761143544	Interest Due for Bond payment	22,444.00	Paid	Debt Service:Bond Payment
<b>Total Washington Federal</b>			<b>172,444.00</b>		
<b>WHA Insurance</b>					
Dec 5, 2023	62157	Balance Due for Workers Comp/Accidental	36.30	Paid	Personnel Services:Workers Comp. & Group Accident
<b>Total WHA Insurance</b>			<b>36.30</b>		
<b>Wright Ford</b>					
Dec 1, 2023	71368	Oil & Filter Change on 591. Battery, Tires and Brakes all ok.	104.17	Paid	Materials & Services: Vehicle/Equipment Maintenance: 511289
<b>Total Wright Ford</b>			<b>104.17</b>		
<b>Total</b>			<b>301,547.63</b>		



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of a Supplemental Budget  
for an occurrence that was not  
ascertained at the time of original  
preparation

**RESOLUTION:**

**2023-09**

WHEREAS, on June 15, 2023, the Board of Directors adopted Resolution 2023-02 adopting the budget and making appropriations for fiscal year 2023-2024; and

WHEREAS, ORS 294.471(1) provides for making a supplemental budget for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year which requires a change in financial planning; and

WHEREAS, per ORS 294.473(1)(b) the District published notice of the proposed supplemental budget in the Bend Bulletin on January 13<sup>th</sup>, 2023, being not less than 5 days prior to the hearing and regular Board meeting in which the supplemental budget was to be considered: and

WHEREAS the Board of Directors conducted a hearing and meeting on January 18<sup>th</sup>, 2023, to obtain comment on the proposed supplemental budget, and public comment heard by the Board of Directors.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT:

The supplemental budget for fiscal year 2023-2024 is hereby adopted, and the amounts appropriated by the Board of Directors under Resolution 2023-02 are amended as shown in Exhibit A, Supplemental Budget Document:

**INTRODUCED and ADOPTED**

Thursday, January 18<sup>th</sup>, 2023

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

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

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

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

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

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

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND  
Resources - Detailed**

Historical Data				Resource Description	Budget for Next Year: 2023/2024									
Actual			Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)	Adopted By Resolution or Supplemental (2023-09)		
Second Preceding 2020/2021	First Preceding 2021/2022													
1	\$433,869	\$596,453	\$510,000	1 Available cash on hand* (cash basis) or	\$603,352	\$603,352	\$603,352	\$856,886	\$856,886	\$856,886	\$856,886	\$856,886	1	
2	\$31,712	\$28,792	\$25,000	2 Previously levied taxes estimated to be received	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	2	
3	\$6	\$4,392	\$5,000	3 Interest	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	3	
4	\$0	\$0	\$0	4 Transferred IN, from other fund(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	4	
5	\$234,101	\$263,490	\$250,000	5 Ambulance Billing	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	5	
6	\$1,098	\$400	\$800	6 Contractual Income	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	6	
7	\$500	\$700	\$500	7 Emergency Signs	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	7	
8	\$13,275	\$13,545	\$13,500	8 FireMed	\$13,320	\$13,320	\$13,320	\$13,320	\$13,320	\$13,320	\$13,320	\$13,320	8	
9	\$79,378	\$71,529	\$113,350	9 Grant Funds	\$122,000	\$483,500	\$483,500	\$483,500	\$483,500	\$493,499	\$493,499	\$493,499	9	
10	\$9,378	\$7,714	\$5,000	10 Misc. Income	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	10	
11	\$13,002	\$16,200	\$0	11 Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	11	
12	\$0	\$0	\$500	12 Training	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	12	
13	\$42,791	\$7,661	\$21,256	13 Conflagration Revenue	\$0	\$0	\$0	\$13,086	\$39,939	\$39,939	\$39,939	\$39,939	13	
14				14									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									28	
29	\$859,110	\$1,010,876	\$944,906	29 Total resources, except taxes to be levied	\$1,055,072	\$1,416,572	\$1,416,572	\$1,683,192	\$1,710,045	\$1,720,044	\$1,720,044	\$1,720,044	29	
30			\$1,027,982	30 Taxes estimated to be received	\$1,083,566	\$1,083,566	\$1,083,566	\$1,083,566	\$1,083,566	\$1,083,566	\$1,083,566	\$1,083,566	30	
31	\$995,486	\$1,028,187		31 Taxes collected in year levied									31	
32	\$1,854,596	\$2,039,063	\$1,972,888	32 TOTAL RESOURCES	\$2,138,638	\$2,500,138	\$2,500,138	\$2,766,758	\$2,793,611	\$2,803,610	\$2,803,610	\$2,803,610	32	

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND  
Personnel Services - Detail**

Line Item	Historical Data			Requirement Description	Number of Employees	Range*	Budget for Next Year: 2023/2024										
	Actual		Adopted Budget This Year 2022/2023				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)	Adopted By Resolution or Supplemental (2023-09)			
	Second Preceding 2020/2021	First Preceding 2021/2022															
1	\$82,194	\$83,283	\$ 87,524	1 Fire Chief	1		\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	\$ 87,135	1	
2	\$69,656	\$66,294	\$ 68,229	2 Assistant Chief	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2
3	\$36,359	\$38,860	\$ 41,045	3 Administrative Assistant	1		\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	\$ 44,254	3
4	\$875	\$2,419	\$ 2,798	4 Administrative Assistant Overtime			\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	\$ 3,017	4
5	\$185,361	\$186,887	\$ 192,121	5 Shift - Captain/Paramedic (Shift Personnel Wages)	3		\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	\$ 202,151	5
6	\$35,119	\$43,706	\$ 46,614	6 Shift - Captain/Paramedic OT (Shift Personnel OT)			\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	\$ 53,619	6
7	\$17,941	\$16,828	\$ 68,840	7 Part-Time Personnel	5		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	7
8	\$154,468	\$153,963	\$ 213,589	8 Employee Benefits (Health/Dental/Vision/VEBA)			\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	\$ 241,547	8
9	\$119,332	\$123,355	\$ 169,589	9 PERS			\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	\$ 207,337	9
10	\$39,818	\$40,237	\$ 48,671	10 Payroll Taxes			\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	\$ 53,933	10
11	\$14,325	\$15,964	\$ 15,500	11 Workers Comp. & Group Accident Insurance			\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	11
12	\$33,570	\$41,500	\$ 36,500	12 Volunteer Stipend & Benefits			\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	12
13	\$6,181	\$1,562	\$ 21,256	13 Volunteer Conflag Reimbursement			\$ -	\$ -	\$ -	\$ 6,749	\$ 20,106	\$ 20,106	\$ 20,106	\$ 20,106	\$ 20,106	\$ 20,106	13
14	\$7,155	\$7,425	\$ 7,290	14 Student Volunteer Stipends			\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	14
15			\$ 38,777	15 40-Hour - Firefighter/Paramedic	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15
16			\$7,932	16 40-Hour - Firefighter/Paramedic OT	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16
17				17 Shift - Firefighter/Paramedic	3		\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	\$ 132,291	17
18				18 Shift - Firefighter/Paramedic OT			\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	\$ 32,642	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													28
29				29													29
30				30													30
31				31													31
32	\$802,354	\$822,284	\$ 1,066,275	32 TOTAL PERSONNEL SERVICES REQUIREMENTS			\$ 1,174,726	\$ 1,174,726	\$ 1,174,726	\$ 1,181,475	\$ 1,194,832	\$ 1,194,832	\$ 1,194,832	\$ 1,194,832	\$ 1,194,832	\$ 1,194,832	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Materials & Services - Detailed**

	Historical Data			Requirement Description	Budget for Next Year: 2023/2024								
	Actual		Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)	Adopted By Resolution or Supplemental (2023-09)	
	Second Preceding 2020/2021	First Preceding 2021/2022											
1	\$21,333	\$16,961	\$20,700	1 Administration	\$18,450	\$18,450	\$18,450	\$18,450	\$18,450	\$18,450	\$18,450	\$18,450	1
2	\$37,667	\$19,461	\$35,000	2 Building Maintenance & Supplies	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	2
3	\$1,563	\$4,666	\$5,000	3 Department Services	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	3
4	\$67,036	\$70,962	\$64,898	4 Dispatch Services	\$70,350	\$70,350	\$70,350	\$70,350	\$70,350	\$70,350	\$70,350	\$70,350	4
5	\$45,287	\$48,696	\$45,000	5 EMS Operations	\$45,690	\$45,690	\$45,690	\$45,690	\$45,690	\$45,690	\$45,690	\$45,690	5
6	\$20,884	\$50,031	\$39,300	6 Fire Operations	\$34,750	\$34,750	\$34,750	\$34,750	\$34,750	\$34,750	\$34,750	\$34,750	6
7	\$9,757	\$13,219	\$15,000	7 Fuel	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	7
8	\$30,490	\$34,105	\$37,515	8 Insurance	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	8
9	\$1,059	\$2,461	\$2,000	9 Prevention	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	9
10	\$48,910	\$25,101	\$22,000	10 Professional Services	\$20,850	\$20,850	\$20,850	\$20,850	\$20,850	\$20,850	\$20,850	\$20,850	10
11	\$3,055	\$24,057	\$16,000	11 Radios/Communications	\$17,500	\$17,500	\$17,500	\$21,587	\$21,587	\$31,586	\$31,586	\$31,586	11
12	\$1,460	\$2,276	\$3,000	12 Rope Rescue Operations	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	12
13	\$15,765	\$18,401	\$30,000	13 Training	\$24,455	\$24,455	\$24,455	\$24,455	\$24,455	\$24,455	\$24,455	\$24,455	13
14	\$558	\$137	\$5,000	14 Travel	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	14
15	\$29,493	\$26,292	\$31,500	15 Tuition Reimbursement	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500	15
16	\$4,392	\$3,313	\$7,000	16 Uniforms	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	16
17	\$22,348	\$23,365	\$29,000	17 Utilities	\$34,800	\$34,800	\$34,800	\$34,800	\$34,800	\$34,800	\$34,800	\$34,800	17
18	\$23,209	\$41,385	\$35,000	18 Vehicle/Equipment Maintenance	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	18
19	\$17,530	\$17,410	\$22,600	19 Volunteer Incentive Program	\$20,800	\$20,800	\$20,800	\$20,800	\$20,800	\$20,800	\$20,800	\$20,800	19
20	\$3,673	\$6,325	\$10,000	20 Wellness Program	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	20
21	\$13,481	\$25,323	\$41,850	21 SAFER Grant Expenditures	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	21
22			\$5,000	22 CERT Program	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	22
23				23 OSFM OFSCP - PPE/Uniform		\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	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	\$418,950	\$473,945	\$522,363	32 TOTAL MATERIALS & SERVICES	\$523,145	\$532,645	\$532,645	\$536,732	\$536,732	\$546,731	\$546,731	\$546,731	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Capital Outlay - Detailed**

	Historical Data			Requirement Description	Budget for Next Year: 2023/2024								
	Actual		Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)		Adopted By Resolution or Supplemental (2023-09)
	Second Preceding 2020/2021	First Preceding 2021/2022											
1				1 CAPITAL IMPROVEMENTS/PURCHASES									1
2	\$10,502	\$0	\$0	2 EMS Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2
3	\$0	\$0	\$0	3 Fire Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	3
4				4									4
5				5									5
6				6									6
7				7									7
8				8									8
9				9									9
10				10									10
11				11									11
12				12									12
13				13									13
14				14									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									28
29				29									29
30				30									30
31				31									31
32	\$10,502	\$0	\$0	32 TOTAL CAPITAL OUTLAY & GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND  
Debt Services - Detailed**

	Historical Data			Requirement Description	Budget for Next Year: 2023/2024								
	Actual		Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)	Adopted By Resolution or Supplemental (2023-09)	
	Second Preceding 2020/2021	First Preceding 2021/2022											
1	\$27,046	\$27,045	\$27,046	1 New Apparatus Finance Payment (12/26/22)	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	1
2				2									2
3				3									3
4				4									4
5				5									5
6				6									6
7				7									7
8				8									8
9				9									9
10				10									10
11				11									11
12				12									12
13				13									13
14				14									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									28
29				29									29
30				30									30
31				31									31
32	\$27,046	\$27,045	\$27,046	32 TOTAL DEBT SERVICES REQUIREMENTS	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**General Fund**

Line Item	Historical Data			Requirements Summary	Budget for Next Year: 2023/2024															
	Actual		Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental (2023-04)	Adopted By Resolution or Supplemental (2023-05)	Adopted By Resolution or Supplemental (2023-06)	Adopted By Resolution or Supplemental (2023-08)	Adopted By Resolution or Supplemental (2023-09)								
	Second Preceding 2020/2021	First Preceding 2021/2022																		
1				1	<b>PERSONNEL SERVICES</b>															
2	\$802,354	\$822,284	\$1,066,275	2	See detailed description	\$1,174,726	\$1,174,726	\$1,174,726	\$1,181,475	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832
3				3																
4				4																
5				5																
6	\$802,354	\$822,284	\$1,066,275	6	<b>TOTAL PERSONNEL SERVICES</b>	\$1,174,726	\$1,174,726	\$1,174,726	\$1,181,475	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832	\$1,194,832
7				7	<b>MATERIALS AND SERVICES</b>															
8	\$418,950	\$473,945	\$522,363	8	See detailed description	\$523,145	\$532,645	\$532,645	\$536,732	\$536,732	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731
9				9																
10				10																
11				11																
12	\$418,950	\$473,945	\$522,363	12	<b>TOTAL MATERIALS AND SERVICES</b>	\$523,145	\$532,645	\$532,645	\$536,732	\$536,732	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731	\$546,731
13				13	<b>CAPITAL OUTLAY</b>															
14	\$10,502	\$0	\$0	14	See detailed description	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15				15																
16				16																
17				17																
18	\$10,502	\$0	\$0	18	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19				19	<b>DEBT SERVICES</b>															
20	\$27,045	\$27,045	\$27,046	20	See detailed description	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046
21				21																
22				22																
24	\$27,045	\$27,045	\$27,046	23	<b>TOTAL DEBT SERVICES</b>	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046
25				24																
26	\$0	\$50,000	\$75,000	25	Transfer to Capital Reserve Fund	\$75,000	\$75,000	\$75,000	\$77,250	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746
27				26	Transfer to Personnel Reserve Fund		\$136,803	\$136,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	\$0	\$50,000	\$75,000	27	<b>TOTAL TRANSFERRED TO OTHER FUNDS</b>	\$75,000	\$211,803	\$211,803	\$77,250	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746	\$90,746
29		\$0	\$37,204	28	<b>OPERATING CONTINGENCY</b>	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721	\$38,721
23				29	<b>RESERVED FOR FUTURE EXPENDITURE</b>				\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196	\$215,196
30	\$595,745	\$665,788		30	Ending Balance (Prior Years)															
31			\$245,000	31	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$300,000	\$515,197	\$515,197	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338	\$690,338
32	\$1,854,596	\$2,039,063	\$1,972,888	32	<b>TOTAL REQUIREMENTS</b>	\$2,138,638	\$2,500,138	\$2,500,138	\$2,766,758	\$2,793,611	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610	\$2,803,610

OSFM Reserved | OSFM Reserved for Future Expenditures



**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**Capital Reserve Fund**

Historical Data			Summary of Resources and Requirements	Budget for Next Year: 2023/2024									
Actual		Adopted Budget This Year 2022/2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By	Adopted By	Adopted By	Adopted By	Adopted By		
Second Preceding 2020/2021	First Preceding 2021/2022						Resolution or Supplemental (2023-04)	Resolution or Supplemental (2023-05)	Resolution or Supplemental (2023-06)	Resolution or Supplemental (2023-08)	Resolution or Supplemental (2023-09)		
1			1	<b>RESOURCES</b>						1			
2	\$94,858	\$327,976	2	Cash on hand* (cash basis) or	\$382,067	\$382,067	\$382,067	\$382,067	\$382,067	\$382,067	\$382,067	2	
3	\$3,044	\$2,433	3	Interest	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	3	
4	\$0	\$50,000	4	Transferred IN, from other fund(s)	\$75,000	\$75,000	\$75,000	\$77,250	\$90,746	\$90,746	\$90,746	4	
5	\$273,839	\$35,000	5	Grant Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	5	
6		\$5,000	6	Misc. Income	\$0	\$0	\$0	\$0	\$0	\$0	\$7,903	6	
7	\$0	\$0	7	Other financing sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	7	
8	\$371,741	\$420,409	8	<b>TOTAL RESOURCES</b>	\$461,567	\$461,567	\$461,567	\$463,817	\$477,313	\$477,313	\$485,216	8	
9			9	<b>REQUIREMENTS</b>						9			
10	\$0	\$0	10	Apparatus Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	10	
11	\$26,016	\$0	11	Building Capital Purchases	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$30,000	\$43,195	11
12		\$38,246	12	EMS Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	12
13	\$17,749	\$5,000	13	Training Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	13
14			14	Fire Capital Purchases							\$15,805	\$15,805	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										28
29	\$0	\$0	29	Capital Contingency	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	29
30	\$43,765	\$43,246	30	Total requirements, except future expenditures	\$115,000	\$115,000	\$115,000	\$15,000	\$15,000	\$15,000	\$45,805	\$59,000	30
31	\$327,976	\$377,163	31	<b>RESERVED FOR FUTURE EXPENDITURE (UEFB)</b>	\$346,567	\$346,567	\$346,567	\$448,817	\$462,313	\$462,313	\$439,411	\$426,216	31
32	\$371,741	\$420,409	32	<b>TOTAL REQUIREMENTS</b>	\$461,567	\$461,567	\$461,567	\$463,817	\$477,313	\$477,313	\$485,216	\$485,216	32

Proposed Budget Committee Members for the 2024/2025 Fiscal Year

Robert Bengtson

Term Expires 6/2024

William Burt

Term Expires 6/2024

Kenneth Fisher

Term Expires 6/2024

Susan Hanson

Term would Expire 6/2026

Robin Huber

Term would Expire 6/2026

10/30/23, 7:18 AM

Crooked River Ranch Fire & Rescue Mail - Budget Committee



Dana Schulke <danas@crrfire.org>

---

## Budget Committee

5 messages

---

**hansons1@juno.com** <hansons1@juno.com>

Tue, Oct 24, 2023 at 2:43 PM

To: danas@crrfire.org

This is in response to your contact with me yesterday regarding the Budget Committee. I am interested in being involved on the budget committee for CRR Fire.

My experience involves working as a CPA both with outside firms and with my own company for 40 years. I worked full time in accounting from 1980 to 2000. In 2000, I changed careers from accounting to become a registered nurse but I continued to prepare tax returns for friends and family from 2000 to the present. I have maintained my education and certification as a CPA while working in the nursing field so I do not feel that I am out of touch with current practices. I have served on several Boards from youth sports to other volunteer organizations and churches. My husband worked as a State Park Ranger and through his career I have seen and worked with government agencies and feel that I have insight into the unique problems faced by EMS organizations regarding budgets and funding required for services. If you feel that I can be of service to CRR Fire in this capacity, please let me know.

Sue Hanson

---

Chief Hartley and Fire Board,

My name is Robin Huber. My husband and I moved to Crooked River Ranch just over three years ago. I'm looking for ways to be more involved in this community and am interested in a position on the budget committee. My employment background is extensively in public service budgeting and accounting. I worked full-time for Washington County Oregon, Sheriff's Office, Business Operations Division for over 30 years. The FY20 Washington County Sheriff's Office budget (which is the last one I worked on before retiring) was adopted for \$124,518,387 and included: 630 FTE; 8 Funds (General Fund and 7 Special Funds); 13 Organizational Units; and 42 Programs.

Although during my employment I held several accounting and supervisory positions within the Sheriff's Office Business Operations Division, the below work history focuses only on the duties over the past 12-15 years.

**Work History:**

**1984-1985: Shari's Management Corp. – Payroll Clerk**

- I collected and processed payroll data for 36 restaurants in multiple states.

**1985-1988: Mains Florist, Inc. – Accounting Specialist**

- I prepared and processed customer accounts receivable invoices and monthly statements for three florist shops.
- Prepared daily cash deposits.
- Reconciled monthly bank statements.
- Customer service relating to accounting or transactional inquiries.

**1988-2019: Washington County - Sheriff's Office – Senior Financial Analyst**

- Planned, developed, implemented, and administered the department-wide budget. The last budget I worked on was adopted for \$ 124,518,387 and included: 630 FTE; 8 Funds (General Fund and 7 Special Funds); 13 Organizational Units; and 42 Programs.
- Analyzed budgets and financial proposals such as the contracting of police services with smaller cities within the County.
- Routinely met with department and divisional leadership to evaluate budget request justifications and current budget projections.
- Provided leadership with analysis of various special program costs and return on investment.
- Provided new leaders (or potential leaders) with budget training. This included explanation of budget guidelines, legal requirements and processes, department and County processes for requests and forecasts, and budget preparation, presentation and adoption timelines, and budget terminology.
- Monitored fleet costs and requests.
- Drafted proposed contracts and agreements.
- Tracked expenditures and incoming revenue.
- Tracked grant expenditures and assets, and prepared grant financial reports.

- Managed authorized FTE slots, turnover, etc. to ensure accuracy in hiring and associated budget forecasting adjustments.
- Supervised accounting, payroll, and inmate banking staff (12 full-time employees).

Public budgeting is a way to help ensure fiscal responsibility and that taxes are used responsibly while providing for the service needs of the community. I believe the CRR Fire and Rescue Budget Committee would be a good fit for me based on my experience.

Thank you for your consideration.

Robin Huber

## BUDGET CALENDAR

<b>Date</b>	<b>Action</b>
January 21, 2024	Appoint Budget Officer at Board Meeting/Approve Budget Calendar
January 21, 2024	Appoint Citizen Budget Committee Members by this date
April 12 <sup>th</sup> , 2024	Budget Document/Presentation is due for publication to Board/Committee/Residents
April 10 <sup>th</sup> , 2024	Submit 1 <sup>st</sup> notice of Budget Committee meeting in Newspaper/Website
May 2 <sup>nd</sup> , 2024	1 <sup>st</sup> Budget Committee Meeting with Board of Directors
May 3 <sup>rd</sup> , 2024	Submit 2 <sup>nd</sup> notice of Budget Committee meeting in Newspaper/Website (if necessary)
May 9 <sup>th</sup> , 2024	2 <sup>nd</sup> Budget Committee Meeting with Board of Directors (if recessed from 1 <sup>st</sup> meeting)
May 30 <sup>th</sup> , 2024	Publish Notice of Public Budget Hearing (LB50) in Newspaper by this date
June 20 <sup>th</sup> , 2024	Hold Public Budget Hearing prior to Board meeting
June 20 <sup>th</sup> , 2024	Enact Resolution to Adopt Budget at Board meeting
June 27 <sup>th</sup> , 2024	File Form LB-1 & submit Tax Certification to Deschutes & Jefferson County



# 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

## ITEMS FOR SURPLUS

Crooked River Ranch Fire & Rescue Policy gives authority to the Fire Chief to dispose of surplus property by any means determined to be in the best interest of the district or community at large, including but not limited to, transfer to other departments, government agencies, non-profit organizations, sale, trade, auction, or destruction. **Disposal of personal property having a residual value of more than \$1,000 shall be subject to authorization by resolution by the district.**

1. Inventory List Attached: ( ) Yes ( X ) No If no, complete all of the following fields:

<u>Item Description</u>	<u>Model #</u>	<u>Serial/VIN #</u>	<u>Asset #</u>	<u>Current Value</u>
5-ton Military AMGN	TK	516106C552300393	513901	Donation

2. Means of Disposal: Donation to Lower Bridge Rangeland Fire Protection Association.
3. Why are items being surplused? Outdated vehicle, not approved by NFPA, donated to neighboring fire district.

The Fire Chief has declared the above or attached items to be surplused.

APPROVED BY: \_\_\_\_\_  
Fire Chief, Sean Hartley Date

The above listed asset has been APPROVED BY BOARD OF DIRECTORS and agreed upon to surplus as a donation:

\_\_\_\_\_  
Board President, Kay Norberg Date Board Secretary, Joseph Costigan Date

Attest, Administrative Assistant, Dana Schulke

I hereby certify the above items were disposed of by the means indicated above this \_\_\_ day of \_\_\_\_\_, 20\_\_.



# CROOKED RIVER RANCH FIRE & RESCUE

## Fire Chief's Report January, 2024

- Calls for service in December totaled 41. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1-Fire (Building, Wildland, Vehicle, etc.)	1	1	1	0	1	4	5	3	3	0	0	0	<b>19</b>
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
3-Rescue & EMS	48	48	45	40	43	36	50	41	42	45	38	37	<b>513</b>
4-Hazardous Condition (No Fire)	1	1	0	0	0	0	0	0	0	0	0	0	<b>2</b>
5-Service Call	4	6	0	5	2	7	5	2	2	6	3	2	<b>44</b>
6-Good Intent Call	5	3	7	8	5	4	6	7	2	11	6	2	<b>66</b>
7-False Alarm & False Call	1	0	1	0	0	0	4	0	2	2	0	0	<b>10</b>
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
	<b>60</b>	<b>59</b>	<b>54</b>	<b>53</b>	<b>51</b>	<b>51</b>	<b>70</b>	<b>53</b>	<b>51</b>	<b>64</b>	<b>47</b>	<b>41</b>	
<b>Total Calls-To-Month End 2023</b>													
<b>654</b>													
<i>Total Calls-To-Month End 2022</i>	<i>41</i>	<i>51</i>	<i>50</i>	<i>38</i>	<i>51</i>	<i>45</i>	<i>44</i>	<i>65</i>	<i>54</i>	<i>49</i>	<i>65</i>	<i>60</i>	

- Auto/Mutual Aid Given/Received – 2023 Total Numbers

- Auto-Aid Given – 4
- Auto-Aid Received – 3
- Mutual-Aid Given – 24
- Mutual-Aid Received – 15



- Library to dorm conversion update. The cabinet maker came out and confirmed measurements. Updated drawings will be sent to us for approval and then the deposit will need to be paid.
- The Oregon State Fire Marshal (OSFM) has the hose and equipment for the new engine. It will be picked up on January 25<sup>th</sup> from Salem.
- In an on-going effort to ensure continuity of business I have been training Captain Delorto to handle my financials duties. In Xero, she is now able to review invoices and approve them for payment and we will review the payroll authorization process. I am also going to work with Dana on the process of creating the monthly financial reports in Xero. When I meet with the Captains for their annual review I will be discussing with each of them other items they can assist me with.
- There is now monthly FireMed membership information, however at the Board Meeting I will distribute a FireMed report on write-offs from July 1 through December 31. Moving forward, this will be a quarterly report provided to the Board of Directors.

Respectfully submitted,

Sean Hartley  
Fire Chief