CROOKED RIVER RANCH
FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
Phone: (541) 923-6776 | Fax: (541) 923-5247
www.crrfire-or.gov, EIN #93-0779775

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board of Directors meeting on Thursday, November 19, 2026. The Board meeting will start at 6:00 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the meeting can be found through the Zoom platform, by accessing our website, www.crrfire-or.gov/public 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. **We ask that all cell phones be silenced and notifications be turned off.**

Board of Directors
Rodney Cross, President (Position 5)
Brad Pahl, Vice President (Position 1)
Joseph Costigan, Secretary (Position 4)
Mike Fletcher, Treasurer (Position 2)
Dave Palmer, Board Director (Position 3)

District Staff
Sean Hartley, Fire Chief
Dana Schulke, Admin. Asst.

Board Meeting Agenda

1. Call to Order – Director Cross
   1.1. Flag Salute – Director Palmer
   1.2. Roll Call – Director Costigan
2. Review of Agenda – Director Cross
3. Approval of Minutes – Director Cross
   3.1. Approval of Board Workshop Minutes from October 13, 2026
   3.2. Approval of Board Meeting Minutes from October 15, 2026
4. Acknowledge Receipt and Approval of the Financial Repots for October 2026 – Director Fletcher
   4.1. Appointment of Board Members to sign payables for Thursday, December 10th and Monday, December 18th, 2026 – Director Cross
5. Unfinished Business (consideration, discussion, and possible action on the following items):
   5.1. Update on sale of surplus apparatus – Chief Hartley
   5.2. Board Policy 14 Financial Management revisions – Director Cross & Chief Hartley
   5.3. Continued discussion on possible new levy process – Chief Hartley

5.4. Fire Chief's Review – Director Costigan

6. New Business (consideration, discussion, and possible action on the following items):
   6.1. Attendance at the SDAO Conference in Sunriver, February 4th to 7th, 2027 – Director Cross
7. Fire Chief's Report – Chief Hartley
8. CERT Report – Linda Kay Widmer
9. Comments/Questions
   9.1. Public input on the current agenda topics
   9.2. Public input on future agenda topics (please limit to one topic)
10. Correspondence/Recognitions/Good of the Order – Director Cross
11. Adjournment – Director Cross

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

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

October 13, 2026

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, October 13, 2026 @ 6:00pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Workshop Minutes

1. Called to Order at 6:00pm by Director Cross

1.1 Flag Salute – led by Director Palmer

1.2 Roll Call- completed by Director Costigan. The following individuals were in attendance: Directors Palmer, Pahl, Costigan, Fletcher and Cross. Also, in attendance, Administrative Assistant Dana Schulke and Deputy Fire Marshal, Dennis Senko. Captain Delorto came in at 6:30 pm. Fire Chief Sean Hartley was excused. Members of the public were Robin Huber, Bill Burt and Kay Limbaugh.

2. Discussion on Board Policy 14.01 (Financial Management) - A handout of the Board Policy 14.01 was given to each Board Director to review. Director Cross stated that Dana had gone through the policies and noted some spelling errors to be corrected. Dana suggested to Director Cross that he assign one of the Board Directors to review the policy to add the new accounts payable process (bill pay by Chase, etc.) and take out some processes that might not apply now. Director Cross stated he will be the one to review this policy and will go over this with Chief Hartley and Dana. He will have this ready for the Board to review at the November Board meeting. There was no further discussion.

3. Discussion on additional Levy for Personnel / Capital Projects for the district – Director Cross asked Dana if Chief Hartley had given her any of the data requested for this topic. Dana stated, no he did not. Director Costigan stated that he and Chief Hartley talked about what it would costs to bring on 3 additional personnel but did not go over any Capital projects. Director Cross suggested that we table this topic until Thursday's Board meeting, and hopefully Chief Hartley will be here to review his data and information with the Board. It was agreed to table this topic until October 15th. There was no further discussion.

4. Discussion on Board positions up for election in 2027 – Director Cross stated that 2 positions will be up for election next year. He asked Director Palmer if he plans on running for the position, and Director Palmer said "no" he is not. Director Cross asked Director Costigan if he plans on running again, and Director Costigan stated he is "on the fence" with running again, but it is leaning towards no at this point due to family issues.

5. Discussion on Fire Chief's Evaluation Process – Director Costigan stated a draft copy of the questionnaire to give out to constituents is in the Board packet for review. He stated he would like to give this questionnaire out to the surround fire districts, the HOA staff, Road Department. Director Cross stated Director Costigan that it would be nice to compile a list of people to give the

surgery to. Director Costigan stated he will compile the list and have it ready for review at Thursday's Board meeting. There was no further discussion.

6. Discussion on the 2025.2026 audit/financials – Director Pahl stated he has reviewed our 2025.2026 audit and did not see anything of major concern. He stated we just have the usual verbiage in the audit about segregation of duties. He asked Dana if Kory from Accuity was planning on attending our Board meeting on Thursday, Dana stated "yes", she is via Zoom.

7. Adjournment by Director Cross - 6:35 pm

Respectfully submitted,
Dana Schulke, Administrative Assistant

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

October 15, 2026

A Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 15th, 2026, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1. **Called to Order** by Director Cross at 6:00 PM. Director Cross asked for a moment of silence to honor the victims and all those affected by the school shooting in Bend.

   1.1 Flag Salute – Director Palmer

   1.2 Roll Call – Taken by Director Costigan and the following were in attendance: Directors Cross, Pahl, Costigan, Fletcher and Palmer. Also in attendance were Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke, and Fire Marshal, Dennis Senko. Members of the public were Mike Dries, Kay Norberg, Susan Holt, Linda Kay Widmer, Bill & Vicki Burt, Robin Huber, Kay Limbaugh, Mike Lex and Dennis Squire. Michael Miller attended virtually via the Zoom platform, as did Kori Sarrett, CPA from Acuity. Barb Oakley signed on via Zoom at 6:24 p.m.

2. **Review of Agenda –** Director Cross reviewed the agenda.

3. **Approval of the Board Meeting minutes from Thursday, September 17, 2026 –** Director Pahl made a motion to approve the Board Meeting minutes from September 17th as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

4. **Review of 2025-2026 Financial Statements/Audit** – Kori Sarrett, CPA with Accuity, LLC, reported that the audit went well and reviewed the details of the few minor adjustments made. As a response to a question regarding the change in the process of handling accounts payable, she explained that Bill Pay is more secure than writing checks in the current financial environment. For the sake of transparency, it remains a preference that the treasurer does not sign checks and that two directors will continue to review and approve the payables each month.

   4.1 Acknowledge receipt and approval of the financial reports for September 2026 – Director Fletcher presented the financial reports for September 2026. He reported that

all accounts reconciled as of September 30, 2026. Director Costigan recognized a decrease in ambulance revenue. Director Pahl made a motion to approve the September 2026 financials as presented. Director Palmer seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

4.2 Appointment of Board members to sign checks for Tuesday, November 10th and Wednesday, November 25th, 2026 – Directors Palmer and Costigan will sign on Tuesday, November 10th, and Directors Palmer and Pahl will sign on Wednesday, November 25th.

5. **Unfinished Business –**

5.1 Update on Sale of Surplus Apparatus– Chief Hartley reported that there has been no activity after the price reduction. It was suggested that the price be reduced to $25,000.00, which was its original cost.

6. **New Business –**

6.1 Discussion on Chief Hartley's review/process –Director Costigan reported that an evaluation tool was created at the recent workshop for Chief's review. He noted that it would be distributed to all internal staff, as well as a substantial selection of external candidates, to complete the questionnaire. Because the list of candidates was long, it was suggested that it be divided in half. Director Palmer made a motion to pull half the names from a hat for the first year, then alternate each half every year. Survey Monkey will be used for internal staff. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

6.2 Discussion/Approval of Resolution 2026-08 accepting unanticipated conflagration revenue in the General Fund – Chief Hartley reported that $40,000 was budgeted for conflagration revenue. However, a difficult fire season resulted in $96,525 more than that. This resolution appropriates the additional revenue into the budget. The amount for personnel services will be updated to cover the wage reimbursements. He recommended that $12,993 be added to Materials & Services for vehicle maintenance on 592. He further recommended that $10,000 be added to the Contingency Fund and $25,000 into the Capital Reserve Fund. Director Pahl made a motion to approve Resolution 2026-08 accepting unanticipated conflagration revenue in the General Fund as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

6.3 Discussion on additional Levy for Personnel/Capital Projects for the district – Chief Hartley presented a projection of results of running a second local option levy.

After much discussion, it was suggested that the increase might not be palatable to the voters. It was also suggested that a survey be sent to Crooked River Ranch residents to get an idea of what might be acceptable. Chief Hartley will contact SDAO to find a professional survey organization.

7. **Fire Chief's Report –** Chief Hartley's report was in the Board packet, which he summarized. He further reported that Oregon Fire Chiefs Association has created an Oregon Certified Fire Executive program, which will focus on Oregon laws and tax system. The Chief noted that there is money available in the training budget as well as the travel budget. The Board agreed that Chief Hartley should apply for this program and will provide a letter of support by October 23rd.

8. **CERT Report –** Linda Kay Widmer reported CERT had one activation for directing traffic around a power pole fire. They will help with traffic control at the drive-through flu shot clinic at the station on October 22nd. There will be no training for CERT in the month of November and December, due to the holidays.

9. **Comment/Questions –**

   9.1 Public input on the current agenda topics – There was concern voiced by someone in the audience regarding the number of people that will be involved in the Fire Chief's review.

   9.2 Public input on future agenda topics – Director Pahl asked about the number of people on "Register to Burn", and Chief Hartley reported there were over 220 people registered.

10. **Correspondence/Recognitions/Good of the Order –** Director Cross read a letter of appreciation from a Ranch resident.

11. **Adjournment –** Director Cross adjourned the meeting at 7:38 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of October 30, 2026

Account	Oct 30, 2026
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	24,754.07
Capital Reserve Fund	311,434.72
Chase Business	29,694.17
Chase Payroll	38,158.99
Chase Savings	113,032.19
General Fund	191,667.55
Local Option Levy Fund	1,175,399.51
Stripe USD	711.24
Total Cash and Cash Equivalents	**1,884,852.44**
Total Current Assets	**1,884,852.44**
Total Assets	**1,884,852.44**
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	1,660.06
A. WILEY	298.34
D. MCDONALD	420.26
D. SCHULKE	1,139.54
VISA CC - S. HARTLEY	7,326.20
Payroll Liabilities	(855.20)
Total Current Liabilities	**9,989.20**
Total Liabilities	**9,989.20**
Equity	
Current Year Earnings	1,874,863.24
Total Equity	**1,874,863.24**
Total Liabilities and Equity	**1,884,852.44**
	1,548,663.65
	9,989.20
General Fund Net Income	**1,538,674.45**

Budget Variance

Crooked River Ranch Fire & Rescue
For the period October 1, 2026 to October 30, 2026
Cash Basis

Fund Name is General Fund.

Account	Actual for Oct 2026	July 1 - 30-Oct-26	Budget	Variance	Variance %
Revenue					
Ambulance Revenue	22,717.63	118,592.27	325,000.00	(206,407.73)	-63.51%
Beginning Fund Balance	0.00	1,732,657.00	1,733,133.00	(476.00)	-0.03%
Conflagration Revenue	50,757.64	76,925.55	40,000.00	36,925.55	92.31%
Contractual Income	0.00	800.00	400.00	400.00	100.00%
Emergency Address Signs	413.63	488.63	275.00	213.63	77.68%
FireMed	1,395.91	5,715.91	15,000.00	(9,284.09)	-61.89%
Grant Funds	0.00	3,000.00	38,000.00	(35,000.00)	-92.11%
Interest	4,353.76	19,218.79	30,000.00	(10,781.21)	-35.94%
Misc. Income	3,403.49	5,103.53	15,000.00	(9,896.47)	-65.98%
Previously Levied Taxes	2,227.27	19,329.34	27,500.00	(8,170.66)	-29.71%
Taxes Collected in Year Levied	54,039.34	55,124.80	1,354,225.00	(1,299,100.20)	-95.93%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
Donation	0.00	3,414.00	0.00	3,414.00	0.00%
Total Revenue	**139,308.67**	**2,040,369.82**	**3,579,033.00**	**(1,538,663.18)**	**-42.99%**
Gross Profit	**139,308.67**	**2,040,369.82**	**3,579,033.00**	**(1,538,663.18)**	**-42.99%**
Operating Expenses					
Debt Service:Apparatus Payment	0.00	0.00	60,497.00	(60,497.00)	-100.00%
Debt Services & Contingency:Contingency	0.00	0.00	95,869.00	(95,869.00)	-100.00%
General Fund, Transfer Out	0.00	0.00	100,000.00	(100,000.00)	-100.00%
Materials & Services					
Administration	97.24	5,583.92	23,350.00	(17,766.08)	-76.09%
Building Maintenance & Supplies	4,340.34	10,560.08	30,000.00	(19,439.92)	-64.80%
CERT Program	0.00	972.89	3,000.00	(2,027.11)	-67.57%
Department Services	1,295.84	1,701.32	15,000.00	(13,298.68)	-88.66%
Dispatch	0.00	0.00	79,500.00	(79,500.00)	-100.00%
EMS Operations	1,381.78	14,549.10	37,000.00	(22,450.90)	-60.68%
Fire Operations	1,487.62	2,995.67	28,450.00	(25,454.33)	-89.47%
Fuel	1,996.07	9,137.03	25,000.00	(15,862.97)	-63.45%
Insurance	0.00	0.00	56,500.00	(56,500.00)	-100.00%
Prevention	0.00	169.00	2,000.00	(1,831.00)	-91.55%
Professional Services	8,316.68	30,454.43	70,000.00	(39,545.57)	-56.49%
Radios & Communications	36.04	236.60	6,000.00	(5,763.40)	-96.06%
Rope Rescue Operations	0.00	0.00	3,000.00	(3,000.00)	-100.00%
Training	755.16	4,791.67	20,000.00	(15,208.33)	-76.04%
Travel	0.00	0.00	2,500.00	(2,500.00)	-100.00%
Tuition Reimbursement	0.00	0.00	61,300.00	(61,300.00)	-100.00%
Uniforms	54.00	507.60	10,000.00	(9,492.40)	-94.92%
Utilities	2,055.92	7,566.22	42,000.00	(34,433.78)	-81.99%
Vehicle/Equipment Maintenance	4,990.87	7,559.19	50,000.00	(42,440.81)	-84.88%
Volunteer Incentive Program	0.00	57.75	10,000.00	(9,942.25)	-99.42%
Wellness Program	0.00	3,416.00	20,000.00	(16,584.00)	-82.92%
Total Materials & Services	**26,807.56**	**100,258.47**	**594,600.00**	**(494,341.53)**	**-83.14%**
Personnel Services					
Administrative Assistant	4,850.56	18,938.06	60,632.00	(41,693.94)	-68.77%
Administrative Assistant Overtime	134.36	406.43	3,307.00	(2,900.57)	-87.71%
Employee Benefits	16,832.20	60,629.60	212,403.00	(151,773.40)	-71.46%
Fire Chief	10,000.00	38,605.34	126,923.00	(88,317.66)	-69.58%
Firefighter/Paramedic OT, 40 Hour	0.00	0.00	13,157.00	(13,157.00)	-100.00%
Firefighter/Paramedic, 40-Hour	0.00	0.00	53,321.00	(53,321.00)	-100.00%
Part-Time Personnel	4,515.00	48,395.59	41,000.00	7,395.59	18.04%
Payroll Taxes	4,243.32	19,672.56	58,804.00	(39,131.44)	-66.55%
PERS	16,692.14	60,321.71	238,758.00	(178,436.29)	-74.74%
Shift Personnel Overtime	4,093.12	16,514.96	47,594.00	(31,079.04)	-65.30%

Shift Personnel Wages	15,439.62	60,944.18	280,568.00	(219,623.82)	-78.28%
Shift Firefighter/Paramedic OT	1,691.37	11,362.38	0.00	11,362.38	0.00%
Shift Firefighter/Paramedic Wage	6,380.01	23,629.81	0.00	23,629.81	0.00%
Student Volunteer Stipends	2,400.00	2,400.00	21,600.00	(19,200.00)	-88.89%
Volunteer Conflag Reimbursement	4,280.44	18,669.42	40,000.00	(21,330.58)	-53.33%
Workers Comp. & Group Accident Insurance	2,725.77	20,946.86	30,000.00	(9,053.14)	-30.18%
Total Personnel Services	**94,277.91**	**401,436.90**	**1,228,067.00**	**(826,630.10)**	**-67.31%**
Total Operating Expenses	**121,085.47**	**501,695.37**	**2,079,033.00**	**(1,577,337.63)**	**-75.87%**
Net Profit	**18,223.20**	**1,538,674.45**	**1,500,000.00**	**38,674.45**	**2.58%**

Budget Variance

Crooked River Ranch Fire & Rescue
For the period October 1, 2026 to October 30, 2026
Cash Basis

Fund Name is Capital Reserve Fund.

Account	Actual for Oct 2026	July 1 - 30-Oct-26	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	307,524.54	307,525.00	(0.46)	0.00%
Interest	968.47	3,910.18	7,500.00	(3,589.82)	-47.86%
Total Revenue	**968.47**	**311,434.72**	**315,025.00**	**(3,590.28)**	**-1.14%**
Gross Profit	**968.47**	**311,434.72**	**315,025.00**	**(3,590.28)**	**-1.14%**
Operating Expenses					
Capital Outlay & Grant Awards:Building Purchases	0.00	0.00	22,000.00	(22,000.00)	-100.00%
Total Operating Expenses	**0.00**	**0.00**	**22,000.00**	**(22,000.00)**	**-100.00%**
Net Profit	**968.47**	**311,434.72**	**293,025.00**	**18,409.72**	**6.28%**

Budget Variance

Crooked River Ranch Fire & Rescue
For the period October 1, 2026 to October 30, 2026
Cash Basis

Fund Name is Bond Fund.

Account	Actual for Oct 2026	July 1 - 30-Oct-26	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	12,996.11	6,500.00	6,496.11	99.94%
Interest	49.92	212.08	1,250.00	(1,037.92)	-83.03%
Previously Levied Taxes	341.58	3,006.82	4,000.00	(993.18)	-24.83%
Taxes Collected in Year Levied	8,373.89	8,539.06	225,484.00	(216,944.94)	-96.21%
Total Revenue	**8,765.39**	**24,754.07**	**237,234.00**	**(212,479.93)**	**-89.57%**
Gross Profit	**8,765.39**	**24,754.07**	**237,234.00**	**(212,479.93)**	**-89.57%**
Operating Expenses					
Debt Service:Bond Payment	0.00	0.00	215,690.00	(215,690.00)	-100.00%
Total Operating Expenses	**0.00**	**0.00**	**215,690.00**	**(215,690.00)**	**-100.00%**
Net Profit	**8,765.39**	**24,754.07**	**21,544.00**	**3,210.07**	**14.90%**

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period October 1, 2026 to October 31, 2026

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Aflac							
Oct 19, 2026	Payable Invoice	K6J61- ACH	Premiums from staff for policies	1	434.24	Paid	Payroll Liabilities
Total Aflac				**1**	**434.24**		
Alan Smoke							
Oct 26, 2026	Payable Invoice	Reimbursement - Chase Bill Pay	Reimbursement for Lodging at training class	1	468.12	Paid	Materials & Services:Training
Total Alan Smoke				**1**	**468.12**		
Alert Safety Supply, INC							
Oct 16, 2026	Payable Invoice	1-2433 - Chase Bill Pay	48 x 24 HIP Single sided Emergency Signs	4	405.00	Paid	Materials & Services:Department Services:Emergency Address Signs
Oct 16, 2026	Payable Invoice	1-2433 - Chase Bill Pay	48 x 24 HIP Double sided Emergency Signs	3	465.00	Paid	Materials & Services:Department Services:Emergency Address Signs
Oct 16, 2026	Payable Invoice	1-2433 - Chase Bill Pay	Misc Sign 12 x 6 Blue Address sign double sided	4	78.00	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Alert Safety Supply, INC				**11**	**948.00**		
BedMart							
Oct 8, 2026	Payable Invoice	SO112391	Twilight 2.0 Pillowtop Mattress - XT	7	3,675.00	Paid	Materials & Services:Building & Maintence:Supplies
Oct 8, 2026	Payable Invoice	SO112391	Oregon Stewardship Assessment	7	157.50	Paid	Materials & Services:Building & Maintence:Supplies
Oct 8, 2026	Payable Invoice	SO112391	Removal Service - Per Piece - Mattress/Foundation	7	245.00	Paid	Materials & Services:Building & Maintence:Supplies
Total BedMart				**21**	**4,077.50**		
Bend Alterations							

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 26, 2026	Payable Invoice	57026 - Chase Bill Pay	Alterations/Hemming for Keagan Lopez	1	54.00	Paid	Materials & Services:Uniforms
Total Bend Alterations				**1**	**54.00**		

Bend Commercial Tire

Oct 1, 2026	Payable Invoice	11763 - Chase Bill Pay	New Tires, Balancing, Disposal and 2 Wheel Alingment on 591	1	1,524.42	Paid	Materials & Services: Vehicle/Equipment Maintenance: 511289
Oct 16, 2026	Payable Invoice	11916 - Chase Bill Pay	Wheel Switch Remove and Install Wheel Assembly on 571	1	80.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 16, 2026	Payable Invoice	11916 - Chase Bill Pay	19.5 Spin Balance on 571	1	50.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 16, 2026	Payable Invoice	11916 - Chase Bill Pay	Gator Cap Flow Through Gator Cap on 571	1	15.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 16, 2026	Payable Invoice	11916 - Chase Bill Pay	P/LT Tuner Lug Nut 14mm x 1.5 OE Ford on 571	1	10.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 16, 2026	Payable Invoice	11916 - Chase Bill Pay	CAT Compliance Fee	1	0.43	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 26, 2026	Payable Invoice	12080 - Chase Bill Pay	571, work series asd traction tires	6	2,363.22	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 26, 2026	Payable Invoice	12080 - Chase Bill Pay	571, spin/balance new tires	1	101.94	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Oct 26, 2026	Payable Invoice	12080 - Chase Bill Pay	CAT compliance	1	16.59	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Total Bend Commercial Tire				**14**	**4,161.60**		

Blue Mountain Networks

Oct 6, 2026	Payable Invoice	391866 - ACH	Internet and phone charges	1	690.29	Paid	Materials & Services:Utilities: Telecommunications
Total Blue Mountain Networks				**1**	**690.29**		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
BoundTree Medical, LLC							
Oct 6, 2026	Payable Invoice	86379486 - ACH	Medical supplies for EMS stock room and Ambulance	1	216.37	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC				**1**	**216.37**		
Carson Oil Company, Inc.							
Oct 1, 2026	Payable Invoice	CP-00661779 - EFT	Fuel for all apparatus	1	763.76	Paid	Materials & Services:Fuel
Oct 21, 2026	Payable Invoice	CP-00664766- EFT	Fuel for all apparatus	1	675.37	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.				**2**	**1,439.13**		
Civic Plus, LLC							
Oct 1, 2026	Payable Invoice	389152 - ACH	Annual Renewal for Streamline Compliance Essentials for Website	1	2,520.00	Paid	Materials & Services:Professional Services:Computer Services
Total Civic Plus, LLC				**1**	**2,520.00**		
CompuNet							
Oct 19, 2026	Payable Invoice	342969-ACH	Subscription/Annual fee for: Microsoft Defender for Office 365, Governmental Community Cloud Pricing and Office 365 Ge Cloud Pricing	1	4,780.30	Paid	Materials & Services:Professional Services:Computer Services
Total CompuNet				**1**	**4,780.30**		
Crook County Fire & Rescue							
Oct 1, 2026	Payable Invoice	747 - Chase Bill Pay	BLS Cards	5	30.00	Paid	Materials & Services:EMS Operations:Fees/ Dues
Total Crook County Fire & Rescue				**5**	**30.00**		
Crooked River Ranch Water Company							
Oct 1, 2026	Payable Invoice	002563-000 - EFT	Water Usage for 8/24/26 - 9/23/26	1	336.32	Paid	Materials & Services:Utilities: Water
Total Crooked River Ranch Water Company				**1**	**336.32**		
Crooked River Sanitary							
Oct 1, 2026	Payable Invoice	00014- EFT	Sanitation Services for September	1	79.22	Paid	Materials & Services:Utilities: Sanitation
Total Crooked River Sanitary				**1**	**79.22**		
Deschutes County 911 Service District							

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 7, 2026	Payable Invoice	5909 - Chase Bill Pay	705 cleaning and maintenance on radio	1	36.04	Paid	Materials & Services:Radios/ Communications
Total Deschutes County 911 Service District				**1**	**36.04**		
DPSST							
Oct 6, 2026	Payable Invoice	ARF76668 - Chase Bill Pay	Fingerprinting for J. Patrick	1	48.00	Paid	Materials & Services:Training
Total DPSST				**1**	**48.00**		
First Citizens Bank							
Oct 16, 2026	Payable Invoice	49920314 - EFT	Copier Lease Payment	1	138.43	Paid	Materials & Services:Administration:Copier Expenses
Oct 16, 2026	Payable Invoice	49920314 - EFT	B/W Copies	1	10.99	Paid	Materials & Services:Administration:Copier Expenses
Oct 16, 2026	Payable Invoice	49920314 - EFT	Color Copies	1	69.88	Paid	Materials & Services:Administration:Copier Expenses
Total First Citizens Bank				**3**	**219.30**		
Grainger							
Oct 1, 2026	Payable Invoice	9091415365 - Chase Bill Pay	Male & Female 1IN NPSH Set	10	612.70	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Total Grainger				**10**	**612.70**		
HRA VEBA Trust							
Oct 19, 2026	Payable Invoice	YA422 - ACH	Monthly contributions for staff	5	1,750.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust				**5**	**1,750.00**		
IAFF 3650 - Redmond Firefighters Union							
Oct 1, 2026	Payable Invoice	Union Dues - ACH	Union Dues from: David, Alysha and Alan	1	102.00	Paid	Payroll Liabilities
Oct 1, 2026	Payable Invoice	PAC Donations - ACH	PAC Donations from staff	1	12.00	Paid	Payroll Liabilities
Oct 19, 2026	Payable Invoice	Union Dues - ACH	Union dues from Alysha, David, Alan	3	102.00	Paid	Payroll Liabilities
Oct 19, 2026	Payable Invoice	PAC Donations - ACH	PAC Donations to Union from staff	1	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union				**6**	**228.00**		
IAFF MERP							
Oct 1, 2026	Payable Invoice	MERP Contributions - ACH	MERP contributions from David, Alysha and Alan	1	112.50	Paid	Payroll Liabilities

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 19, 2026	Payable Invoice	IAFF MERP - ACH	MERP contributions from District, for Alysha, David, Alan	1	112.50	Paid	Payroll Liabilities
Total IAFF MERP				**2**	**225.00**		
Life-Assist							
Oct 6, 2026	Payable Invoice	22175327 - ACH	Quicktrack Emergency Cricothyrotomy Device	2	499.58	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2026	Payable Invoice	2224516 - ACH	Ambu Blue Sensor SP Electrode with Wet Gel (pack of 50) and Argyle Salem Sump Tubes in different sizes	1	128.14	Paid	Materials & Services:EMS Operations:Supplies
Oct 20, 2026	Payable Invoice	2225074-ACH	Argyle Salem Sump Tube, 8 ft	2	30.14	Paid	Materials & Services:EMS Operations:Supplies
Total Life-Assist				**5**	**657.86**		
Local Government Law Group							
Oct 12, 2026	Payable Invoice	74612 - Chase Bill Pay	Services rendured regarding records request appeal to DA	1	157.50	Paid	Materials & Services:Professional Services:Legal
Total Local Government Law Group				**1**	**157.50**		
National Hose Testing Specialties, Inc.							
Oct 1, 2026	Payable Invoice	52487 - Chase Bill Pay	2026 Ground Ladder Testing	1	436.00	Paid	Materials & Services:Fire Operations:Service & Testing
Total National Hose Testing Specialties, Inc.				**1**	**436.00**		
Nationwide Retirement Solutions							
Oct 1, 2026	Payable Invoice	401(a) contributions - EFT	401(a) contributions by District	1	414.70	Paid	Personnel Services:Employee Benefits
Oct 1, 2026	Payable Invoice	Deferred Comp - EFT	Deferred Comp Contributions from staff	1	550.00	Paid	Payroll Liabilities
Oct 19, 2026	Payable Invoice	Deferred Comp - EFT	Deferred Comp contributions from staff	1	550.00	Paid	Payroll Liabilities
Oct 19, 2026	Payable Invoice	401(a) acct - EFT	District contributions towards 401(a) account for 2 personnel	1	414.70	Paid	Personnel Services:Employee Benefits
Total Nationwide Retirement Solutions				**4**	**1,929.40**		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Norco							
Oct 16, 2026	Payable Invoice	0048181404- ACH	D Medical Oxygen Tanks	12	211.44	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2026	Payable Invoice	0048181404- ACH	Delivery/Handling Charge	1	36.93	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2026	Payable Invoice	0048181404- ACH	Fuel Surcharge for Delivery	1	9.50	Paid	Materials & Services:EMS Operations:Supplies
Total Norco				**14**	**257.87**		
Oregon Department of Transportation							
Oct 6, 2026	Payable Invoice	L0081440674 - Chase Bill Pay	Balance Due from Previous Billing Periods	1	3.00	Paid	Materials & Services:Professional Services
Total Oregon Department of Transportation				**1**	**3.00**		
Oregon PERS							
Oct 7, 2026	Payable Invoice	PERS - EFT	Employer Contributions	1	7,183.16	Paid	Personnel Services:PERS
Oct 7, 2026	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1	1,274.11	Paid	Personnel Services:PERS
Total Oregon PERS				**2**	**8,457.27**		
Pacific Power							
Oct 20, 2026	Payable Invoice	24712171-001 3 - EFT	Basic Charges, Load Size Charge, Demand Charge, Delivery Charge, Kilowatt Usage, etc.	1	634.85	Paid	Materials & Services:Utilities: Electric
Total Pacific Power				**1**	**634.85**		
Paladin Background Screening							
Oct 1, 2026	Payable Invoice	7886 - ACH	Background Check P. Lyche	1	85.00	Paid	Materials & Services:Professional Services:Background Checks
Total Paladin Background Screening				**1**	**85.00**		
Professional Sales & Service LC							
Oct 20, 2026	Payable Invoice	37000 - Chase Bill Pay	Door Grabber, Rear w/ Gasket	1	55.99	Paid	Materials & Services:Vehicle/ Equipment Maintenance:518 976

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 20, 2026	Payable Invoice	37000 - Chase Bill Pay	Shipping & Handling	1	28.53	Paid	Materials & Services:Vehicle/ Equipment Maintenance:518 976
Total Professional Sales & Service LC				**2**	**84.52**		
SAIF							
Oct 16, 2026	Payable Invoice	Nondisabling reimb. - Chase Bill Pay	Nondisabling reimbursement for policy period 7/1/25 - 7/1/26	1	768.77	Paid	Personnel Services:Workers Comp. & Group Accident
Total SAIF				**1**	**768.77**		
SDIS							
Oct 1, 2026	Payable Invoice	03-0052514- ACH	November OFCA Health Premium	1	11,062.00	Paid	Personnel Services:Employ ee Benefits:Health Insurance
Oct 1, 2026	Payable Invoice	03-0052514- ACH	November OFCA Dental Premium	1	837.25	Paid	Personnel Services:Employ ee Benefits:Dental Insurance
Oct 1, 2026	Payable Invoice	03-0052514- ACH	November Long-Term Premium	1	130.05	Paid	Personnel Services:Employ ee Benefits:Long Term Disability Insurance
Total SDIS				**3**	**12,029.30**		
Terminix							
Oct 1, 2026	Payable Invoice	321061 - Chase Bill Pay	Spraying for ants, rodents, etc. around station	1	123.00	Paid	Materials & Services:Building & Maintence:Maint enance
Total Terminix				**1**	**123.00**		
Thomas Sales & Service							
Oct 16, 2026	Payable Invoice	6049580/1 - Chase Bill Pay	Oil Change and Filter Change, Checked Tires etc. for 590	1	241.84	Paid	Materials & Services:Vehicle Equipment/Maint enance:514230
Oct 16, 2026	Payable Invoice	6049581/1 - Chase Bill Pay	Oil and Filter Change, Checked Tires etc for 591	1	241.84	Paid	Materials & Services: Vehicle/Equipme nt Maintenance: 511289
Oct 16, 2026	Payable Invoice	6049578/1 - Chase Bill Pay	Oil and Filter Change, checked tires, etc for 592	1	116.08	Paid	Materials & Services:Vehicle/ Equipment Maintenance:518 953
Total Thomas Sales & Service				**3**	**599.76**		
USPS							

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 14, 2026	Payable Invoice	HD 1014934200	Shipping charge for package	1	10.45	Paid	Materials & Services:Administration:Postage & Shipping
Total USPS				1	10.45		
Verizon Wireless							
Oct 1, 2026	Payable Invoice	6154190284 - Chase Bill Pay	Data charges for all iPads in apparatus	1	315.24	Paid	Materials & Services:Utilities:Telecommunications
Total Verizon Wireless				1	315.24		
Vern Samples Landscaping							
Oct 20, 2026	Payable Invoice	33766 - Chase Bill Pay	Blow out of Sprinklers/Winterization	1	100.00	Paid	Materials & Services:Building & Maintence:Maintenance
Total Vern Samples Landscaping				1	100.00		
VISA - Chase							
Oct 1, 2026	Payable Invoice	HD 1006466352	Conflagration equipment for 531	1	438.92	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Oct 12, 2026	Payable Invoice	XXXX	Canva Membership for Marketing	1	500.00	Paid	Materials & Services:Professional Services:Computer Services
Oct 13, 2026	Payable Invoice	WEB286090	Zoll 4 lead cable and SpO2 cable	1	370.64	Paid	Materials & Services:EMS Operations:Supplies
Oct 19, 2026	Payable Invoice	XXXX	Mo Fee for Xero Accounting Platform	1	43.05	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Oct 19, 2026	Payable Invoice	XXXX	Purchase of new Christmas Tree for Lobby (Giving Tree)	1	58.49	Paid	Materials & Services:Department Services:Events
Oct 19, 2026	Payable Invoice	HD 1017681253	kitchen trash can	1	39.84	Paid	Materials & Services:Building & Maintence:Supplies
Oct 19, 2026	Payable Invoice	XXXX	Lunch at Instructor III - Oaxaca	1	19.20	Paid	Materials & Services:Training
Oct 19, 2026	Payable Invoice		Supper at Instructor III -	1	30.66	Paid	Materials & Services:Training
Oct 19, 2026	Payable Invoice	XXXX	Oct Mo. Fee for use of Stamps.com	1	20.99	Paid	Materials & Services:Administration:Postage & Shipping

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	STATUS	ACCOUNT
Oct 20, 2026	Payable Invoice		Lunch for Instructor III - Tiger Mama	1	23.00	Paid	Materials & Services:Training
Oct 20, 2026	Payable Invoice		Tip not shown on receipt	1	2.00	Paid	Materials & Services:Training
Oct 21, 2026	Payable Invoice		Supper at Instructor III - Burger King	1	24.18	Paid	Materials & Services:Training
Oct 21, 2026	Payable Invoice	HD 1019159245	Food for wildland fire mop up	1	194.40	Paid	Materials & Services:Department Services:Rehab Supplies
Oct 22, 2026	Payable Invoice	HD 1019153660	Food for wildland fire mop up	1	94.95	Paid	Materials & Services:Department Services:Rehab Supplies
Oct 24, 2026	Payable Invoice	63734	Car wash soap	1	144.99	Paid	Materials & Services:Vehicle/ Equipment Maintenance:
Oct 27, 2026	Payable Invoice		IFSTA Fire Instructor 10 book	1	95.00	Paid	Materials & Services:Training
Oct 31, 2026	Payable Invoice	HD 1027936486	Station supplies	1	132.43	Paid	Materials & Services:Building & Maintence:Supplies
Total VISA - Chase				**17**	**2,232.74**		
Waystar Merchant Services							
Oct 5, 2026	Payable Invoice	CC Charges	Credit card charges for ambulance billing	1	9.86	Paid	Materials & Services:Professional Services:Credit Card Fees
Total Waystar Merchant Services				**1**	**9.86**		
WHA Insurance							
Oct 20, 2026	Payable Invoice	1018020 - Chase Bill Pay	Last Installment Premium for AD & D Policy	1	1,957.00	Paid	Personnel Services:Workers Comp. & Group Accident
Total WHA Insurance				**1**	**1,957.00**		
Total				**152**	**54,203.52**		

(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:

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

Commented [SH7]: Indent formatting is off and needs to be corrected.

3. UNQUALIFIED OPINIONS:

It is the District's objective that the annual comprehensive financial report 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.

Commented [SH8]: We need to ask auditor if this is something we could actually achieve with the personnel we have for financial services.

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.

(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 Administrative Assistant for proper filing.

Commented [DS9]: Change to Administrative Assistant

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 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.)

Commented [SH10]: With electronic bill pay can we see a canceled check?

Commented [SH11]: We do not receive canceled checks with bill pay. What process should be put in place or is what we are doing currently enough?

Commented [SH12]: Add this duty to the Administrative Assistant before the reconciliation process.

E. Completed bank reconciliations shall be reviewed by the treasurer of the Board or designee and signed and dated.

CROOKED RIVER RANCH
FIRE & RESCUE

Fire Chief's Report
November, 2026

- Calls for service in October totaled 65. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Fire	1	1	7	1	5	4	20	3	4	8			**54**
Hazardous Situation	1	2	2	0	0	1	4	0	1	1			**12**
Law Enforcement Support	0	0	0	0	0	1	0	1	0	0			**2**
Medical	48	38	42	44	43	51	37	27	40	45			**415**
No Emergency	12	3	6	7	2	1	8	4	2	2			**47**
Public Service	4	13	2	6	2	6	7	3	3	8			**54**
Rescue	0	0	0	0	0	0	0	1	0	1			**2**
Total Calls-To-Month End 2026	**66**	**57**	**59**	**58**	**52**	**64**	**76**	**39**	**50**	**65**	**0**	**0**	
586													
Total Calls-To-Month End 2025	*54*	*59*	*50*	*63*	*61*	*77*	*63*	*56*	*66*	*49*	*62*	*53*	
713													

- We currently have four volunteer candidates that will be scheduled for interviews in the coming weeks. After the interviews we will move those that do well to background checks and medical physicals. The plan is to have successful volunteer candidates start no later than January 5th.

- Outdoor burning season update. October had many days where burning was closed because of forecasted winds and low humidities. Despite some rain, it hasn't been enough to cause the fine fuel moisture to increase a lot. As we move into November and December, we may see more moisture and more open burn days. Currently there are 421 community users of the Before You Burn app.

- Annual apparatus service and inspections were completed the week of October 12th. We will also had a routine Oregon Health Authority site visit for our ambulance service license. Captain Delorto reported that it went well.

- Fire/Medic Alan Smoke has completed his NFPA Instructor II and Instructor III classes. He has completed the task book for Instructor II and it has been submitted to DPSST. Once he receives that certification we will finish his Instructor III task book.

- I was accepted into the Oregon Certified Fire Executive Program by OFCA. This is an honor to be selected for first cohort, and I am looking forward to the program.

- Monthly Fire Med Report
  - Number of paid memberships: 22
  - Number of new memberships: 2
  - Number of lapsed/non-renewals: 8
  - Total of all Memberships: 264

Respectfully submitted:

Sean Hartley, Fire Chief

CERTIFICATE

OF APPRECIATION

FIRST RESPONDERS DAY

is presented to

Crooked River Fire Department

For the hard work and dedication to the communities of Jefferson County.

Thank you, Madras VFW Auxiliary

UNWAVERING SUPPORT

FOR UNCOMMON HEROES

October 28, 2026

Madras VFW Auxiliary
President

Please enjoy these Fudge brownies with sea salt carmel chips.

Thank you for Protecting our home and property last week on October 21st.

Craig and Melonie Towell
11315 NW Dove Rd

