



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board of Directors meeting on Thursday, February 15th, 2024. The Board meeting will start at 6:30 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to the meeting can be found through the Zoom platform, by accessing our website, @ www.crrfire.org/meetings. 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 (via Zoom)

Board Meeting Agenda

1. Call to Order – Director Norberg
 - 1.1 Flag Salute – Director Palmer
 - 1.2 Roll Call – Director Costigan
2. Review of Agenda – Director Norberg
3. Approval of minutes – Director Norberg
 - 3.1 Approval of Board Meeting minutes from January 18, 2024
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for January 2024
– Director Pahl
 - 4.2 Appointment of Board members to sign checks for Tuesday, March 12th and Monday, March 25th, 2024 – Director Norberg
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update on 5-ton wildland fire engine donation to Lower Bridge RFPA – Chief Hartley
 - 5.2 Discussion on workshop time and agenda – Director Norberg
6. New Business (consideration, discussion, and possible action on the following items): none
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. CERT Report – Linda Kay Widmer
9. Comment/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 Norberg
11. 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**

January 18, 2024

A Supplemental Budget Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 18, 2024. The Supplemental Budget Hearing was held at 6:00 pm with the Board meeting following immediately after. The meetings were held at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Supplemental Budget Hearing Minutes

- 1. Called to Order** at 6:00 pm by Director Norberg.
 - 1.1 Flag Salute** – led by Director Palmer.
 - 1.2 Roll Call** – Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Costigan, and Norberg. Director Pahl attended the meeting virtually, and Director Gayheart was absent. Also attending virtually were Bob Bengtson, member of the Budget Committee, and Grant Caudel, volunteer paramedic/PIO. Also in attendance were Fire Chief, Sean Hartley and Captain Alysha Delorto. Administrative Assistant Dana Schulke was excused. Members of the public present were Bill Burt, member of the Budget Committee, and Vicki Burt, standing in for Ms. Schulke.
- 2. Supplemental Budget presentation** – Fire Chief Sean Hartley noted that the purpose of the supplemental budget is to allocate funds from the Capital Reserve Fund to replace the fire alarm system for the station. At the auditor’s request, the budget was adjusted to move the funds out of Reserved for Future Expenditure. The amount was increased by about 30%, taking into account the possibility of unforeseen costs, but the original quote from Elite still stands. Director Pahl suggested that we move this on to the Board of Directors for approval.
- 3. Comments or Questions** – Director Norberg sought public input. Bill Burt asked for clarification on the highlighted figures. Bob Bengtson stated that a fire station should have a reliable fire alarm system. Chief Hartley explained that the current system is dated, and that to add smoke alarms and visual detectors to the two new dorm rooms was going to cost more than the quote to replace and add sensors from a local company. Mr. Bengtson thanked Chief Hartley for keeping the budget committee informed throughout the process.
- 4. Adjournment** by Director Norberg at 6:06 pm.

Board Meeting Minutes

- 1. Called to Order** at 6:06 pm by Director Norberg.
 - 1.1 Roll Call** – Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Costigan, and Norberg. Director Pahl attended the meeting virtually, and Director Gayheart was absent. Also attending virtually were

Bob Bengtson, member of the Budget Committee, and Grant Cudel, volunteer paramedic/PIO. Also in attendance were Fire Chief, Sean Hartley and Captain Alysha Delorto. Administrative Assistant Dana Schulke was excused. Members of the public present were Bill Burt, member of the Budget Committee, and Vicki Burt, standing in for Ms. Schulke.

2. Review of the Agenda - Director Norberg reviewed the agenda.

3. Review/Approval of Meeting Minutes from December 21, 2023 – The minutes were in the Board packet for review. Director Costigan made a motion to approve the minutes from December 21,2023, as presented. Director Palmer seconded the motion. All voted to approve the minutes by stating “Aye,” motion carried, (4-0).

4. Financial Reports -

4.1 Acknowledge receipt and approval of financial reports for December 2023 - Director Pahl stated that in December two transfers were not done by the County Treasurer’s Office. Chief Hartley explained that two transfers for the end of the month were not processed by the County, and one transfer for the middle of the month was processed but was on someone else’s statement. He further explained there are some upcoming personnel changes at the County. This problem delayed the reconciliation, but all numbers are now in line, and updated statements have been received. Director Pahl noted the financials are in the Board packet. He stated that on the Balance Sheet the General Fund Net Income was \$1,762,803.23. Chief Hartley explained that the Visa Chase transactions were not included in the Payable Invoice Detail, and he distributed that information for inclusion in the financials. Director Pahl briefly discussed the FireMed data report, noting it was something to be monitored over the next months. Chief Hartley will provide more detail on this during his report. Director Palmer made a motion to approve the December 2023 financials as presented. Director Costigan seconded the motion. All voted to approve the financials by stating “Aye,” motion carried, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Palmer will sign checks on Monday, February 12 and Director Norberg and Director Costigan will sign checks on Monday, February 26, 2024.

5. Unfinished Business –

5.1 Resolution 2023-09 - There was no additional discussion. Director Costigan made a motion to approve Resolution 2023-09 for the supplemental budget appropriating funds to replace the station’s existing fire alarm system as presented. Director Palmer seconded the motion. Director Pahl asked if the Resolution should be changed from 2023 since it is now 2024. Chief Hartley agreed that it should be amended to 2024, even though it was drafted in 2023. The motion was amended by Director Costigan to approve Resolution 2024-01. Director Palmer seconded the motion. All voted to approve the resolution as amended by stating “Aye,” motion carried, (4-0).

6. New Business –

6.1 Appointment of Budget Officer for 2024/2025 Fiscal Year Budget / Calendar and Budget Committee members – Chief Hartley stated that the Budget Officer is normally the Fire Chief and needs to be appointed by the Board. He noted that the packet includes the list of current Budget Committee members, and he pointed out that the terms of three of those members will expire in June 2024. There has been interest expressed in

two open positions by two highly qualified individuals. Their letters of interest are included in the packet. The Budget Calendar was reviewed, and Chief Hartley explained some of the date changes that were made due to conflicts. He also noted that one item not included on the calendar was a "State of the Department" meeting, which has been done in the past. He further noted that information on budget training has been sent out. Director Costigan noted that two dates on the calendar were transposed (April 12th and April 10th); Chief Hartley will make the correction. Director Costigan moved to approve the 2024/2025 Fiscal Year Budget Committee members, to appoint Chief Hartley as the Budget Officer, and to approve the calendar as amended. Director Palmer seconded the motion. All voted to approve the motion by stating "Aye," motion carried, (4-0).

6.2 Approval of surplus of 5-ton military apparatus to Lower Bridge Rangeland Fire Protection Association – Chief Hartley reported that he is in the process of obtaining the Hold Harmless Agreement in order to complete the donation of the equipment. The first step is to surplus the vehicle. The Items for Surplus form is included in the packets. The vehicle has the potential value of over \$1,000, which requires approval of the Board. Director Costigan had previously asked Chief Hartley to compare this vehicle to similar ones to determine its value. In doing so, the Chief found varying prices from \$5,000 up to \$25,000. He stressed the benefits of donating the vehicle because it keeps it local and makes it a mutual aid resource. The manager at Lower Bridge was very excited about getting the vehicle and noted it was very similar to a 2½-ton vehicle they obtained from Redmond. The vehicles were made by the same manufacturer, which will make training easier for them. Director Costigan asked if the transfer would be made prior to delivery of the Type 3 Engine coming from the State Fire Marshal. Chief Hartley replied it would be prior, which frees up bay space to park the new engine for set-up. Delivery of that engine is expected in February, and Chief Hartley will be going to Salem next week to get all the equipment needed to outfit the engine. Director Costigan made a motion to approve the surplus and donation of the 5-ton military apparatus to the Lower Bridge Rangeland Fire Protection Association as presented by Chief Hartley. Director Palmer seconded the motion. All voted to approve the motion by stating "Aye," motion carried, (4-0).

6.3 Date/Time and topics for next Board workshop – The date for the workshop was tentatively set for February 29, 2024; time will be determined at a later date. Suggested topics for the workshop were the FireMed program, ambulance billing and reimbursement levels, and working toward obtaining a new Type 1 engine.

7. Fire Chief's Report –

The Chief's report was in the Board packets for all to review. He presented the Call Volume report for 2023, noting that a new record number of calls. He also presented FireMed data, comparing the write-offs to the amount actually made. He noted that administrative costs were not factored into the numbers. Director Costigan asked if any expenses were written off for memberships from other participating jurisdictions. Chief Hartley explained that the data available was not that specific, but he believes most, if not all, the memberships reported are from this jurisdiction. Director Costigan also asked if there was an estimate of the cost of supplies and administrative time involved. Chief Hartley estimated 8-16 hours of Dana's time is spent on FireMed per month. He stated that it is

not necessarily meant to be a money-making program, but he questioned if the program should operate in the red. It was noted that we have the lowest membership fee of any in the state, with the average fee being between \$55 and \$75 per year. This data will continue to be monitored and will be revisited in July, at which time a rate increase may be considered. If a rate increase is approved, the Board agreed that several public hearings may be needed to explain the issues to the community. Chief Hartley also reported he is working on a continuity of business plan, training Captain Delorto to review invoices and approve payments in his absence. He is also working with the Captains to ensure there is duplication of duties and capabilities.

8. Comments/Questions:

8.1 Public input on the current agenda – Bill Burt agreed with the plan to monitor the FireMed program and consider a rate increase if needed.

8.2 Public input on future agenda topics – none

9. Correspondence/Recognitions/Good of the order – none

10. Adjournment by Director Norberg at 6:49 pm.

Respectfully,
Vicki Burt
Community Service Volunteer

Balance Sheet

Crooked River Ranch Fire & Rescue
As of January 31, 2024

Account	Jan 31, 2024
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	26,805.33
Capital Reserve Fund	462,338.41
Chase Business	83,275.25
Chase Payroll	5,197.42
Chase Savings	376,635.58
General Fund	504,930.46
Local Option Levy Fund	736,289.95
Total Cash and Cash Equivalents	2,195,472.40
Total Current Assets	2,195,472.40
Total Assets	2,195,472.40
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	533.37
A. WILEY	26.58
D. MCDONALD	754.64
D. SCHULKE	609.84
S. HARTLEY	337.70
Payroll Liabilities	(893.53)
FIB - Credit Cards	452.45
Total Current Liabilities	1,821.05
Total Liabilities	1,821.05
Equity	
Current Year Earnings	2,193,651.35
Total Equity	2,193,651.35
Total Liabilities and Equity	2,195,472.40
	1,706,328.66
	1,821.05
General Fund Net Income	1,704,507.61

Budget Variance

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



Fund Name is General Fund.

Account	January 2024 Actual	Jul 2023-Jan 2024	Budget	Variance	Variance %
Revenue					
Ambulance Revenue	49,401.01	228,292.12	275,000.00	(46,707.88)	-16.98%
Beginning Fund Balance	0.00	1,284,784.89	856,886.00	427,898.89	49.94%
Conflagration Revenue	26,851.85	39,958.36	39,939.00	19.36	0.05%
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	585.00	8,282.12	13,320.00	(5,037.88)	-37.82%
Grant Funds	0.00	0.00	493,499.00	(493,499.00)	-100.00%
Interest	4,400.78	12,288.16	7,500.00	4,788.16	63.84%
Misc. Income	0.00	3,126.61	7,500.00	(4,373.39)	-58.31%
Previously Levied Taxes	1,669.40	21,951.15	25,000.00	(3,048.85)	-12.20%
Taxes Collected in Year Levied	7,988.56	1,064,755.32	1,083,566.00	(18,810.68)	-1.74%
Training Income	0.00	0.00	500.00	(500.00)	-100.00%
Total Revenue	90,896.60	2,663,988.73	2,803,610.00	(139,621.27)	-4.98%
Gross Profit	90,896.60	2,663,988.73	2,803,610.00	(139,621.27)	-4.98%
Operating Expenses					
Debt Service:Apparatus Payment	0.00	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	15,746.00	90,746.00	90,746.00	0.00	0.00%
Materials & Services					
Administration	2,494.62	17,748.40	18,450.00	(701.60)	-3.80%
Building Maintenance & Supplies	474.57	10,515.01	30,000.00	(19,484.99)	-64.95%
CERT Program	0.00	1,508.49	5,000.00	(3,491.51)	-69.83%
Department Services	0.00	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	2,607.53	31,696.83	45,690.00	(13,993.17)	-30.63%
Fire Operations	0.00	1,858.39	34,750.00	(32,891.61)	-94.65%
Fuel	952.74	8,745.30	20,000.00	(11,254.70)	-56.27%
Insurance	38,991.00	38,991.00	40,000.00	(1,009.00)	-2.52%
OSFM OFSCP - PPE/Uniform	130.00	4,198.50	9,500.00	(5,301.50)	-55.81%
Prevention	0.00	640.00	2,000.00	(1,360.00)	-68.00%
Professional Services	575.88	27,907.05	20,850.00	7,057.05	33.85%
Radios & Communications	0.00	22,019.98	31,586.00	(9,566.02)	-30.29%
Rope Rescue Operations	277.52	1,327.52	3,000.00	(1,672.48)	-55.75%
SAFER Grant Expenditures	(130.00)	23,880.56	42,000.00	(18,119.44)	-43.14%
Training	0.00	10,270.19	24,455.00	(14,184.81)	-58.00%
Travel	13.78	1,265.11	5,000.00	(3,734.89)	-74.70%
Tuition Reimbursement	10,500.00	10,500.00	31,500.00	(21,000.00)	-66.67%
Uniforms	18.00	5,301.11	7,000.00	(1,698.89)	-24.27%
Utilities	4,794.94	18,257.13	34,800.00	(16,542.87)	-47.54%
Vehicle/Equipment Maintenance	1,857.62	17,410.62	35,000.00	(17,589.38)	-50.26%
Volunteer Incentive Program	1,710.00	4,830.00	20,800.00	(15,970.00)	-76.78%
Wellness Program	0.00	412.48	10,000.00	(9,587.52)	-95.88%
Total Materials & Services	65,268.20	260,632.31	546,731.00	(286,098.69)	-52.33%
Personnel Services					
Administrative Assistant	3,420.40	25,587.36	44,254.00	(18,666.64)	-42.18%
Administrative Assistant Overtime	0.00	565.88	3,017.00	(2,451.12)	-81.24%
Employee Benefits	14,075.84	101,571.79	241,547.00	(139,975.21)	-57.95%
Fire Chief	6,666.67	49,553.00	87,135.00	(37,582.00)	-43.13%
Part-Time Personnel	1,102.50	41,369.26	35,000.00	6,369.26	18.20%
Payroll Taxes	3,495.53	29,196.58	53,933.00	(24,736.42)	-45.87%
PERS	9,798.02	74,794.57	207,337.00	(132,542.43)	-63.93%

Shift Personnel Overtime	1,771.80	31,753.70	53,619.00	(21,865.30)	-40.78%
Shift Personnel Wages	15,470.42	110,695.67	202,151.00	(91,455.33)	-45.24%
Shift Firefighter/Paramedic OT	130.54	3,463.06	32,642.00	(29,178.94)	-89.39%
Shift Firefighter/Paramedic Wage	8,481.00	47,861.44	132,291.00	(84,429.56)	-63.82%
Student Volunteer Stipends	1,200.00	5,295.00	10,800.00	(5,505.00)	-50.97%
Volunteer Conflag Reimbursement	0.00	15,463.51	20,106.00	(4,642.49)	-23.09%
Volunteer Stipends & Benefits	2,600.00	23,900.00	45,000.00	(21,100.00)	-46.89%
Workers Comp. & Group Accident Insurance	0.00	19,986.82	26,000.00	(6,013.18)	-23.13%
Total Personnel Services	68,212.72	581,057.64	1,194,832.00	(613,774.36)	-51.37%
Total Operating Expenses	149,226.92	959,481.12	1,898,076.00	(938,594.88)	-49.45%
Net Profit	(58,330.32)	1,704,507.61	905,534.00	798,973.61	88.23%

Budget Variance

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



Fund Name is Capital Reserve Fund.

Account	January		Budget	Variance	Variance %
	2024 Actual	Jul 2023-Jan 2024			
Revenue					
Beginning Fund Balance	0.00	396,669.29	382,067.00	14,602.29	3.82%
Interest	1,260.22	4,741.04	4,500.00	241.04	5.36%
Misc. Income	0.00	7,902.50	7,903.00	(0.50)	-0.01%
Total Revenue	1,260.22	409,312.83	394,470.00	14,842.83	3.76%
Gross Profit	1,260.22	409,312.83	394,470.00	14,842.83	3.76%
Other Income					
Transfer(s) In	15,746.00	90,746.00	90,746.00	0.00	0.00%
Total Other Income	15,746.00	90,746.00	90,746.00	0.00	0.00%
Operating Expenses					
Capital Outlay & Grant Awards:Building Purchases	5,729.00	22,040.42	43,195.00	(21,154.58)	-48.97%
Capital Outlay & Grant Awards:Fire Purchases	0.00	15,680.00	15,805.00	(125.00)	-0.79%
Total Operating Expenses	5,729.00	37,720.42	59,000.00	(21,279.58)	-36.07%
Net Profit	11,277.22	462,338.41	426,216.00	36,122.41	8.48%

Budget Variance

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



Fund Name is Bond Fund.

Account	January		Budget	Variance	Variance %
	2024 Actual	Jul 2023-Jan 2024			
Revenue					
Beginning Fund Balance	0.00	13,629.18	10,000.00	3,629.18	36.29%
Interest	288.21	742.60	500.00	242.60	48.52%
Previously Levied Taxes	281.30	4,410.48	3,500.00	910.48	26.01%
Taxes Collected in Year Levied	1,359.69	180,467.07	199,600.00	(19,132.93)	-9.59%
Total Revenue	1,929.20	199,249.33	213,600.00	(14,350.67)	-6.72%
Gross Profit					
	1,929.20	199,249.33	213,600.00	(14,350.67)	-6.72%
Operating Expenses					
Debt Service: Bond Payment	0.00	172,444.00	193,028.00	(20,584.00)	-10.66%
Total Operating Expenses	0.00	172,444.00	193,028.00	(20,584.00)	-10.66%
Net Profit	1,929.20	26,805.33	20,572.00	6,233.33	30.30%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period January 1, 2024 to January 31, 2024

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Aflac					
Jan 17, 2024	ACH	Premiums from staff for January	Paid	668.34	Payroll Liabilities
Total Aflac				668.34	
Air Med Care Network					
Jan 2, 2024	5703-12212023	Membership Allyn Bright-4893077	Paid	57.00	Materials & Services:Administration: Memberships
Total Air Med Care Network				57.00	
Alex Silva					
Jan 2, 2024	Tuition Reimbursement for Alex Silva	Tuition Reimbursement Fall 2023	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Alex S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	60.00	Materials & Services:Volunteer Incentives
Total Alex Silva				1,810.00	
Amy Weddle					
Jan 4, 2024	Cell phone reimb for Amy W	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Amy Weddle				90.00	
Bend Alterations					
Jan 4, 2024	1251664	Pant hem	Paid	20.00	Materials & Services:Uniforms
Jan 4, 2024	1251664	Less 10% discount	Paid	(2.00)	Materials & Services:Uniforms
Total Bend Alterations				18.00	
Blue Mountain Networks					
Jan 8, 2024	41876 - ACH	Telephone and Internet Charges	Paid	679.72	Materials & Services:Utilities:Telecommunications
Total Blue Mountain Networks				679.72	
Bound Tree					
Jan 2, 2024	85198262-ACH	Medical Supplies for EMS/Ambulances	Approved	287.20	Materials & Services:EMS Operations:Supplies
Total Bound Tree				287.20	
BoundTree Medical, LLC					
Jan 4, 2024	85203957-ACH	Curaplex ECG Chart Paper, Thermal, 80mm, Red	Approved	20.94	Materials & Services:EMS Operations:Supplies
Jan 19, 2024	85221351-ACH	C2 Fentanyl 0.05 mg/mL 2 ML SDV 25/BX	Paid	55.69	Materials & Services:EMS Operations:Supplies

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 19, 2024	85221351-ACH	C2 Morphine 4 mg.1mL vial (25/BX)	Paid	84.99	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC				161.62	
Brian's Cabinets					
Jan 24, 2024	50% down for Dorm Room Cabinets	50% down payment for build of cabinets for new Dorm Rooms, Balance due upon completion	Paid	5,729.00	Capital Outlay & Grant Awards:Building Purchases
Total Brian's Cabinets				5,729.00	
Brooke O'Connor					
Jan 2, 2024	Tuition Reimbursement for Brooke O'Connor	Tuition Reimbursement Fall 2023	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Brooke O.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	60.00	Materials & Services:Volunteer Incentives
Total Brooke O'Connor				1,810.00	
Carson Oil Company, Inc.					
Jan 3, 2024	CP-00495353 - EFT	Fuel for all apparatus	Paid	391.67	Materials & Services:Fuel
Jan 17, 2024	CP-00498032-EFT	Fuel for all apparatus	Paid	412.11	Materials & Services:Fuel
Total Carson Oil Company, Inc.				803.78	
Colton Steinke					
Jan 4, 2024	Cell phone reimb for Colton S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Colton Steinke				90.00	
Crooked River Ranch Water Company					
Jan 2, 2024	94-EFT	Base Rate Water	Paid	168.63	Materials & Services:Utilities:Water
Jan 2, 2024	94-EFT	Water (1.51 per 100cf)	Paid	24.16	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company				192.79	
Crooked River Sanitary					
Jan 2, 2024	00014-EFT	Garbage Service	Paid	72.02	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary				72.02	
Damion Hatch					
Jan 4, 2024	Cell phone reimb for Damion H.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Damion Hatch				90.00	
Dan Marsh					

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 4, 2024	Cell phone reimb for Dan M.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Dan Marsh				90.00	
Day Wireless Systems					
Jan 11, 2024	808822	Super 20 Auto Eject (Red)	Paid	425.00	Materials & Services: Vehicle/Equipment Maintenance: 511289
Jan 11, 2024	808822	NOCO Genius 10, 10A Smart Car Battery Charger, 6V & 12V Auto Charger	Paid	150.00	Materials & Services: Vehicle/Equipment Maintenance: 511289
Jan 11, 2024	808822	Misc Upfit Supplies	Paid	100.00	Materials & Services: Vehicle/Equipment Maintenance: 511289
Jan 11, 2024	808822	Shipping	Paid	25.00	Materials & Services: Vehicle/Equipment Maintenance: 511289
Jan 11, 2024	808822	Installed Kusmaul Auto Eject & Noco Battery Charger - Veh. #591	Paid	800.00	Materials & Services: Vehicle/Equipment Maintenance: 511289
Total Day Wireless Systems				1,500.00	
Dennis Senko					
Jan 4, 2024	Cell phone reimb for Dennis S	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Dennis Senko				90.00	
Emily Lara					
Jan 2, 2024	Tuition for Emily Lara	Tuition Fall 2023	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Emily L.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	30.00	Materials & Services:Volunteer Incentives
Total Emily Lara				1,780.00	
EO Media Group					
Jan 10, 2024	WS2472	Supplemental Budget legal notice	Paid	455.00	Materials & Services:Administration: Advertising
Total EO Media Group				455.00	
First Citizens Bank					
Jan 16, 2024	43937048 - EFT	Copier Lease payment	Paid	138.43	Materials & Services:Administration: Copier Expenses
Jan 16, 2024	43937048 - EFT	B/W Copies	Paid	3.61	Materials & Services:Administration: Copier Expenses
Jan 16, 2024	43937048 - EFT	Color Copies	Paid	36.85	Materials & Services:Administration: Copier Expenses
Total First Citizens Bank				178.89	
Frank Day					

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 4, 2024	Cell phone reimb. for Frank D.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Frank Day				90.00	
Grant Caudel					
Jan 4, 2024	Cell Phone Reimb for Grant C	Cell phone reimbursement for Oct/Nov/Dec 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Grant Caudel				90.00	
Hagemeister Enterprises, Inc.					
Jan 18, 2024	41627R	DEKA GP65 for 571 Replace failed battery	Paid	189.00	Materials & Services:Vehicle/Equipment Maintenance:518976
Total Hagemeister Enterprises, Inc.				189.00	
HRA VEBA Trust					
Jan 17, 2024	ACH	Contributions for staff	Paid	2,450.00	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust				2,450.00	
IAFF 3650 - Redmond Firefighters Union					
Jan 4, 2024	Union Dues-ACH	Union dues from staff	Paid	170.00	Payroll Liabilities
Jan 4, 2024	PAC Donations - ACH	PAC donations from staff	Paid	18.08	Payroll Liabilities
Jan 17, 2024	Union Dues - ACH	Union Dues from staff	Paid	170.00	Payroll Liabilities
Jan 17, 2024	PAC Donations - ACH	PAC donations from staff	Paid	18.08	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union				376.16	
Jackson Spadaro					
Jan 2, 2024	Tuition Reimbursement for Jackson Spadaro	Tuition Reimbursement Fall 2023	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Jackson S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	30.00	Materials & Services:Volunteer Incentives
Total Jackson Spadaro				1,780.00	
Jeff Scheetz					
Jan 4, 2024	Cell phone reimb for Jeff S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Jeff Scheetz				90.00	
Kaisha Stokes					
Jan 4, 2024	Cell phone reimb for Kaisha S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Kaisha Stokes				90.00	
Life-Assist					
Jan 2, 2024	1391809	Ketorolac Tromethamine 15mg/1ml (15mg/1ml) Vial	Paid	80.90	Materials & Services:EMS Operations:Supplies

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 2, 2024	1391652	Naloxone 2mg/2ml (1mg/1ml) Luer-Jet Syringe	Paid	153.96	Materials & Services:EMS Operations:Supplies
Jan 2, 2024	1390051	Amiodarone 150mg/3ml (50mg/ml) Vial	Paid	5.20	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	Laerdal THOMAS ET Tube Holder	Paid	24.40	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	Bougie-To-Go ET Tube Introducer	Paid	33.12	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	Ambu SPUR II Resuscitator, Adult w/PEEP	Paid	116.76	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	Epinephrine 1:1000 1 mg/1mL (1mg/1mL) Vial	Paid	49.86	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	Naloxone 2mg/2mL (1mg/1mL) Luer-Jet Syringe	Paid	115.47	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	BLAZE Nitrile Exam Glove, Medium	Paid	72.00	Materials & Services:EMS Operations:Supplies
Jan 12, 2024	1394635	BLAZE Nitrile Exam Glove, Large	Paid	72.00	Materials & Services:EMS Operations:Supplies
Jan 18, 2024	1396321	Amiodarone 150mg/3mL (50mg/mL)Vial	Paid	31.20	Materials & Services:EMS Operations:Supplies
Total Life-Assist				754.87	
Mark Cooley					
Jan 4, 2024	Cell phone reimb. for Mark C	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Mark Cooley				90.00	
Marta McGovern-Philpott					
Jan 4, 2024	Cell phone reimb for Marta Mc.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Marta McGovern-Philpott				90.00	
Myrsideys Steinke					
Jan 4, 2024	Cell phone reimb for Myrsi S.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Myrsideys Steinke				90.00	
Nationwide Retirement Solutions					
Jan 4, 2024	Deferred Comp-EFT	Deferred Comp contributions from staff	Paid	295.00	Payroll Liabilities
Jan 17, 2024	Deferred Comp - EFT	Deferred Comp contributions from staff	Paid	295.00	Payroll Liabilities
Total Nationwide Retirement Solutions				590.00	
Norco					
Jan 3, 2024	39578544	D Medical Oxygen USP	Paid	35.24	Materials & Services:EMS Operations:Supplies
Jan 3, 2024	39578544	DEY-Medical Oxygen USP Large	Paid	36.77	Materials & Services:EMS Operations:Supplies
Jan 3, 2024	39578544	Hangling Charge	Paid	35.17	Materials & Services:EMS Operations:Supplies

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 17, 2024	39682310	D-Medical Oxygen USP	Paid	35.24	Materials & Services:EMS Operations:Supplies
Jan 17, 2024	39682310	Handling Charge	Paid	35.17	Materials & Services:EMS Operations:Supplies
Total Norco				177.59	
Oregon Fire District Directors Assn.					
Jan 12, 2024	24-1737	OFDDA Membership Dues for 2024 (Jan-Dec)	Paid	1,000.00	Materials & Services:Administration: Memberships
Total Oregon Fire District Directors Assn.				1,000.00	
Oregon PERS					
Jan 4, 2024	PERS - EFT	Employer contributions	Paid	3,910.25	Personnel Services:PERS
Jan 4, 2024	PERS - EFT	Employee contributions, paid by Employer	Paid	916.62	Personnel Services:PERS
Jan 23, 2024	PERS - EFT	Employer Contributions	Approved	4,539.74	Personnel Services:PERS
Jan 23, 2024	PERS - EFT	Employee Contributions, paid by Employer	Approved	1,063.56	Personnel Services:PERS
Total Oregon PERS				10,430.17	
Oregon Volunteer Firefighters Assoc.					
Jan 12, 2024	2024-3891	2024 OVFA Annual Dues	Paid	135.00	Materials & Services:Administration: Memberships
Total Oregon Volunteer Firefighters Assoc.				135.00	
Pacific Power					
Jan 23, 2024	24712171-0013 - EFT	Basic Charges, Load Size Charge, Demand Charge, Delivery Charge and Kilowatt Usage	Paid	3,605.55	Materials & Services:Utilities:Electric
Total Pacific Power				3,605.55	
Pamplin Media Group					
Jan 12, 2024	147134	Ad #306415 Legal Advertising Madras Pioneer	Paid	78.00	Materials & Services:Administration: Advertising
Total Pamplin Media Group				78.00	
Parker English					
Jan 8, 2024	Tuition Reimbursement	Tuition Reimbursement for Fall 2023 Semester	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Parker E.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Parker English				1,840.00	
Robert Edwards					
Jan 4, 2024	Cell phone reimb for Bobby E	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Robert Edwards				90.00	

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Ryan Rhodes					
Jan 2, 2024	Tuition Reimbursement for Ryan Rhodes	Tuition Reimbursement Fall 2023	Paid	1,750.00	Materials & Services:Tuition Reimbursement
Jan 4, 2024	Cell phone reimb for Ryan R.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Ryan Rhodes				1,840.00	
Special Districts Insurance Services					
Jan 4, 2024	39P52514-672	Auto Liability, Earthquake, Flood Coverage	Paid	38,991.00	Materials & Services:Insurance
Jan 8, 2024	03-0052514 - ACH	Employee Dental Benefits premium for February	Paid	930.82	Personnel Services:Employee Benefits:Dental Insurance
Jan 8, 2024	03-0052514 - ACH	Employee Health Benefits premium for February	Paid	10,251.80	Personnel Services:Employee Benefits:Health Insurance
Jan 8, 2024	03-0052514 - ACH	Employee Long-Term Care premium for February	Paid	143.22	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services				50,316.84	
Streamline					
Jan 2, 2024	41F663CA-0038 - ACH	Streamline Web Member 500k-1m	Paid	126.00	Materials & Services:Professional Services:Computer Services
Total Streamline				126.00	
Tactical Business Group					
Jan 18, 2024	OR-CRR-20024-001	Monthly ambulance/EMS billing services	Paid	870.00	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Tactical Business Group				870.00	
Terminix					
Jan 17, 2024	242076	Spraying for Ants, Spiders, Mice, etc.	Paid	104.00	Materials & Services:Building & Maintenance
Total Terminix				104.00	
Tom Fast					
Jan 4, 2024	Cell phone reimb for Tom F.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Tom Fast				90.00	
Travis Delorto					
Jan 4, 2024	Cell phone reimb. for Travis D.	Cell Phone reimbursement for Oct/Nov/Dec of 2023	Paid	90.00	Materials & Services:Volunteer Incentives
Total Travis Delorto				90.00	

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Verizon Wireless					
Jan 2, 2024	9952526232	Data charges for iPads in ambulances/trucks	Paid	244.86	Materials & Services:Utilities:Telecommunications
Total Verizon Wireless				244.86	
VISA - Chase					
Jan 12, 2024	HD 501146795	Job posting for paramedic/firefighter position with Daily Dispatch	Paid	405.00	Materials & Services:Administration:Advertising
Jan 2, 2024	XXXX	Mo. Fee for Amazon Prime	Paid	14.99	Materials & Services:Administration:Memberships
Jan 30, 2024	XXXX	Mo. Fee for Amazon Prime membership	Paid	14.99	Materials & Services:Administration:Memberships
Jan 10, 2024	HD 500358738	Computer Charger	Paid	19.59	Materials & Services:Administration:Office Equipment
Jan 2, 2024	XXXX	Purchase of stamps	Paid	50.00	Materials & Services:Administration:Postage & Shipping
Jan 4, 2024	XXXX	Purchase of Stamps for month of January	Paid	50.00	Materials & Services:Administration:Postage & Shipping
Jan 15, 2024	XXXX	Mo Fee for use of Stamps.com	Paid	19.99	Materials & Services:Administration:Postage & Shipping
Jan 3, 2024	HD 499245225	File Folders	Paid	31.16	Materials & Services:Administration:Supplies
Jan 3, 2024	HD 499245225	Accent table	Paid	29.13	Materials & Services:Building & Maintenance:Equipment
Jan 3, 2024	HD 499245225	Writting desk	Paid	48.40	Materials & Services:Building & Maintenance:Equipment
Jan 11, 2024	HD 500798787	New shore line cord for 591's apparatus bay.	Paid	58.00	Materials & Services:Building & Maintenance:Maintenance
Jan 14, 2024	HD 503180159	Ice melt for apparatus and station.	Paid	70.85	Materials & Services:Building & Maintenance:Supplies
Jan 16, 2024	HD 502669874	New air hose and fittings for filling apparatus tires.	Paid	72.30	Materials & Services:Building & Maintenance:Supplies
Jan 20, 2024	HD 506894248	Coffee maker and Kitchen Cleaner	Paid	13.95	Materials & Services:Building & Maintenance:Supplies
Jan 23, 2024	HD 505465857	Toilet Repair for womens locker room.	Paid	6.99	Materials & Services:Building & Maintenance:Supplies
Jan 25, 2024	HD 506894369	Station Supplies	Paid	70.95	Materials & Services:Building & Maintenance:Supplies
Jan 23, 2024	XXXX	Monthly fee for use of Accounting platform for Xero	Paid	31.50	Materials & Services:Professional Services:Accounting/Payroll Services

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	STATUS	GROSS	ACCOUNT
Jan 5, 2024	G035294775	monthly Microsoft Business 365 licenses payment	Paid	74.41	Materials & Services:Professional Services:Computer Services
Jan 3, 2024	HD 499245225	Mechanix Wear gloves Large	Paid	72.52	Materials & Services:Rope Rescue Operations
Jan 3, 2024	HD 499245225	Mechanix Wear Gloves Medium	Paid	61.72	Materials & Services:Rope Rescue Operations
Jan 3, 2024	HD 499245225	Mechanix Wear gloves small	Paid	68.52	Materials & Services:Rope Rescue Operations
Jan 3, 2024	HD 499245225	Mechanix Wear gloves X-Large	Paid	74.76	Materials & Services:Rope Rescue Operations
Jan 25, 2024	HD 506510661	Lunch for Adam W. & Sean H. on trip to pick up engine equipment from OSFM in Salem.	Paid	13.78	Materials & Services:Travel
Jan 8, 2024	HD 499657231	Rain-x	Paid	15.99	Materials & Services:Vehicle/Equipment Maintenance:
Jan 8, 2024	HD 499657231	Quick detailer	Paid	51.96	Materials & Services:Vehicle/Equipment Maintenance:
Jan 8, 2024	HD 499657231	Bug remover	Paid	25.98	Materials & Services:Vehicle/Equipment Maintenance:
Jan 8, 2024	HD 499657231	amazon credit (10% off two items)	Paid	(3.25)	Materials & Services:Vehicle/Equipment Maintenance:
Jan 15, 2024	HD 504283155	Bug remover	Paid	25.98	Materials & Services:Vehicle/Equipment Maintenance:
Jan 15, 2024	HD 504283155	Quick detailer	Paid	51.96	Materials & Services:Vehicle/Equipment Maintenance:
Total VISA - Chase				1,542.12	
Zoll Medical					
Jan 4, 2024	3882898 - ACH	CPR STAT-PADZ ELECTRODE, SINGLE	Paid	356.25	Materials & Services:EMS Operations:Supplies
Total Zoll Medical				356.25	
Total				96,359.77	



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report February, 2024

➤ Calls for service in January totaled 42. 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.)	3											3
2-Overpressure Rupture, Explosion, Overheat (No Fire)	1											1
3-Rescue & EMS	32											32
4-Hazardous Condition (No Fire)	0											0
5-Service Call	4											4
6-Good Intent Call	1											1
7-False Alarm & False Call	1											1
8-Severe Weather & Natural Disaster	0											0
9-Special/Other Incident	0											0
	42	0	0	0	0	0	0	0	0	0	0	0
Total Calls-To-Month End 2024												
	42											
<i>Total Calls-To-Month End 2023</i>	60	59	54	53	51	51	70	53	51	64	47	41

➤ Auto/Mutual Aid Given/Received – 2024 (end of prior month)

- Auto-Aid Given – 0
- Auto-Aid Received – 0
- Mutual-Aid Given – 3
- Mutual-Aid Received – 2

- Library to dorm conversion update. Down payment for cabinetry has been paid and the project is in their schedule. Estimated delivery is early March.
- On January 25th Adam and I went to the Oregon State Fire Marshal (OSFM) warehouse in Salem to pick up the hose and equipment for the new engine. The first three engines are complete and are being delivered to OSFM. We have not received the delivery date yet for our engine.
- Annual maintenance and load testing of the station generator is complete. The only recommendation after the service is to put a new starting battery in the unit. The battery tested fine but is from 2018.
- The review and update of the Standards of Cover document has started. The draft document will be completed by March 1st, and a will be provided to the Board of Directors for review. Final draft of Standards of Cover will be completed by March Board Meeting.
- Monthly FireMed Report
 - Number of paid memberships: 12
 - Number of new memberships: 1
 - Number of lapsed/non-renewals: 1
 - Total FireMed memberships: 280

Respectfully submitted,

Sean Hartley
Fire Chief