



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Virtual Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, November 18, 2021. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. This meeting is accessible to people with disabilities and will be recorded. Public comment regarding the topics on this agenda may be emailed to admin@crrfire.org and will be forwarded to the Board of Directors, prior to the date of this meeting.

Board of Directors

Brad Pahl, President, (Position 1)
Jeff Green, Vice President (Position 3)
Barbara Oakley, Secretary (Position 4)
Kay Norberg, Treasurer (Position 2)
Mark W. Wilson, Director (Position 5)

District Staff

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

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Oakley
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting Minutes– Director Pahl
 - 3.1 Approval of Board Meeting minutes from October 21, 2021
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for October 2021
– Director Norberg
 - 4.2 Appointment of Board members to sign checks for Thursday, December 9th and Thursday, December 23rd, 2021 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Approval of Board policy updates on 2.02, 2.03, 3.01,3.02, 4.01,4.03, 4.04, 4.05, 7.02, 8.10 B, 8.10 E, 9.01, 14.01, 14.05, and 16.01 – Director Pahl
 - 5.2 Discussion/Approval of Resolution 2021-08 to update and adopt the District's Board policy manual – Director Pahl

- 5.3 Performance review of Fire Chief - **Executive Session, per ORS 192.660(2) (i)** to review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee, or staff member who does not request an open hearing. This is a closed session not open to the public. Any media requesting access, please email admin@crrfire.org, prior to the date of this meeting. – Director Pahl
- 5.4 Discussion on 2020/2021 final Audit by Accuity, LLC – Director Pahl
- 6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Discussion on accepting unanticipated funds by Resolution – Director Green
- 7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
- 8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 9. 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 Pahl
- 11. Adjournment – Director Pahl

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

**Board Meeting Minutes
October 21, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 21st, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

1. Called to Order by Director Pahl at 6:31 p.m., and roll call was done by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward (who joined the meeting at 7:18 pm), Assistant Fire Chief, Sean Hartley, and Administrative Assistant, Dana Schulke. Members of the public attending the meeting were William Burt and John/Patricia Hayes.
2. **Review of Meeting Agenda Items** - Director Pahl asked if there were any additions/deletions to the current agenda. There was none.
3. **Approval of the Board Meeting minutes from September 16, 2021** - Director Pahl asked the Board if there was any corrections to be made on these minutes. Director Oakley made a motion to approve the minutes as presented. Director Green seconded the motion. Director Wilson had a question regarding the minutes that were in the packet, compared to the minutes that were emailed out to the Board. The minutes in the Board packet were the revised actual minutes. There was a voice vote done by the Board on the minutes and all Board members stated "yes" to approve the minutes, motion passed, (5-0).
4. **Financial Reports for September 2021-**
 - 4.1 **Approval** – Director Pahl asked Director Norberg if there was any discrepancies in the financial report. Director Norberg stated everything looked good. Director Wilson had a question about the Resolution that was passed last month for receiving the unanticipated conflagration funds for \$7,661. It appeared that these funds were not shown on the current General Fund Budget Variance in the Board packet. Assistant Chief Hartley stated that was correct and for some reason the figures he put into the accounting platform did not save. The expenses saved correctly but the budget figures did not. Therefore, Assistant Chief Hartley was revising the Budget Variance during the meeting, and he emailed out the corrected Budget Variance to all Board members which showed the correct figures. The current Balance Sheet in the Board packet is balanced and reconciled for each bank account. Director Pahl asked if there was a motion to accept the financials. Director Green made the motion to accept the financials as amended. Director Oakley seconded the motion. A voice vote was done by all Board members and they all state "yes." Motion passed, (5-0).
 - 4.2 **Appointment of Board members to sign checks in November:** Director Norberg and Director Wilson stated they will sign checks on Wednesday, November 10th, and Director

Norberg and Director Oakley will sign checks on Wednesday, November 24th, 2021. Director Pahl will substitute for Director Norberg if she will be out of town.

5.1 Discussion/Review of Board Policies by Attorney - Director Pahl stated the revisions the Attorney made were in their Board packet. Director Wilson stated he would like to go through all the Attorney comments and review everything during the meeting. The Board started with policy 2.0 and ended with policy 25.01. The Attorney made various comments on the policies. Discussions ensued from the Board by agreeing with making the verbiage changes or they decided to delete/keep what was in the initial policies. Administrative Assistant, Dana Schulke was noting the changes and will email the revised policies out to the Board. There was no further discussion on this topic and Chief Ward joined the meeting at this time.

5.2 Project Updates – Open House on October 30th. Chief Ward stated that the plan is to highlight all our new acquisitions over the last couple of years. There will also be several training scenarios going on to show the public, as well as some hazmat training and rope techniques. We will be showing the public our new training building and fire prevention scenarios. At 3:00 there will be a hose cutting to dedicate the new training facility. Chief Ward has invited several vendors and people who have helped us build the facility, as well as the surrounding fire districts to attend the event. Director Pahl asked Chief Ward if the students could take down the information on the reader board about tonight’s Board meeting and just leave the information about the Open House. Chief Ward stated he will get that taken care of. He is also getting a sign to put on top of the reader board which will have our website information on it.

The other project Chief is working on is getting the 5-ton military apparatus sold by GOVDEALS. He stated that it did not meet the reserve of \$15,000. We could have sold it to the highest bidder, but Chief Ward stated that we have now decided to wait to sell it and get the fuel pump rebuilt which would take care of any issues that buyers would be concerned about. Once it is rebuilt, we will put it back on GOVDEALS to sell.

Chief Ward also stated that he has another project going on. He is working with Dennis Senko to get more Community Service Volunteers to the District to assist us with various programs. This would include Smoke Detector installation, Property Inspections, Fire Prevention, Elderly Safety, etc.

6.1 Discussion on Oregon Fire District Directors Association Conference on November 4-6th, 2021 – Director Pahl stated that he will be attending the conference virtually. No other Board members will be in attendance.

6.2 Discussion on final audit by Accuity for 2020/2021 - Final audit was emailed to the Board on the 20th. Director Pahl & Wilson stated that they feel the Board needs more time to review the audit and would like to put it on the agenda under “old business” for next month’s Board meeting.

6.3 Discussion/Approval of Resolution 2021-10 to accept and received unanticipated SAFER grant revenue – Assistant Chief Hartley explained that the amount listed on the Resolution is 25% of the total grant amount which is for \$313,400. This amount will be divided up over a four-year period, which was recommended by our Auditors, as we probably will not utilize all of it. This SAFER grant was applied for to duplicate the current SAFER grant we were awarded and is up in December 2021. This will help us with volunteer shift stipends, volunteer physicals, and new Personal Protective Equipment. Director Pahl asked if there was a motion to approve Resolution 2021-10 to accept the unanticipated SAFER grant funds. Director Pahl made a motion

to approve and accept the funds, Director Oakley seconded the motion. A roll call vote was done by Director Oakley, and all Board members stated “yes” to approve the Resolution. Motion passed, (5-0).

6.4 Update on performance review of Fire Chief - Director Pahl asked the Board if they want to postpone this until next month and if Chief Ward wanted to have a public performance review or a Special Board Meeting. Chief Ward stated “no,” he does not want a public meeting or Special Board meeting to do his performance review. Director Norberg stated they are not ready and have not completed his review. This topic will be moved to “old business” on the November agenda.

7. Fire Chief’s Report - the Chief’s report was in the Board packet. Director Pahl asked if anyone had any questions regarding the report. Chief Ward added that as of today, we are now in a learning partnership with Columbia Southern University and all employees, and their family members will be able to get a tuition discount to achieve their advanced degrees. He finalized the memo of understanding today with them and this is a great benefit for our District.

8. Operations Report – Director Norberg stated that after looking at the report, our call volume is up, and we have been extremely busy. Director Pahl went back to the financial report and asked about the costs of a shut off valve and why the smaller one cost more money. Assistant Chief Hartley stated these items were purchased as part of the VFA grant and we will be getting reimbursed for these.

9. Comments from the Board, Staff or public on current/future agenda - Director Wilson stated that regarding the OFDDA conference that is being held in November, the Honor Guard is attending this event for posting duties. They also have a line- of- duty death service on November 4th and 5th, and another service to attend in this same timeframe. Director Wilson also offered his services to take off the pump on the 5-ton we are selling, as this is older iron, and he is familiar with taking it off and on. Director Wilson also stated that we need to tell TEC Equipment to put our vehicles inside their building and not to leave them outside when they are working on them.

10. Correspondence/Recognitions/ Good of the Order – There were two thank you notes in the Board packet, one from a resident and the other from a former part-time/seasonal employee that worked for the District over the summer. William Burt stated to the Board and Staff that the Lion’s had a senior’s program to help with inspections of their homes for falls etc. He will look for the flyer and give it to the District when he finds it. He also stated that he will do another term for being on the Budget Committee. The Board had received the email from Assistant Chief Hartley for the revised Budget Variance for the General Fund. Director Wilson questioned the MTD column and the YTD figures, which showed there was no money brought in as the conflagration funds have not been received yet.

10. Adjournment by Director Pahl at 8.03 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of October 31, 2021

Cash Basis

OCT 31, 2021

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	29,434.61
Capital Reserve Fund	413,762.30
FIB - Checking	36,120.26 ✓
FIB - Payroll	3,339.20 ✓
General Fund	56,650.61 ✓
Local Option Levy Fund	195,274.09 ✓
PayPal	154.13 ✓
Stripe USD	45.00 ✓
US Bank	2,369.09 ✓
Total Cash and Cash Equivalents	737,149.29

Total Current Assets 737,149.29

Total Assets 737,149.29

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	2,557.20
Payroll Liabilities	(2,851.56)
Total Current Liabilities	(294.36)

Total Liabilities (294.36) ✗

Equity

Current Year Earnings	737,443.65
Total Equity	737,443.65

Total Liabilities and Equity 737,149.29

\$293,952.38 ✓
+\$ 294.36 ✗

\$294,246.74



Budget Variance Crooked River Ranch Fire & Rescue General Fund

For the month ended 31 October 2021
Cash Basis

	October Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Ambulance Billing	\$14,204.31	\$81,035.45	\$200,000.00	-\$118,964.55	-59.4823%	\$200,000.00
Beginning Fund Balance	\$0.00	\$596,453.11	\$521,135.00	\$75,318.11	14.4527%	\$521,135.00
Conflagration Revenue	\$0.00	\$0.00	\$7,661.00	-\$7,661.00	-100.0%	\$400.00
Contractual Income	\$0.00	\$400.00	\$400.00	\$0.00	0.0%	\$0.00
Emergency Address Signs	\$25.00	\$200.00	\$500.00	-\$300.00	-60.0%	\$500.00
FireMed	\$1,935.00	\$5,130.00	\$13,500.00	-\$8,370.00	-62.0%	\$13,500.00
Grant Funds	\$0.00	\$0.00	\$151,008.00	-\$151,008.00	-100.0%	\$72,658.00
Interest	\$191.56	\$1,133.45	\$7,500.00	-\$6,366.55	-84.8873%	\$7,500.00
Misc. Income	\$0.02	\$873.15	\$5,000.00	-\$4,126.85	-82.537%	\$5,000.00
Previously Levied Taxes	\$2,181.19	\$11,806.15	\$20,000.00	-\$8,193.85	-40.9693%	\$20,000.00
Sale of Assets/Apparatus	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%	\$15,000.00
Taxes Collected in Year Levied	\$65,100.00	\$65,781.91	\$979,441.00	-\$913,659.09	-93.2837%	\$979,441.00
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%	\$500.00
Total Revenue	\$83,637.08	\$762,813.22	\$1,921,645.00	-\$1,158,831.78	-60.3%	\$1,835,634.00
Gross Profit	\$83,637.08	\$762,813.22	\$1,921,645.00	-\$1,158,831.78	-60.3042%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$61,297.00	-\$61,297.00	-100.0%	\$58,952.00
Transfer Out	\$0.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00
Debt Services						
Debt Service:Apparatus Payment	\$0.00	\$0.00	\$27,046.00	-\$27,046.00	-100.0%	\$27,046.00
Total Debt Services	\$0.00	\$0.00	\$27,046.00	-\$27,046.00	-100.0%	\$27,046.00
Materials & Services						
Administration	\$1,920.47	\$6,358.87	\$16,000.00	-\$9,641.13	-60.2571%	\$16,000.00
Building Maintenance & Supplies	\$530.54	\$3,887.47	\$35,000.00	-\$31,112.53	-88.8929%	\$35,000.00
Department Services	\$516.12	\$2,658.46	\$3,000.00	-\$341.54	-11.3847%	\$3,000.00
Dispatch Services	\$491.01	\$1,026.48	\$71,612.00	-\$70,585.52	-98.5666%	\$71,612.00
EMS Operations	\$7,486.49	\$12,607.83	\$45,000.00	-\$32,392.17	-71.9826%	\$45,000.00
Fire Operations	\$1,506.68	\$27,175.48	\$67,535.00	-\$40,359.52	-59.7609%	\$67,535.00
Fuel	\$822.59	\$4,001.26	\$15,000.00	-\$10,998.74	-73.3249%	\$15,000.00
Insurance	\$0.00	\$7.00	\$36,000.00	-\$35,993.00	-99.9806%	\$36,000.00
Prevention	\$0.00	\$816.00	\$1,500.00	-\$684.00	-45.6%	\$1,500.00
Professional Services	\$3,870.82	\$9,853.35	\$45,000.00	-\$35,146.65	-78.1037%	\$45,000.00
Radios/Communications	\$0.00	\$23,355.72	\$25,150.00	-\$1,794.28	-7.1343%	\$12,500.00
Rope Rescue Operations	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%	\$3,000.00
SAFER Grant Expenditures	\$535.00	\$3,844.47	\$68,008.00	-\$64,163.53	-94.347%	\$26,158.00
Training	\$604.29	\$3,599.99	\$25,715.00	-\$22,115.01	-86.0004%	\$25,715.00
Travel	\$0.00	\$62.47	\$5,000.00	-\$4,937.53	-98.7506%	\$5,000.00
Tuition Reimbursement	\$0.00	\$0.00	\$31,500.00	-\$31,500.00	-100.0%	\$31,500.00
Uniforms	\$506.00	\$1,066.17	\$5,713.00	-\$4,646.83	-81.3378%	\$5,713.00
Utilities	\$1,209.62	\$5,064.06	\$25,000.00	-\$19,935.94	-79.7438%	\$25,000.00
Vehicle/Equipment Maintenance	\$3,221.97	\$14,633.62	\$35,000.00	-\$20,366.38	-58.1897%	\$35,000.00
Volunteer Incentive Program	\$1,830.00	\$3,720.00	\$22,600.00	-\$18,880.00	-83.5398%	\$22,600.00
Wellness Program	\$0.00	\$327.00	\$10,000.00	-\$9,673.00	-96.73%	\$10,000.00
Total Materials & Services	\$25,051.60	\$124,065.70	\$592,333.00	-\$468,267.30	-79.1%	\$537,833.00

Personnel Services						
Administrative Assistant	\$3,044.70	\$13,263.99	\$39,403.00	-\$26,139.01	-66.3376%	\$39,403.00
Administrative Assistant Overtime	\$0.00	\$388.91	\$1,343.00	-\$954.09	-71.0417%	\$1,343.00
Assistant Chief	\$5,071.34	\$22,864.90	\$67,049.00	-\$44,184.10	-65.8982%	\$64,367.00
Employee Benefits	\$12,794.38	\$50,907.52	\$183,359.00	-\$132,451.48	-72.2361%	\$183,359.00
Fire Chief	\$6,828.84	\$27,248.43	\$87,524.00	-\$60,275.57	-68.8675%	\$87,524.00
Part-Time Personnel	\$0.00	\$15,961.25	\$33,840.00	-\$17,878.75	-52.8332%	\$33,840.00
Payroll Taxes	\$3,190.05	\$14,150.06	\$44,687.00	-\$30,536.94	-68.3352%	\$43,615.00
PERS	\$2,266.77	\$37,765.67	\$151,969.00	-\$114,203.33	-75.1491%	\$151,969.00
Shift Personnel Overtime	\$5,715.26	\$18,793.72	\$45,920.00	-\$27,126.28	-59.0729%	\$45,920.00
Shift Personnel Wages	\$15,005.97	\$59,362.64	\$188,023.00	-\$128,660.36	-68.428%	\$188,023.00
Student Volunteer Stipends	\$810.00	\$1,350.00	\$7,290.00	-\$5,940.00	-81.4815%	\$7,290.00
Volunteer Conflag Reimbur.	\$0.00	\$1,561.70	\$1,562.00	-\$0.30	-0.0192%	\$0.00
Volunteer Stipends & Benefits	\$3,900.00	\$17,100.00	\$73,000.00	-\$55,900.00	-76.5753%	\$36,500.00
Workers Comp. & Grp Acc.	\$0.00	\$13,781.99	\$16,000.00	-\$2,218.01	-13.8626%	\$16,000.00
Total Personnel Services	\$58,627.31	\$294,500.78	\$940,969.00	-\$646,468.22	-68.7%	\$899,153.00
Total Operating Expenses	\$83,678.91	\$468,566.48	\$1,671,645.00	-\$1,203,078.52	-71.9697%	
Net Income / (Loss) before Tax	-\$41.83	\$294,246.74	\$250,000.00	\$44,246.74	17.6987%	
Net Income	-\$41.83	\$294,246.74	\$250,000.00	\$44,246.74	17.6987%	
Total Comprehensive Income	-\$41.83	\$294,246.74	\$250,000.00	\$44,246.74	17.6987%	



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

	October Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Beginning Fund Balance	\$0.00	\$327,976.01	\$359,000.00	-\$31,023.99	-8.6418%	\$359,000.00
Grant Funds	\$0.00	\$35,000.00	\$0.00	\$35,000.00		\$0.00
Interest	\$198.31	\$786.29	\$2,750.00	-\$1,963.71	-71.4076%	\$2,750.00
Transfer In	\$0.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00
Total Revenue	\$198.31	\$413,762.30	\$411,750.00	\$2,012.30	0.5%	\$411,750.00
Gross Profit	\$198.31	\$413,762.30	\$411,750.00	\$2,012.30	0.4887%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%	\$100,000.00
Capital Outlay						
Capital Outlay & Grant Awards:Apparatus Pur.	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$0.00
Capital Outlay & Grant Awards:EMS Purchase	\$0.00	\$0.00	\$38,000.00	-\$38,000.00	-100.0%	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$88,000.00	-\$88,000.00	-100.0%	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$188,000.00	-\$188,000.00	-100.0%	
Net Income / (Loss) before Tax	\$198.31	\$413,762.30	\$223,750.00	\$190,012.30	84.9217%	
Net Income	\$198.31	\$413,762.30	\$223,750.00	\$190,012.30	84.9217%	
Total Comprehensive Income	\$198.31	\$413,762.30	\$223,750.00	\$190,012.30	84.9217%	



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

	October Actual	YTD Actual	Budget	Var USD	Var %	<i>Original Budget</i>
Revenue						
Beginning Fund Balance	\$0.00	\$16,232.95	\$8,529.00	\$7,703.95	90.3265%	\$8,529.00
Interest	\$9.70	\$44.04	\$300.00	-\$255.96	-85.32%	\$300.00
Previously Levied Taxes	\$380.04	\$2,000.06	\$3,500.00	-\$1,499.94	-42.8554%	\$3,500.00
Taxes Collected in Year Levied	\$11,037.39	\$11,157.56	\$184,087.00	-\$172,929.44	-93.9399%	\$184,087.00
Total Revenue	\$11,427.13	\$29,434.61	\$196,416.00	-\$166,981.39	-85.0%	\$196,416.00
Gross Profit	\$11,427.13	\$29,434.61	\$196,416.00	-\$166,981.39	-85.0141%	
Operating Expenses						
Debt Services						
Debt Service: Bond Payment	\$0.00	\$0.00	\$179,848.00	-\$179,848.00	-100.0%	\$179,848.00
Total Debt Services	\$0.00	\$0.00	\$179,848.00	-\$179,848.00	-100.0%	\$179,848.00
Total Operating Expenses	\$0.00	\$0.00	\$179,848.00	-\$179,848.00	-100.0%	
Net Income / (Loss) before Tax	\$11,427.13	\$29,434.61	\$16,568.00	\$12,866.61	77.6594%	
Net Income	\$11,427.13	\$29,434.61	\$16,568.00	\$12,866.61	77.6594%	
Total Comprehensive Income	\$11,427.13	\$29,434.61	\$16,568.00	\$12,866.61	77.6594%	

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period October 1, 2021 to October 31, 2021

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Accuity, LLC					
Oct 25, 2021	Final Pmt for 2020.22 Audit	Final Balance Due for 2020.2021 Audit	2,500.00	Paid	Materials & Services:Professional Services:Auditor
Total Accuity, LLC			2,500.00		
Adam Wiley					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Adam Wiley			90.00		
Aflac					
Oct 19, 2021	ACH	October premiums from employees	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Oct 14, 2021	113-7703946-7165069	More Bags for Halloween Candy	9.99	Paid	Materials & Services:Department Services:Rehab Supplies
Total Amazon			9.99		
Amy Weddle					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Amy Weddle			90.00		
BoundTree Medical, LLC					
Oct 1, 2021	84222333	N95 Mask Particulate Respirator Flat Fold	76.00	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219950	Surgical Face Mask	30.87	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Bandage Wrap	2.52	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Gloves, High Five Blaze Large	113.04	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Safety Glasses	49.80	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Intravenous Administration Set 2 Eltrasite Needlefree	108.00	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Curaplex OB Kit	11.79	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Extrication Collar, Adult Adjustable	26.90	Paid	Materials & Services:EMS Operations:Supplies
Oct 4, 2021	84219951	Electrodes, Blue Sensor SP Med. Size	51.96	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 5, 2021	84232527	C4 Midazolam 5mg, 5 ml vial 10/bx	22.79	Paid	Materials & Services:EMS Operations:Supplies
Oct 18, 2021	84239700	Endotracheal Tube Holder, Thomas, Adult, for ET/SGA Tubes 6.5 mm	28.50	Paid	Materials & Services:EMS Operations:Supplies
Oct 18, 2021	84241668	Albuterol 2.5 MG, 3 ml Unit Dose Epinephrine 1, 1mg, 10 ml Luer Jet 10109B 10ea/pk	112.15	Paid	Materials & Services:EMS Operations:Supplies
Oct 18, 2021	84241667	Airway Kit, Larngoscope Blade, MVM Resuscitator Bag w/Reservoir for Child, and Adult	236.64	Paid	Materials & Services:EMS Operations:Supplies
Oct 19, 2021	84246546	Particulate Respirator, N95 Masks	74.58	Paid	Materials & Services:EMS Operations:Supplies
Oct 19, 2021	84248488	Convenience Bag, BioHoop 50cc Emesis and Hazardous Waste Bag	59.88	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			1,005.42		
Brodie Blok					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Brodie Blok			90.00		
Carson Oil Company, Inc.					
Oct 4, 2021	CP-00337285 / EFT	Fuel for all apparatus	332.68	Paid	Materials & Services:Fuel
Oct 19, 2021	CP-00340017 - EFT	Fuel for all apparatus	507.41	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			840.09		
Colton Steinke					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Colton Steinke			90.00		
Crooked River Ranch Water Company					
Oct 1, 2021	94 - EFT	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Oct 1, 2021	94 - EFT	Water	86.11	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			120.70		
Crooked River Sanitary					
Oct 4, 2021	00014 - EFT	Sanitation Services for September	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Dan Marsh					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for	90.00	Paid	Materials & Services:Volunteer Incentives

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		July/August/September 2021			
Total Dan Marsh			90.00		
Dennis Senko					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dennis Senko			90.00		
Deschutes County 911 Service District					
Oct 16, 2021	2615	911-705 Radio Cleaning/Maintenance	225.00	Paid	Materials & Services:Dispatch Services
Oct 18, 2021	2634	911 Data Network Reimbursement	266.01	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			491.01		
Frank Day					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Frank Day			90.00		
Garrett Schweigert					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Garrett Schweigert			90.00		
Gary White					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Gary White			90.00		
Hagemeister Enterprises, Inc.					
Oct 1, 2021	32674R	Battery for Antique (will be reimbursed by Volunteer Assn.)	299.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Total Hagemeister Enterprises, Inc.			299.00		
High Desert Auto Supply					
Oct 1, 2021	675811	ground light bulb for 532	9.49	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Total High Desert Auto Supply			9.49		
HRA VEBA Trust					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 19, 2021	YA522-2021-1-29 / ACH	October contributions	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
Hughes Fire Equipment					
Oct 1, 2021	568299	Waterous K-869 linkage switch for 521	150.00	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510165
Oct 18, 2021	569082	Pump Testing on 532 / 516092	391.02	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:516092
Oct 18, 2021	539081	Pump Testing on 531 /516608	391.02	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510165
Oct 18, 2021	569083	Pump Testing on 522 / 510582	391.02	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510165
Oct 19, 2021	569463	Repairs on 522/510582: Bolts were backing off in housing. Drove to CRR Fire, inspected to try and determine why bolt heads were knocked off housing. Cleaned Housing with Brake Clean. Installed new O-Rings and Bolts into pump input shaft housing. Lubricated O-Rings, Installed Solenoid housing cover. Reinstalled Pump input shaft housing and drive line. Refilled pump with 80W 90 gear oil. Checked oil, air an water leaks. Had Duty Captain verify all repairs. Labor	390.00	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Travel Time	55.00	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Gear Oil	22.64	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Gearbox Bearing Cover Gas	8.10	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Ring Seals	16.20	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	VPS-142 Scraper	8.10	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Nut 5/16 Zinc Plated H	16.20	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582
Oct 19, 2021	569463	Stud 5/16-18 x 1-1/4	17.80	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:510582

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 19, 2021	569463	Shop Supply	26.78	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Oct 19, 2021	569463	Tax	1.56	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Oct 19, 2021	569463	Freight	110.47	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Oct 19, 2021	568299	Shipping charges that were missed from first payment of this invoice	18.60	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Oct 19, 2021	569508	Pump testing on 521/510165	391.37	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Total Hughes Fire Equipment			2,405.88		
IAFF 3650 - Redmond Firefighters Union					
Oct 4, 2021	PAC Donations - ACH	PAC Donations from Staff	20.00	Paid	Payroll Liabilities
Oct 4, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Oct 19, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Oct 19, 2021	PAC Donations - ACH	PAC donations from staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			244.00		
Jeff Sheetz					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Jeff Sheetz			90.00		
L.N. Curtis & Sons					
Oct 1, 2021	PO-0255/ Inv 528035	1.5NHx1.5NHM 95GPM in-line Foam eductor	1,246.68	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Oct 1, 2021	PO-0255/ Inv 528035	1.5NH Bubble Cup 95 GPM	260.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total L.N. Curtis & Sons			1,506.68		
Marta McGovern-Philpott					
Oct 6, 2021	Cell Phone Reimbursement	Cell Phone Reimbursement for July/August/September 2021	90.00	Paid	Materials & Services:Volunteer Incentives
Total Marta McGovern-Philpott			90.00		
MasterCard					
Oct 4, 2021	69267809	Popcorn for Open House on Oct. 30th.	71.31	Paid	Materials & Services:Department Services:Events
Oct 6, 2021	HD 223106191	2nd Street sign for training grounds	38.00	Paid	Materials & Services:Building & Maintenance:Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 7, 2021	HD 223780341	Hammer Tacker	26.00	Paid	Materials & Services:Training
Oct 7, 2021	HD 223780341	Super Glue	3.48	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 7, 2021	HD 223780341	5/16" Staples	3.27	Paid	Materials & Services:Training
Oct 7, 2021	HD 223780341	1/4" Staples	7.94	Paid	Materials & Services:Training
Oct 7, 2021	HD 223780341	3pak paint roller cover	9.37	Paid	Materials & Services:Training
Oct 7, 2021	HD 223780341	paint tray liners	3.96	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 7, 2021	HD 223780341	Paint roller extention	9.87	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 8, 2021	HD 223780391	roof patch Training building	12.76	Paid	Materials & Services:Training
Oct 12, 2021	62978559	Calcium Chloride Ice melt Concrete Safe.	156.00	Paid	Materials & Services:Building & Maintenance
Oct 12, 2021	112-8461764-7064249	Bags for Halloween Candy from Amazon	8.99	Paid	Materials & Services:Department Services:Rehab Supplies
Oct 14, 2021	HD 225330670	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:P ostage & Shipping
Oct 14, 2021	764666993570	Materials for training building	44.98	Paid	Materials & Services:Training
Oct 14, 2021	2234198	2 x 6 Boards needed for training building	46.56	Paid	Materials & Services:Training
Oct 15, 2021	XXXX 4382	Mo. Fee for Stamps.com	17.99	Paid	Materials & Services:Administration:P ostage & Shipping
Oct 15, 2021	Return of Pants	Return of job pants for students from Bulwark.com	(254.00)	Approved	Materials & Services:Uniforms
Oct 18, 2021	XXXX 4382	Charge for pick up of package	5.80	Paid	Materials & Services:Administration:P ostage & Shipping
Oct 18, 2021	XXXX 4382	Halloween Bags for Candy	9.99	Paid	Materials & Services:Department Services:Events
Oct 19, 2021	INV-3434865	Mo. Fee for Xero Accounting Platform	24.00	Paid	Materials & Services:Professional Services:Accounting/Payro ll Services
Oct 19, 2021	HD 226454804	Medium Job Shirt from Savvik	168.75	Paid	Materials & Services:Uniforms
Oct 19, 2021	HD 226454804	Large Job Shirt	112.50	Paid	Materials & Services:Uniforms
Oct 19, 2021	HD 226454804	Extra Large Job Shirt	112.50	Paid	Materials & Services:Uniforms
Oct 19, 2021	HD 226454804	2XL Job Shirt	112.50	Paid	Materials & Services:Uniforms
Oct 19, 2021	HD 226454804	Adjustment from Savvik	(0.25)	Paid	Materials & Services:Uniforms

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 20, 2021	HD 227110852	Paint	12.43	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 22, 2021	HD 227906189	Owl Garden Defense	18.98	Paid	Materials & Services:Building & Maintenance
Oct 22, 2021	HD 227906260	2"x6"x10' Doug Fir	100.44	Paid	Materials & Services:Training
Oct 22, 2021	HD 227906260	2"x6" 18 ga hangers	10.78	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 22, 2021	HD 227906260	1 1/2" joist hangers nails	17.98	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 25, 2021	XXXX 4382	Fire Protection Publications (Fire Officer 1) book - IFSTA from OSU	65.45	Paid	Materials & Services:Training
Oct 25, 2021	111-7159200-1129832	Hard Wound Roll paper towels for Station	57.42	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 25, 2021	111-2020777-9592219	Lysol Disinfectant Wipes, Dawn Dishwashing Soap, Dryer Sheets and Coffee for use in Station	74.41	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 25, 2021	HD 227895545	1"x2"x8" wood strips	37.52	Paid	Materials & Services:Training
Oct 25, 2021	111-6171976-1977805	Cascade Platinum Dishwasher Pods	28.54	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 25, 2021	111-3166932-2884249	Sprayaway Glass Cleaner	18.50	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 25, 2021	XXXX 4382	Vertical Blind Head Rail for Sliding Doors by Kitchen from Home Depot	64.94	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 26, 2021	HD 228252634	Paint for anchor points on training building from Home Depot	13.96	Paid	Materials & Services:Training
Oct 27, 2021	XXXX 4382	UPS Charge for pick up of package	5.80	Paid	Materials & Services:Administration:Postage & Shipping
Oct 27, 2021	61157C	Popcorn bags for Open House event from US Chef's Store	13.75	Paid	Materials & Services:Department Services:Events
Oct 28, 2021	40320000930883	Supplies for training building railings	56.29	Approved	Materials & Services:Training
Oct 28, 2021	HD 228869047	Paint for stripping lines	20.94	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 28, 2021	XXXX 4382	Coffee Pods for Station Kitchen	25.97	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 28, 2021	XXXX 4382	Dawn Dish Soap for Station Kitchen & Gain Dryer Sheets for Laundry Room	23.50	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 28, 2021	XXXX 4382	Lysol Disinfectant Wipes	24.94	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 29, 2021	HD 229752794	Paint for training building railings	24.90	Paid	Materials & Services:Training

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 29, 2021	HD 229248189	Filled propane tank for the station.	12.25	Paid	Materials & Services:Building & Maintenance:Supplies
Oct 29, 2021	HD 229749341	supplies to fix tank plumbing	17.80	Paid	Materials & Services:Vehicle Equipment/Maintenance:519658
Oct 31, 2021	XXXX 4382	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:M emberships
Oct 31, 2021	XXXX 4382	Pickup charge from Station	5.80	Paid	Materials & Services:Administration:P ostage & Shipping
Oct 31, 2021	111-4099374-0898643	Lysol Toilet Bowl Cleaner for Station	25.82	Paid	Materials & Services:Building & Maintenance:Maintenance
Total MasterCard			1,594.37		
Nationwide Retirement Solutions					
Oct 4, 2021	Deferred Comp - EFT	Deferred Comp contributions from staff	230.00	Paid	Payroll Liabilities
Oct 19, 2021	Deferred Comp - EFT	Deferred Comp contributions from employees	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			460.00		
Norco					
Oct 1, 2021	33144928	3 Oxygen Cylinders for Ambulances	77.86	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2021	33258547	Large Tank of Oxygen	36.77	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2021	33258547	Small Tanks of Oxygen	52.86	Paid	Materials & Services:EMS Operations:Supplies
Oct 16, 2021	33258547	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			192.49		
Oregon PERS					
Oct 21, 2021	PERS - EFT	Employer Contributions	4,543.58	Approved	Personnel Services:PERS
Oct 21, 2021	PERS - EFT	Employee Contributions paid by Employer	1,129.31	Approved	Personnel Services:PERS
Oct 28, 2021	PERS - EFT	Adjustment by PERS on Employee contributions	2,266.77	Paid	Personnel Services:PERS
Total Oregon PERS			7,939.66		
Pacific Power					
Oct 4, 2021	24712171-001 3	Basic Charges, Load Size, Demand Charges, Taxes and Kilowatt Usage	417.90	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			417.90		
Quill Corporation					
Oct 21, 2021	20193020 - EFT	Office Supplies: Envelopes, Pens and Shipping Labels	90.97	Paid	Materials & Services:Administration:S upplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 25, 2021	20193020	Envelopes, Shipping Labels, Pens for office supplies	90.97	Deleted	Materials & Services:Administration:Supplies
Total Quill Corporation			181.94		
SeaWestern Fire Fighting Equipment					
Oct 25, 2021	Return of Part	Return of Elkhart Custom Unibody Valve	(604.00)	Approved	Materials & Services:Fire Suppression:Supplies/Equipment
Total SeaWestern Fire Fighting Equipment			(604.00)		
Secretary of State					
Oct 20, 2021	Audit Filing Fee	Audit Filing Fee for 2020.2021 Audit by Accuity	250.00	Paid	Materials & Services:Professional Services:Auditor
Total Secretary of State			250.00		
Solutions Yes					
Oct 21, 2021	INV292977 - ACH	Black/White Copies	6.47	Paid	Materials & Services:Administration:Copier Expenses
Oct 21, 2021	INV292977 - ACH	Color Copies	73.55	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			80.02		
Special Districts Association of Oregon					
Oct 7, 2021	Membership	Annual Membership Dues	1,747.87	Paid	Materials & Services:Administration:Memberships
Total Special Districts Association of Oregon			1,747.87		
Special Districts Insurance Services					
Oct 11, 2021	03-0052514	November Health Premium for Staff	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Oct 11, 2021	03-0052514	November Dental Premium for Staff	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Oct 11, 2021	03-0052514	November Long-Term Premium for Staff	136.26	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,954.38		
Teleflex					
Oct 19, 2021	9504549857	EZ-IO 25MM Needle (Box of 5)	550.00	Paid	Materials & Services:EMS Operations:Supplies
Oct 19, 2021	9504549857	EZ-Stabilizer (Box of 5)	50.00	Paid	Materials & Services:EMS Operations:Supplies
Oct 19, 2021	9504549857	Shipping	8.34	Paid	Materials & Services:Department Services:Emergency Address Signs
Oct 19, 2021	9504549856	EZ-IO Power Driver	299.00	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oct 19, 2021	9504549856	Shipping	4.16	Paid	Materials & Services:Department Address Signs
Total Teleflex			911.50		
Traffic Safety Supply					
Oct 7, 2021	INV042645	Numbers and Green Signs to make Address signage	431.40	Paid	Materials & Services:Department Address Signs
Oct 7, 2021	INV042645	Shipping	17.51	Paid	Materials & Services:Department Address Signs
Total Traffic Safety Supply			448.91		
US Bank Equipment Finance					
Oct 18, 2021	454837709 - EFT	Contract Payment on Copier	139.99	Paid	Materials & Services:Administration: Copier Expenses
Total US Bank Equipment Finance			139.99		
Vern Samples Landscaping					
Oct 25, 2021	32621	Fall Sprinkler system winterization	70.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Vern Samples Landscaping			70.00		
Your Care, LLC					
Oct 20, 2021	18102	Firefighter Lab Panel w/o PSA for Kyle Ward	210.00	Paid	Materials & Services:SAFER Grant Expenditures
Oct 20, 2021	18102	Firefighter Physical	300.00	Paid	Materials & Services:SAFER Grant Expenditures
Oct 20, 2021	18102	Respirator Questionnaire with Physical	25.00	Paid	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			535.00		
Zoll Medical					
Oct 1, 2021	PO-0264 / 3367239	Zoll X Sseries Repair of End Tidal CO2	4,378.58	Paid	Materials & Services:EMS Operations:
Oct 1, 2021	PO-0264 / 3367239	Shipping Charge	30.00	Paid	Materials & Services:EMS Operations:
Oct 1, 2021	PO-0264 / 3367239	Recertification of X Series	255.00	Paid	Materials & Services:EMS Operations:
Oct 1, 2021	PO-0264 / 3367239	Labor	247.50	Paid	Materials & Services:EMS Operations:
Total Zoll Medical			4,911.08		
Total			42,825.27		

BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS

(2.02)

(2.02) POWERS OF THE DISTRICTS BOARD OF DIRECTORS

PURPOSE:

This policy will provide guidelines as to the responsibilities of Board members.

1. COMMUNICATIONS

- A. Develop regular channels of communication with the Fire Chief.
- B. Encourage participation of staff members on appropriate committees.
- C. Invite clients, non-Board members, other local governments, and groups to Board or committee meetings or other types of Board sponsored assemblies to explore and develop approaches to common concerns.
- D. Recognize that certain information obtained at Board meetings may be non-public and confidential, making disclosure a breach of trust.
- E. Make use of educational sessions, workshops, and seminars to gain a further understanding of issues.
- F. Respect the opinion of other members and accept the principle of majority rule to Board decisions.

2. FINANCIALS

- A. Adopt the annual budget.
- B. Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

3. POLICIES OBJECTIVES AND PLANS

- A. Abide by and become familiar with all laws and policies governing the operation of the district.
- B. Approve the Strategic Plan or Plan of Operations.
- C. Approve Board Policies for the organization.
- D. Develop and approve long-range plan of growth and development for the organization.
- E. Approve specific important projects.
- F. Approve any significant departure from established plans or policy.

BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS

(2.02)

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- G. Receive, review, and make decisions on recommendations from committees or other planning bodies.
 - H. Ensure that program objectives are assigned to the proper planning or implementing subgroups.
 - I. Where applicable, bring other local governments or community groups into the planning and decision-making process.
 - J. Approve contracts binding the organization.
 - K. Approve major changes in the District's organization or structure.
 - L. Approve Board plans of action.
 - M. Pass District resolutions, or adopt ordinances.

4. MANAGEMENT

- A. Select the Fire Chief, Board President, and other officers.
- B. Define the duties and responsibilities for the Board Officers, Fire Chief, and major committee chairpersons.
- C. Select legal counsel and consultants for the Board.
- D. Authorize the Fire Chief and Board Officers to enter into contracts or to sign other written instruments and to take financial actions.
- E. Approve the plan, form, and amount of compensation for the Fire Chief, that is, salaries, bonuses, vacation, travel, and so on.
- F. Evaluate the performance of the Fire Chief.
- G. Approve the form and amount of reimbursement for Board members.
- H. Approve programs for management development.
- I. Provide advice and consultation to the Fire Chief on matters within the purview of the Board's responsibilities.
- J. Recognize that the Fire Chief should have full administrative authority for properly discharging the duties of managing the District within the limits of the established Board policy.
- K. Give the Fire Chief the respect and consideration due to dedicated people in their community service role.

5. EMPLOYEE RELATIONS

- A. Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the Board get involved.
- B. Approve contracts with and between any unions involved with the District.

BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS

(2.02)

6. CONTROL

- A. Identify types of information needed by the Board to analyze effectively the District's directions and achievement.
- B. Create a process for collecting and analyzing information.
- C. Realize that the citizens within the boundaries of the District are the true "owners" of the District.
- D. Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- E. Analyze major "shortfalls" in achievement.
- F. Identify obstacles, sense changing needs, and propose new directions or goals.
- G. Ensure that the District is in compliance with all federal, state, and local laws.

7. BOARD OF DIRECTORS

- A. Motivate Board members to accept positions of leadership and responsibility.
- B. Appoint, change, or abolish committees of the Board.
- C. Define powers and responsibilities of committees of the Board.
- D. Appoint and compensate outside auditors and legal counsel.
- E. Approve contracts for professional services required by and for the Board.
- F. Do not make commitments on any matter that should come before the Board as a whole.
- G. Recognize that an individual Board member has no legal status to act for the entire Board.
- H. Realize that if a quorum of the Board meets, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public meetings Laws.
- I. Discussions on matters of overall policy outside of regular Board meetings can violate the open meetings law.

8. PUBLIC ACCOUNTABILITY

- A. Keep the public informed on all District matters.
- B. Make decisions based on the wishes and needs of the public.
- C. Spend the District's money with prudence and trust.
- D. Place the needs of the public above the ambitions of the Board or the District.

(2.03) BOARD MEMBER ORIENTATION**1. COOPERATION WITH BOARD CANDIDATES**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with public information about Board policies, administrative regulations and other aspects of the operation of the District.

2. ORIENTING NEW BOARD MEMBERS

- A. The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office.
- B. These practices and procedures will be subject to annual review and re-adoption. A copy will be furnished each May to all persons who will be holding office effective the following July 1. Amendments (if desired) and re-adoption will occur at the 1st meeting of the new fiscal year.
- i. You are now an elected (or appointed) Public Official, subject to Oregon open meeting law and sworn to uphold the District's Policy and Procedure Manual adopted _____.
 - ii. Actions of the Board must be conducted in a public meeting for which proper notification has been published. A quorum of three votes in favor of the issue is necessary. Should only three directors be present, all three must agree in order for the question to pass.
 - iii. Directors acting as the Board employ and supervise the Fire Chief. All other staff members are supervised by the Chief, Assistant Chief, or designee.
 - iv. The District operations are carried out by the Fire Chief, in accordance with the organizational chart. Individual Board members do not interfere in the daily operations, but will provide oversight and awareness consistent with the position of public official.
 - v. Conflicts of interest may arise from discussion or a vote on a matter that might create a financial benefit or detriment for a Director or his or her family member. Announce a potential conflict of interest on the record. Announce an actual conflict of interest and do not participate further in discussion or vote on the issue. Each board member is authorized to contact District legal counsel for clarification of ethics questions.

BOARD POLICY- BOARD MEMBER ORIENTATION**(2.03)**

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- vi. It is imperative that all Directors learn to understand the financial processes and reports received monthly. The Office Administrator will meet individually to orient new Directors as to origination and use of the financial section of the monthly board packet.
 - vii. Monthly Board meeting agenda is formulated by the Board President and the Office Administrator, following a meeting with the Fire Chief, or Assistant Fire Chief. Proposed additions to the agenda should be directed to the Board President well in advance of the Monday before the third Thursday of the month. Directors are expected to read the board packet and investigate any concerns prior to the meeting.
 - viii. Under Oregon law, an in-person gathering of less than a quorum is not a meeting. Further, purely social gatherings of members of a governing body are not covered under Public Meeting Law. The key is to not discuss Fire District business. Directors should not deliberate as a group towards a decision outside the confines of a public meeting. Deliberations can include an exchanging of information or viewpoints on District business. Further, deliberations can occur through non-contemporaneous exchanges, including through e-mails and other electronic communication. Our current practice is to avoid any appearance that two or more directors are making a decision privately that should only be made in a public meeting. However, directors are not prevented from asking questions. E-mails may contain meeting reminders, notices and information. There should not be exchanges via e-mail between board members that might be seen as deliberations.
 - ix. Legal questions directed to the attorney for the District are asked by either the Fire Chief or Board President. This policy prevents duplicate legal fees. Another source of general legal information is Special Districts Association of Oregon (SDAO), which provides help with legal and insurance matters. Although there is no fee for a call to SDAO, contact is usually made by one of the above or the Administrative Assistant.
 - x. Review of the Oregon Ethics Law as recently revised is important. There is also a section on ethics within the District's policy manual which comes up for annual review. The noteworthy change in the state law is that public officials may receive a gift valued at no more than \$50 from any single source in one year. This does not apply to attendance at conferences where expenses are paid by the District.

- xi.** Executive sessions are allowed (per ORS 192.660) for very limited purposes and must be confined to the published topic. As applied to our Board the topics usually are: annual performance review of the Fire Chief, to discuss pending litigation with legal counsel, as well as exempt public records, and to consult with the District's labor negotiator. No conclusion is reached during an executive session, but once the session ends and the regular meeting is reconvened, a motion can be made and acted upon. New directors should read the state law to fully understand the importance of this process.
- xii.** The Office Administrator will provide copies of: Board minutes, budget, audit, financial reports, insurance coverage, bargaining unit agreement, public meeting law, HIPAA regulations, department roster, and civil service commission members, if applicable.

DUTIES OF THE BOARD**(3.01)****(3.01) BOARD OF DIRECTORS DUTIES**

It is the policy of the Board to exercise those powers granted to it by ORS Chapter 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

1. Important activities of the Board are the formulation of policies and rules regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.
2. The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and shall be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the Board President are expected to participate fully in deliberation and voting.
3. It is understood that Board members will not always agree. It is the policy of the Board that members respect the authority of the majority. If a member cannot support a decision made by the majority that member's actions should remain neutral and not work against the decision of the majority.
4. Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.
5. Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.
6. The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees and reasonable preapproved expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

DUTIES OF THE BOARD**(3.01)**

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7. The Board members shall observe the following code of conduct, designed to guide their actions. In carrying out their responsibilities, a Board member should strive to:
- A. Understand that his/her basic function is "policy" and not "administration."
 - B. Refuse to make commitments on any matter which should come before the Board as a whole.
 - C. Refuse to participate in secret meetings or other irregular meetings which are not official and which all members do not have the opportunity to attend.
 - D. Respect the rights of District patrons to be heard at official meetings within established parameters and guidelines for public testimony.
 - E. Make decisions only after available facts bearing on a question have been presented and discussed.
 - F. Accept the principle of "majority rule" in Board decisions.
 - G. Hire, manage, or if necessary, terminate the contract of the Fire Chief for cause or non-cause. If the Board wishes to terminate his or her services, such termination shall only be undertaken after consulting with the Districts legal counsel and with Special Districts Association of Oregon (SDAO).
 - H. Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
 - I. Recognize that the Fire Chief or designee is the technical advisor to the Board.
 - J. Present personal criticisms, complaints, or problems regarding District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
 - K. Declare conflicts of interest into the public record.
 - L. Conduct all District business in an ethical manner.
 - M. Refuse to use his/her position on the Board in any way, whatsoever, for personal gain.
 - N. Give staff and contemporaries the respect and consideration due skilled professional personnel.

DUTIES OF THE BOARD

(3.01)

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8. It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the fire and life safety needs of the District.
 9. No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action, as provided for in the minutes, guidelines or policies of the District.
 10. Board members act as representatives of the citizens of the Fire District in maintaining and promoting fire and emergency medical services. Therefore, Board members will adhere to the highest ethical standards in the conduct of District business.
 11. Board members must be adequately informed in order to effectively carry out their duties. Members are encouraged to attend the annual state conferences of the Oregon Fire District Directors Association and such other conferences as the Board may authorize.

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)

(3.02) RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

PRESIDENT

1. The President of the Board shall preside at Board of Directors meetings.
2. The President shall perform all of the duties set forth by the Oregon Revised Statutes.
3. President shall consult with the Fire Chief and Clerk of the Board regarding the preparation of each Board meeting agenda.
4. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
5. The President may call Special Meetings of the Board, as described by the Oregon Public Meetings Law and Policy for Meetings and Meeting Records of the Board.
6. The President of the board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
7. The President shall ensure the suggestion box is checked on a regular basis.
8. The President shall ensure that any sensitive matters in executive sessions shall be locked securely in the Board filing cabinet, in the District's secure records room.

VICE PRESIDENT

1. In the President's absence, or during any disability of the President, the Vice-President shall have the powers and duties of the President of the Board as set forth in the Policy for Duties of the President. The Vice-President shall have such other powers and duties as a majority of the Board may determine from time to time.

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)

SECRETARY

1. The Secretary of the Board shall cause accurate minutes of each Board meeting to be taken, transcribed and distributed to each Board Member in a timely manner for review prior to approval. The Secretary shall ensure proper authenticated official minutes are archived and in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary.
2. The Secretary shall ensure the suggestion box is checked on a regular basis.
3. Should the President not be available to secure any confidential records, or recorded sessions, the Secretary will file any sensitive matters in executive session in the Board filing cabinet, in the District's secure records room.

TREASURER

1. The Treasurer of the Board shall ensure that accurate accounting and financial records are maintained by the District by:
 - A. Reviewing the monthly bank and treasury statements of the district and include another board member in the review on a rotating basis.
 - B. Reviewing all invoices to ensure the Fire Chief has signed them to authorize payment. Any associated receipts must have a description of what it was for and why it was needed.
 - C. Reviewing all payroll transactions with the Office Administrator and/or another board member to ensure that the Fire chief has signed the time sheets.
 - D. Being the first signature on each check written by the district. The treasurer will include another board member for the check signing on a rotating basis.
 - E. Ensure that any monies the District has collected are deposited on Friday of each week or as deemed necessary.
 - F. Providing a monthly financial report at each regular board meeting.
2. The Treasurer shall annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board. The treasurer shall cause copies of the audit to be sent to state or local agencies requiring its submission.
3. If the Treasurer is unavailable to perform his/her duties, the President of the Board may act as Treasurer pro tem.

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)

CLERK

1. The Clerk of the Board shall be designated by the Fire Chief or Board of Directors.
The duties of the Clerk are:
 - A. Respond directly to routine correspondence.
 - B. Handle correspondence of special interest to the Board as follows:
 - i. Draft replies in advance, when possible, for Board consideration.
 - ii. Seek instruction for reply when necessary.
 - iii. Prepare correspondence as the Board directs.
 - C. Prepare for Board meetings:
 - i. Prepare the agenda with the advice of the President.
 - ii. Maintain a calendar for the Board's unfinished business.
 - iii. Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - iv. Draft policy motions at the request of any Board member.
 - D. Board meeting duties:
 - i. Attend all Board meetings or designate an alternate.
 - ii. Make physical arrangements for Board meetings.
 - iii. Provide notice of Board meetings in accordance with the Public Meetings Law.
 - E. Maintain and update the District's Policy and Procedure Manual.
 - F. Other duties as assigned by the Fire Chief.

BOARD POLICY - DISTRIBUTION OF MATERIALS

(4.01)

(4.01) DISTRIBUTION OF MATERIALS

1. The agenda, Fire Chief's Report, Treasurer's Report, Statement of Bills, and detailed information relative to the agenda, including existing Board policy pertinent to agenda items, shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

BOARD POLICY – MEETINGS**(4.03)**

(4.03) MEETINGS**1. APPLICATION**

This policy applies to all meetings of the Board of Directors of the District. This policy also applies to any meetings of Board subcommittees or advisory groups appointed by the Board, if such subcommittees or advisory groups normally have a quorum requirement and take votes or are comprised of two or more Board members and form recommendations as a body for presentation to the Board of Directors.

2. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610- 192.670, and 192.990.

3. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions held where no information is gathered upon which a later decision or recommendation could be based, and no deliberative discussion or action occurs. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

4. MEETINGS HELD BY ELECTRONIC COMMUNICATIONS

Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(4).

5. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the third Thursday of each month unless that day is a Holiday. Such meetings shall be held at the District's offices, at 6:30 p.m., or at such other places and times as the Board may designate from time to time. If the third Thursday falls on a Holiday an alternate day will be selected at the preceding board meeting.

BOARD POLICY – MEETINGS**(4.03)**

6. SPECIAL MEETINGS/WORKSHOP

The Board shall hold special meetings/workshops at the request of the President or any three members of the Board, after compliance with public meeting notice requirements, as set forth in Policy 4.03(H). If the President is absent from the District, special Board meetings may be held at the request of the Vice President. No special meeting shall be held upon less than 24 hours' public notice.

7. EMERGENCY MEETINGS

- A. When a true emergency exists, emergency meetings may be held upon less than 24 hours' notice at the request of persons entitled to call special meetings. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.
- B. Every effort should be made to notify all Board members and the Fire Chief, in accordance with Policy 4.03.8, if an emergency meeting is called.
- C. At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting. An emergency meeting must meet quorum requirements.

8. NOTICE OF MEETINGS

- A. Notice of the time, place, and principal subjects to be considered shall be given for all meetings.
- B. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall be posted at the District's Administrative Office and at a minimum of two other prominent public places in the community and on the Internet website, if possible. Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive.
- C. For special meetings, press releases shall be e-mailed or phone calls made to the media; and interested persons shall be notified by mail, e-mail or telephone.
- D. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

BOARD POLICY – MEETINGS**(4.03)**

9. EXECUTIVE SESSIONS (ORS 192.660)

Notice for meetings called only to hold executive sessions shall be given as set forth in Policy 4.03(8), except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session. A sample "Notice of Executive Session" is contained in the Appendices to this Manual in the "Outline of the Oregon Public Meetings Law." See policy 4.05 for purpose of executive sessions)

10. INTERPRETERS FOR THE HEARING IMPAIRED

- A. The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:
- i. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting, if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
 - ii. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
 - iii. The requirement for an interpreter does not apply to emergency meetings.
 - iv. The Fire Chief shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.
 - v. The meeting location must be accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Fire Chief at 541 923 6776.

(4.04) MANAGEMENT OF MEETINGS**1. PRESIDING OFFICER**

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

2. AUTHORITY TO CONDUCT MEETINGS

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any procedural decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

3. PUBLIC PARTICIPATION

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Person's failing to comply with reasonable rules of conduct outlined by the presiding officer and causing an actual disruption to the conduct of the meeting, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

4. ELECTRONIC EQUIPMENT

As long as it is not unduly disruptive, people may film or tape record a public meeting.

5. RECORDING OF VOTES

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

6. QUORUM REQUISITES

Three (3) members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to take final action.

7. VOTE EXPLANATIONS

Members of the Board are elected to represent their constituents and vote on matters of policy – as a result, abstentions are discouraged unless required by an actual conflict of interest.

8. CONFLICT OF INTEREST/EX PARTE CONTACTS

All conflicts of interest shall be dealt with in accordance with ORS Chapter 244. In the event any member of the Board has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter.

9. ADJOURNMENT

All Board meetings shall be adjourned by a majority vote, as a result of the loss of a quorum, or by the Board President.

BOARD POLICY –EXECUTIVE SESSIONS (ORS 192.660) (4.05)

(4.05) EXECUTIVE SESSIONS (ORS 192.660)

1. NOTICE

Public notice of executive sessions shall be provided in accordance with Policy 4.03.

2. NO FINAL DECISIONS

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

3. EXECUTIVE SESSION

A. Executive sessions shall be held only for the following purposes allowed under Oregon law, see ORS 192.660(2):

Employment of Personnel - ORS 192.660:

To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:

- i. The vacancy for the position has been advertised;
- ii. Regularized procedures for hiring have been adopted;
- iii. There has been opportunity for public input into the employment of such employee or officer;
- iv. Where employment of a Fire Chief is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment.
- v. No executive session may be held under ORS 192.660 for purposes of filling a vacancy in an elective office.

BOARD POLICY –EXECUTIVE SESSIONS (ORS 192.660) (4.05)

B. Discipline of Public Officers and Employees - ORS 192.660:

To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing. The person that is the subject of the discipline shall be given at least 24-hour notice of the meeting and the person's right to have the meeting take place in open session.

C. Consultation with Labor Negotiator - ORS 192.660:

To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.

D. Real Property Transactions - ORS 192.660:

To conduct deliberations with persons designated by the Board to negotiate real property transactions.

E. Exempt Records - ORS 192.660:

To consider records that are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.

F. Litigation/Consultation with Legal Counsel - ORS 192.660:

To consult counsel concerning the District's legal rights and duties regarding current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive session to discuss the writing under the authority of ORS 192.660(2) (f), as well. This section authorizes an executive session to consider records which are exempt by law from public inspection. Only topics covered in the legal counsel's writing may be discussed in an executive session based upon this exemption.

BOARD POLICY –EXECUTIVE SESSIONS (ORS 192.660) (4.05)

G. Performance Evaluations - ORS 192.660:

To review and evaluate the employment related performance of the Fire Chief, other officers, employees, or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The employee must be given 24 hours' notice of this option. The standards, criteria and policy directives to be used in evaluating Fire Chiefs must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Fire Chief or other District personnel concerning agency goals, objectives, operations or programs.

H. Labor Negotiations - ORS 192.660:

Labor negotiations may be held in executive session if both sides of negotiations request an executive session. If so required, such an executive session is not subject to the notification requirements of Policy 4.03 and 4.01.

4. CONDUCT OF EXECUTIVE SESSION

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President or other presiding officer shall direct any representatives of the news media who are present not to report certain specified information from the executive session. The extent of the non-disclosure requirement should be no broader than the public interest requires. The news media will ordinarily be allowed to report the general topic of discussion in the executive session and cannot be prohibited from discussing the statutory grounds justifying the session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

BOARD POLICY- BUDGET COMMITTEE**(7.02)**

(7.02) BUDGET COMMITTEE**PURPOSE:**

This policy establishes criteria and guidance for the governing body of the District, in the appointment of the District's budget committee members. This policy is established pursuant to ORS 294.414.

The Budget Committee meets annually, no later than May 15, to publicly review the proposed budget, receive the budget message, provide opportunity for public input and approve the annual budget.

1. PROCEDURES

- A. The District shall establish a budget committee consisting of the members of the Board of Directors and an equal number of qualified electors from the District.
- B. Any increase or reduction in the number of the members of the District's Board of Directors shall cause a like increase or reduction to be made in the number of appointed citizen members of the budget committee.
- C. At its first budget meeting of the year, the budget committee shall elect a chairperson and a secretary.
- D. The committee shall meet to review, revise and approve the proposed budget presented by the budget officer (Fire Chief).
- E. All meetings of the budget committee are subject to Oregon's Public Meetings Law.
- F. Members of the Budget Committee shall receive no compensation for their services.
- G. The appointed members of the Budget Committee cannot be officers, agents, or employees of the District.
- H. The members shall serve three-year terms, staggering the years to offset concurrent appointments.

2. **REQUIREMENTS OF BUDGET COMMITTEE MEMBERS**

A. Upon appointment to the District's Budget Committee each budget member will attend a budget orientation meeting to cover the following topics:

- i. Basics of Oregon Budget Law
- ii. The organizational and financial structure of the District
- iii. How the District is funded
- iv. Review the financial health of the District
- v. Review the objectives of the Budget Committee

B. Budget Committee members will receive quarterly financial statements for review.

C. Budget members may be asked to attend other district meetings that pertain to fiscal matters.

(8.10. B) ANTI-HARASSMENT**1. PURPOSE:**

To maintain a work environment free from illegal harassment and to provide all District personnel the process in which to follow if subject to such harassment.

Harassment negatively affects morale, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, illegal, and it is prohibited.

It is the policy of the District Board of Directors of Crooked River Ranch Fire & Rescue that all District personnel work in an environment where the dignity of each individual is respected. For that reason, we expect all District personnel to accomplish their work in a business-like manner with concern for the well-being of their supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch. Any harassment of District personnel by fellow supervisors, co-workers, volunteers, students, District Board members, Vendors and Residents of Crooked River Ranch is not permitted, regardless of their working relationship or supervisory status.

2. POLICY ON HARASSMENT:

It is the policy of the District Board of Directors that harassment related to member's race, creed, color, national origin, age, sex, marital status, religious affiliation, or the presence of a physical, sensory, or mental disability, or any other Federal or State protected class will not be permitted. No personnel decisions shall be based upon a District personnel's response to such harassment. The District Board regards duty-related harassment as a serious transgression and reason for discipline or discharge.

3. DEFINITIONS:

- A. Harassment: Harassment includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means as well as comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, or any similar activities which are derogatory on the basis of the member's protected class membership or which are promoted by the member's protected class membership. Harassment also includes any adverse actions toward any District personnel based upon that member's participation in activities identified with or promoting the interests of a protected group. This is not a complete list and all District personnel are expected to exercise common sense and refrain from other similar kinds of conduct.
- B. Sexual Harassment: Sexual harassment as defined as in the Equal Employment Opportunity Commission Guidelines, whether on or off-duty includes unwanted sexual advances, comments, suggestions, sexual jokes, unwanted touching, or pats, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. This is not a complete list. In addition, all such sexual conduct, whether welcome or not, is entirely prohibited while District personnel are on or off duty.
- C. Sexual Assault: Oregon Law provides further protection from sexual assault defined as unwanted conduct of sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

4. RIGHTS:

District personnel have the right to be free from such harassment, either from supervisors, co-workers, volunteers, students, Board members, Vendors and residents of Crooked River Ranch while on or off the job. Harassment is prohibited by State and Federal anti-discrimination laws where:

- A. Submission to such conduct is either explicitly or implicitly a term or condition of employment status;
- B. Submission to or rejection of such conduct by an individual is used as the basis for decisions relating to the individual's employment, or volunteering at the District; or,
- C. Such behavior has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

5. REPORTING HARASSMENT:

A. Crooked River Ranch Fire & Rescue encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassments. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage personnel to document the events, associated dates, and potential witnesses.

B. Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigation, counseling and disciplinary stages. Personnel of the District receiving notice of harassment shall notify the Fire Chief, in writing immediately, who will then direct an investigation and ensure that the charge is resolved appropriately. Following receipt of a complaint or concern, Fire Chief or a Board member will follow-up with a victim every three months for one year to ensure no further concerns or retaliation are experienced. Personnel should not wait for the Fire Chief or Board Member to follow-up to share related experiences. If the reporting personnel would like the follow-up process discontinued, a request must be submitted in writing to the Fire Chief or a Board Member.

C. Personnel of the District who feel harassed under this policy, or is aware of the harassment of another supervisor, co-worker, volunteer, student, District Board Member, Vendor or Resident of Crooked River Ranch, are urged to report this to an immediate supervisor, and / or the Fire Chief. The report may be oral or written. If the individual believes he or she is being harassed by the Fire Chief, is uncomfortable in discussing the matter with the Fire Chief, or if the Fire Chief is unavailable, the person involved shall notify a member of the District Board of Directors. No complainant shall be retaliated against in any way for complaining of harassment. The person complaining may request anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity in any such case.

6. EXTERNAL COMPLAINT PROCEDURES AND SUPPORT ORGANIZATIONS:

We encourage all personnel to bring their concerns and complaints to the District, and understand that, at times, this may not be the choice of the individual. Below is a list of the external complaint options and also support organizations. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boil/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.
- Legal Resources (State Bar, Legal Aid of Oregon, ACLU of Oregon, etc.)
- Counseling and Support Services and/or Employee Assistance Services through Special Districts Association of Oregon (Contact information available at the station on Safety Bulletin Board)

7. INVESTIGATION OF HARASSMENT COMPLAINT:

A. When the Fire Chief or a member of the District Board of Directors are notified of alleged harassment, they will inform the District's legal counsel and will promptly investigate the complaint. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will consist of interviews with the directly involved parties, and where necessary, any other individuals who may have observed the alleged harassment or who may be similarly situated with the complaining party (such as supervisors, co-workers, volunteers, students or District Board members who may be able to testify to their experience with the person who is accused of the harassment). No specific timeframe can be guaranteed because each situation is likely to be different, but every effort will be made to complete the investigation within two weeks.

B. The investigator shall call the person accused of harassment to afford them an opportunity to reply to the allegations orally or in writing. The accused person shall also be informed that any retaliatory conduct by them shall be subject to disciplinary action regardless of the truthfulness of the allegations of harassment. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify its policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee, volunteer or student alleged to have been affected by sexual harassment was injured or harmed.

C. A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any District personnel, subject to discipline. The accused person of the District may place in their personnel file a statement of rebuttal or correction. For the purpose of this section, any former personnel of the District may also present such statement.

D. Where a complaint cannot be substantiated, a general warning shall be made to all District personnel regarding the possible ramifications of a substantiated harassment complaint and all District personnel will be asked to review the sexual harassment policy.

E. In no way will the District coerce or require anyone involved in the investigation or participating parties in the original complaint to enter into an agreement of nondisclosure (restriction on sharing) of information related to discrimination or sexual assault or one requiring non-disparagement (restriction on stating anything negative) as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. District personnel may request this type of agreement and, upon request will be provided at least seven (7) days to change their mind.

8. RETALIATION:

Retaliation of any kind directed against an individual who reported such harassment, or participated in the investigation process, is absolutely prohibited. District personnel who witness retaliation are required to report it to the Fire Chief, and/or a Board Member, Assistant Chief or their Supervisor immediately. Any retaliation will be subject to disciplinary action, up to and including termination.

All individuals who represent the District in a career, volunteer, student, Board member capacity shall review this policy and sign the Harassment Policy Receipt and Acknowledgment Form following this policy.

(8.10. E) ANTI-BULLYING POLICY

This policy is to communicate to all personnel of the District that it will not tolerate bullying behavior. Should it be determined that there is a violation of this policy, the individual in question will face disciplinary action, which can range from a letter of reprimand up to and including termination. All personnel found in violation of this policy will be disciplined under applicable procedures established by the Fire Chief and Board of Directors.

The District defines bullying as “engaging in actions which cause another person to experience an unauthorized social exclusion, humiliation, intimidation, fear or the unlawful use of physical force.”

Bullying may be intentional or unintentional.

As in sexual harassment, it is the effect of the behavior upon the individual-especially the establishment of fear that a reasonable person would experience, which is most important. The District considers the following types of behavior examples of bullying:

1. Verbal Bullying:

- A.** Slandering, ridiculing or maligning a person or his/her family
- B.** Persistent name calling which is hurtful, insulting or humiliation
- C.** Using a person as the butt of jokes
- D.** Remarks that would be viewed by others in the community as abusive and offensive
- E.** Persistently interrupting another person or otherwise preventing another person’s legitimate attempts to speak
- F.** Use of nicknames after being warned that the nickname is considered by the victim as offensive
- G.** Constant criticism on matters unrelated to a person’s job performance
- H.** Description or on matters that cannot be documented

2. Physical Bullying:

- A. Pushing
- B. Shoving
- C. Kicking
- D. Poking
- E. Tripping
- F. Assault, or threat of physical assault
- G. Damage to a person's work area or property.

3. Gesture Bullying:

- A. Non-verbal threatening gestures, such as, but not limited to, the following:
 - i. Approaching another person with fists clinched or with one or more other fighting gestures which could reasonably be interpreted as threatening
 - ii. Brandishing a weapon
 - iii. Making gestures that would reasonably be interpreted as amorous or sexual in nature.

4. Social Bullying (which may include Cyber-bullying):

- A. Engaging in verbal bullying via mail, email, text message, phone or voicemail
- B. Deliberately interfering with mail, email, text messages, phone, voicemail or other community
- C. Spreading malicious rumors or gossip about another person
- D. Manipulating the workload of another person in a manner designed to cause that person to fail to perform his or her legitimate functions
- E. Inflicting menial tasks on an employee not keeping with the employee's normal responsibilities.

(9.01) ADMINISTRATIVE FUNCTIONS

The administration of the Fire District in all of its aspects shall be delegated to the Fire Chief, who shall carry out the administrative functions according to the policies adopted by the Board. At a minimum, the Fire Chief shall:

1. Initiate, administer, and supervise the fire protection, fire prevention, emergency medical and emergency management programs of the District.
2. Initiate, administer, and supervise all functions and programs of the District.
3. Supervise the maintenance and upkeep of the current facility and equipment owned or maintained by the District, and recommend to the Board the acquisitions of new, or sale of used equipment.
4. Keep and maintain proper fiscal records for the District.
5. Hire and, when necessary, terminate, promote and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 478.260.
6. Provide assistance or services to other fire agencies when reasonable and practical.
7. Function as the District Elections Supervisor for the elections process - as defined in ORS 255.005(4).

(14.01) FINANCIAL MANAGEMENT

1. PURPOSE

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

2. BANKING SERVICES

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

3. BILLING AND RECEIPTS

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

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

4. ACCOUNTS PAYABLE

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

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

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

5. CASH FORECASTING

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

6. DEBT

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

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

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

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

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

7. AUDITS / AUDITORS

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

8. AUTHORIZED PERSONNEL / SECURITY

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

BOARD POLICY- FINANCIAL MANAGEMENT

(14.01)

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

- a. In the event of a potential or impending catastrophic event(s) that:
- b. Poses serious risk of substantial financial or economic harm to the District or its patrons.
- c. When the expenditure of funds can likely prevent an event.

- ii. The situation is such that calling a Special or Emergency Board Meeting would be impractical or would likely cause delay resulting in further harm or damage.

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

- i. Electronic financial data is to be backed up no less than once per week and shall be done both on-site and off-site with a cloud-based service.

- ii. The Fire Chief, Assistant Fire Chief, Board President, and Board Treasurer will have access to the backup of the financial data.

- a. Upon resignation or termination of anyone with access to the financial data the access information will be updated at the time of separation.

9. INTERNAL CONTROLS

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

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

(14.05) PURCHASING POLICIES AND PROCEDURES

1. PURPOSE:

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

2. AUTHORITY & RESPONSIBILITY:

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

A. Purchasing Authority:

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

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

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

authorized in writing by the Fire Chief/Board of Directors following the amounts in the chart below. No purchases will be made nor submitted to Office Administrator until approval has been established.

- vii. Purchasing authority is separate and different from quote and documentation requirements.
 - a. Purchases less than or equal to \$500 require approval by Captain and review by Fire Chief.
 - b. Purchases greater than \$500 but less than \$1,000 require approval by Captain and review by Fire Chief.
 - c. Purchases greater than or equal to \$1,000 but, less than, \$10,000 need approval by the Fire Chief or his/her designee and are reviewed by Board of Directors.
 - d. Purchases equal to and greater than \$10,000 will require authorization and approval from the Fire Chief and the Board of Directors.

B. Expenditure Origination and Signature Authority:

	Approval by Captain w/ Review by Fire Chief	Reviewed by Board Notification, Approved by Fire Chief	Approval by Fire Chief or designee and Board Notification	Approval by Board of Directors
Expenditures*				
Less than \$500	⊙			
\$501 to \$1,000	⊙			
\$1,000 to \$4,999		⊙		
\$5,000 to \$9,999		⊙	⊙	
\$10,000 or more		⊙	⊙	⊙
Reimbursement Request (regardless of amount)				
Any employee reimbursement request		⊙		
Reimbursement requests for Directors, Assistant Chiefs, or Chief		⊙	⊙	
Travel Requests (regardless of amount)				
Out-of-state travel requests		⊙	⊙	
Local travel requests		⊙	⊙	

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

C. Quote Requirements and Documentation:

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

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

Vendor Quotes (if applicable)

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

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

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

The Board of Directors authorizes the Fire Chief, or the Fire Chief's designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed \$10,000 and are within budget parameters.

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

- F. When preparing a purchase order over \$1,000, Public Contracting Rules should be followed. If that is not possible because the vendor is a sole source vendor, or because the price quote is from another government contract, such as state bid, that has already been awarded, the reason for not obtaining three vendor quotes should be noted. The vendor quotes shall include the vendor's name and price. If the order is a sole source or has been previously bid out by another government with cooperative language, then three quotes are not needed, but the reason for not obtaining three quotes should be noted.
 - i. Public notices of bids and proposals may be published electronically, instead of by newspaper of general circulation, as long as it is cost effective to do so and legally allowed.
 - ii. All contracts will be awarded by competitive process, except as otherwise allowed by state statutes, OARs, the guidelines of this SOG, Local Contract Review Board Resolutions, and/or as authorized by Board Policy.

- G. Invoices:
 - i. All invoices from vendors must be forwarded to the Fire Chief and then the Office Administrator for payment. All invoices will be processed and paid by the Office Administrator semi-monthly according to the terms of the invoice. The Office Administrator will process original invoices for payment purposes. Vendor statements will not be used for payment purposes.
 - ii. If the originating department/division receives the invoice directly, they will follow the procedure below as payment approval for invoices in instances where the total dollar value of the procurement did not exceed \$1,000 and a Purchase Order was used for the procurement of materials and/or services.

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

- iii. The personnel receiving the goods or service must write directly on the original invoice or contract agreement the following details:
 - a. The purchase order number, if not already noted on invoice;
 - b. The date the materials and/or services were received;
 - c. Ordering personnel's name;
 - d. Authorization for payment. (i.e., "OK to pay"); and
 - e. The account number to be expensed in accordance with departmental budget

H. Purchase Orders:

- i. Purchase orders must be filled out completely in the District's accounting software program. No purchase of \$1,000 or more will be made without an authorized purchase order. Signed contracts on file with the District and copied to the Office Administrator/Fire Chief.
- ii. No purchase will be authorized without budget authorization (i.e., available funds, authorized items of capital outlay), unless authorized in writing by the Fire Chief or designee if under \$5,000 and/or the Fire Chief if over \$5,000.
- iii. The District is tax exempt as a political subdivision, instrumentality of government, under Internal Revenue Code Section 115.

I. Emergency Purchases:

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

BOARD POLICY- PURCHASING POLICIES & PROCEDURES

(14.05)

exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

- iii. Emergency contracts may be awarded as provided by the District's public contracting rules.

J. Sole Source Purchases:

- i. Regardless of the estimated cost of a purchase, the District is not required to engage in price quotation or informal bidding process when purchasing material, equipment, supplies, or services for which there exists only a sole source of supply.
- ii. Procedures for Sole Source Purchases:
 - a. In making use of the Sole Source procurement option, the District will utilize [ORS 279B.075](#) and its public contracting rules.
 - b. Staff report will be submitted to the Board outlining determining factors for Sole Source Procurement for approval prior to purchase.
 - c. Once approved, the Fire Chief, or designee will fill out the Purchase Order.

K. Intergovernmental / Cooperative Purchasing:

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

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

L. Request for Proposals (RFP):

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

BOARD POLICY- ELECTRONIC MAIL (E-MAIL)**(16.01)**

(16.01) E-MAIL

1. **PURPOSE:** This policy will define email use within the District. Electronic mail shall be used appropriately in carrying out the business operations of the District. E-mail is a District resource and is provided as a business communications tool. E-mail is subject to the public record and retention requirements established by the State of Oregon. Employees should have no expectation of privacy in their use of electronic mail.

2. **PUBLIC / PRIVATE ACCESS:**
 - A. The District reserves the right to monitor E-mail messages and to access employee E-mail.
 - B. No employee shall read E-mail received by another employee when there is no business purpose for doing so.
 - C. No employee shall send E-mail under another employees' name.
 - D. No employee shall change any portion of a previously sent E-mail message without authorization.

3. **APPROPRIATE USE:**
 - A. E-mail shall be used for business matters related to the business activities of the District and as a means to support the District by providing services that are efficient, complete, accurate and timely.
 - B. Personal use of E-Mail is limited and subject to the same guidelines as given for usage of computers and Internet as stated in paragraphs four and five of the Oregon Government Standards and Practices Commission adopted Advisory Opinion No. 98A-1003.
 - C. E-mail shall not be used for personal gain, outside business activities, political activity, fund-raising, or charitable activity not sponsored by the District.

4. FILING AND RETENTION:

- A. The District's policy is to provide for efficient retention of E-mail communications. E-mail communications are considered public records and retention and disposition of public records is governed by applicable retention schedules and associated rules issued by the Oregon Secretary of State, Archives Division as set forth in OAR Chapter 166.
- B. When appropriate, E-mail messages may be filed with program records and assume the same retention as the records they are filed with. When E-mail records do not relate obviously or directly to a program, they may be filed as correspondence. When they are filed as correspondence, the retentions are contained in the District Records Retention Schedule.
- C. Some E-mail systems enable users to enclose or attach records to messages. These enclosed or attached records need to be filed according to their function and content, and they will assume the retention of the records they are filed with.
- D. The District's E-mail system does not meet the State records requirements as a records retention system.
- E. When a Member is separating from the District that Member, with their Supervisor, shall review all of their E-mail documents to determine what should be retained or deleted. All E-mails determined to be retained shall be saved in the appropriate file records in the District's directories.



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Updating and Adopting
the District Board Policy Manual

RESOLUTION:

2021-08

WHEREAS, the Crooked River Ranch Rural Fire Protection District (the District) was organized pursuant to ORS Chapter 478 to provide fire and emergency medical services to the District; and

WHEREAS, it is the primary duty and function of the District Board to establish policies for the governance of the District and to delegate the responsibility for the day-to-day administration of the District to the Fire Chief and staff, in a manner consistent with the policies and directions of the Board; and

WHEREAS, it is in the best interests of the citizens of the District, the employees of the District, and the volunteers of the District that Board policies be clearly set forth; and

WHEREAS, the District Board has carefully tailored and set forth the operating policies of the District in the updated Crooked River Ranch Fire District Policy Manual as of September 16, 2021 and incorporated herein by this reference; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District that the District hereby approves and adopts the Policy Manual which from this time forward and shall be known as the Crooked River Ranch Fire District Board Policy Manual; and

BE IT FURTHER RESOLVED that all previously adopted Board Policies and Policy Manuals which have not been repealed, are hereby repealed, and replaced.

INTRODUCED and ADOPTED Thursday, November 18, 2021

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Brad Pahl, Board Director

By: _____
Jeff Green, Board Director

By: _____
Barbara Oakley, Board Director

By: _____
Kay Norberg, Board Director

By: _____
Mark W. Wilson, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

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

Fire Chiefs Report – November 2021

- The Steering committee for the upcoming Operation Levy election is still moving forward. I am reaching out to a couple of members of the community to see if they would be interested in being on our committee. The Strategic Planning committee will be made up of the same people on the Steering committee. If you have interest in helping with this let me know.
- The Open House and ribbon cutting went well for a cool windy day. I heard lots a great comments about the building. I want to thank everyone that came and supported the event. The signs are completed and by the time this Board meeting is done, they should all be installed.
- Mark your calendars for December 18th for a Holiday Chili Cook Off and White Elephant gift exchange here at the fire station. Please keep a look out for a flyer in your email.
- I want to thank Director Wilson and Captain Fast for their service this past month as part of the Oregon Fire Service Honor Guard.
- If you did not see there have been a lot of Fire Prevention messages going out on Facebook. I have been trying to keep up and put something out about every day or every other day.
- Redmond Fire has a new Training Captain, Bill Welch. He has asked me to come out here and do some joint training with each of our shifts. This will help us use the same terminology and tactics. The 402 Captains and our Captains will coordinate the dates and times of the training.
- The rest of this month and next we will be working on our Pre-Fire Plans on about eight commercial buildings here in the fire district. Each of our students have an assigned commercial business and will be helped by the crew on duty as well as myself. This is a great learning opportunity for them and a great help to the fire district.
- I will be headed to Boise this month for Thanksgiving to spend time with my wife's family and next month will be traveling to Missouri for Christmas with my family.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report November, 2021

- Calls for service in October totaled 59. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	4	0	3	5	1	6	1	1	0	2		
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0		
3-Rescue & EMS	27	40	36	47	36	45	48	45	30	42		
4-Hazardous Condition (No Fire)	0	0	0	0	3	2	0	0	1	0		
5-Service Call	5	5	5	3	9	4	10	0	6	10		
6-Good Intent Call	3	7	11	5	8	3	4	4	3	5		
7-False Alarm & False Call	0	0	0	1	0	1	1	0	1	0		
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0		
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0		
	39	52	55	61	57	61	64	50	41	59	0	0
Total Calls-To-Month End 2021												
539												
<i>Total Calls-To-Month End 2020</i>	<i>39</i>	<i>66</i>	<i>49</i>	<i>50</i>	<i>53</i>	<i>38</i>	<i>50</i>	<i>61</i>	<i>47</i>	<i>54</i>	<i>41</i>	<i>63</i>

- Auto/Mutual Aid Given/Received (year-to-date)

- Auto-Aid Given - 10
- Auto-Aid Received - 5
- Mutual-Aid Given - 17
- Mutual-Aid Received - 9

- Apparatus Maintenance

- The final annual service and inspections are being completed for Engine 521, Engine 522, Tender 531, and Tender 532.

- Recent training has focused on hazardous materials (HazMat) emergency response. Awareness and Operations drills are wrapping up. These trainings will help the new Student Volunteers complete task books for certification and refresh skills for currently certified volunteers and staff.
- Outdoor burn season is now open. The District is not issuing burn permits. People wishing to burn may pick up at the fire station or download from the website an Outdoor Burning Pamphlet to have on-site while burning. It directs them to call the burn line prior to beginning any burning.
- Title 3 Grant Applications for fuels reduction on private property as of October 31st:
 - Applications received (total): 18
 - Applications for work in progress: 2
 - Applications completed for payment: 11
 - Uncompleted for this grant year: 5
 - Residents with work in progress were contacted. They indicated they would not be able to finish the work by the December 1 deadline or were not interested in receiving the funds.
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 30
 - New memberships: 3
 - Non-renewals: 5

Respectfully submitted,

Sean Hartley, Assistant Chief

We have since replaced all smoke detectors with new ones!

Thank you again so very much for all your time, and your attention, and for making sure all were safe.

It must have been an awful sound in the house, with all 5 smoke alarms going off!!

We appreciate all that you and your staff and all the volunteers do for our community here on Crooked River Ranch.

So Great to have you all here!

Sincerely, Kathy Schwage (and
Chris Buhvig)

Dear Chief Ward,

On the afternoon of October 6th, 2022, you responded to my sister, Sara's, call re fire alarms that would not shut off, with no visible smoke. We live on Chickadee Rd. and were out of town for the week.

THANK YOU for your quick response, and for assisting Sara, and for determining there was no fire, and then disabling all the smoke detectors (old and likely faulty). Sara and our cat were very stressed out by the whole affair, and you brought them great comfort!