



# CROOKED RIVER RANCH FIRE & RESCUE

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[www.crrfire.org](http://www.crrfire.org)

## **Notice of Virtual Supplemental Budget Hearing and Board Meeting**

The Crooked River Ranch Rural Fire Protection District has scheduled a virtual Supplemental Budget hearing for Thursday, September 17<sup>th</sup> at 6:00 pm, to revise the 2020/2021 fiscal budget. Immediately following the supplemental budget hearing will follow the Board of Directors meeting. Both meetings will be held electronically through Zoom via computer/telephone. The public may access the meetings via a special phone number/meeting number through the Crooked River Ranch Fire & Rescue website at [www.crrfire.org](http://www.crrfire.org). Should you have any questions in accessing this meeting, please contact the Fire District at 541-923-6776.

### **Board of Directors**

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

### **District Staff**

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

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### **Hearing Agenda**

1. Call to Order – Director Pahl
  - 1.1 Roll Call by Director Wilson
2. Supplemental budget presentation/discussion – Assistant Fire Chief, Sean Hartley
3. Comments or questions
4. Adjournment by Director Pahl

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### **Board Meeting Agenda**

1. Call to Order – Director Pahl
  - 1.1 Roll Call by Director Wilson
2. Review of Agenda
3. Approval of Board Meeting Minutes
  - 3.1 Approval of August 20, 2020 Board meeting minutes
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for August 2020 – Director Green
  - 4.2 Appointment of Board members to sign checks for Friday, October 9<sup>th</sup> and Monday, October 26<sup>th</sup>, 2020
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Update of Fire Chief's evaluation form – Director Pahl
  - 5.2 Status of Flu Shot Clinic – Assistant Fire Chief, Sean Hartley
  - 5.3 Status of State Fire Marshal detail report (from 2019) – Assistant Fire Chief, Sean Hartley
  - 5.4 Follow up on Executive Session Agenda format – Administrative Assistant, Dana Schulke
  - 5.5 Follow up on SDAO comments on electronic media source – Fire Chief, Harry Ward

6. New Business (consideration, discussion, and possible action on the following items): -
  - 6.1 Discussion/Approval of Resolution 2020-08 for making a supplemental budget for occurrences which was not ascertained at the time of original preparation – Director Pahl
  - 6.2 Discussion/Motion of Approval of revised Board policy numbers 1.01 - 1.03, 2.01- 2.05, 3.01 – 3.02, 4.01 – 4.06, 6.01, 7.01 – 7.02, 8.10 A/B/C/D/E - Director Pahl
  - 6.3 Discussion on setting date for October Workshop – Director Pahl
  - 6.4 Selection of committee for Fire Chief Evaluation – Director Pahl
7. Fire Chief's Report - submitted by Fire Chief, Harry Ward
8. Operations Report – submitted by Assistant Fire Chief, Sean Hartley
9. Correspondence & Recognitions – Director Pahl
10. Adjournment – Director Pahl

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Resources - Detailed**

	Historical Data			Resource Description	Budget for Next Year: 2020-2021				Adopted By Resolution or Supplemental
	Actual Second Preceding 2017-2018	First Preceding 2018-2019	Adopted Budget 2019-2020 This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1	\$295,838	\$275,751	\$234,000	1 Available cash on hand* (cash basis) or	\$345,000	\$345,000	\$345,000	\$441,703	1
2	\$21,820	\$18,935	\$22,500	2 Previously levied taxes estimated to be received	\$20,000	\$20,000	\$20,000	\$20,000	2
3	\$12	\$8,059	\$5,000	3 Interest	\$7,500	\$7,500	\$7,500	\$7,500	3
4	\$0	\$0	\$0	4 Transferred IN, from other fund(s)	\$0	\$0	\$0	\$0	4
5	\$170,633	\$176,317	\$165,000	5 Ambulance Billing	\$165,000	\$165,000	\$165,000	\$165,000	5
6	\$800	\$800	\$500	6 Contractual Income	\$400	\$400	\$400	\$400	6
7	\$800	\$460	\$500	7 Emergency Signs	\$500	\$500	\$500	\$500	7
8	\$12,240	\$13,185	\$12,600	8 FireMed	\$13,680	\$13,680	\$13,680	\$13,680	8
9	\$10,214	\$12,647	\$177,740	9 Grant Funds	\$59,422	\$59,422	\$59,422	\$63,760	9
10	\$4,566	\$4,516	\$4,000	10 Misc. Income	\$5,000	\$5,000	\$5,000	\$5,000	10
11	\$5,801	\$7,239	\$10,000	11 Sale of Assets	\$7,500	\$7,500	\$7,500	\$7,500	11
12	\$0	\$0	\$500	12 Training	\$500	\$500	\$500	\$500	12
13	\$14,699	\$2,020	\$0	13 Conflagration Revenue	\$0	\$0	\$0	\$5,829	13
14				14					14
15				15					15
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25				25					25
26				26					26
27				27					27
28				28					28
29	\$537,423	\$519,929	\$632,340	29 Total resources, except taxes to be levied	\$624,502	\$624,502	\$624,502	\$731,372	29
30	\$799,672	\$831,560	\$927,560	30 Taxes estimated to be received	\$935,066	\$935,066	\$935,066	\$935,066	30
31				31 Taxes collected in year levied					31
32	\$1,337,095	\$1,351,489	\$1,559,900	32 TOTAL RESOURCES	\$1,559,568	\$1,559,568	\$1,559,568	\$1,666,438	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**General Fund**

	Historical Data			Adopted Budget 2019-2020 This Year	Requirements Summary	Budget for Next Year: 2020-2021							
	Actual Second Preceding 2017-2018	First Preceding 2018-2019				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental				
1					PERSONNEL SERVICES								
2	\$708,497	\$717,642		\$816,748	2 See detailed description	\$856,340	\$856,340	\$856,340	\$856,340	\$860,384	\$860,384		
3					3								
4					4								
5					5								
6	\$708,497	\$717,642		\$816,748	6 TOTAL PERSONNEL SERVICES	\$856,340	\$856,340	\$856,340	\$856,340	\$860,384	\$860,384		
7					7 MATERIALS AND SERVICES								
8	\$331,672	\$308,203		\$371,334	8 See detailed description	\$388,939	\$388,939	\$388,939	\$388,939	\$429,410	\$429,410		
9					9								
10					10								
11					11								
12	\$331,672	\$308,203		\$371,334	12 TOTAL MATERIALS AND SERVICES	\$388,939	\$388,939	\$388,939	\$388,939	\$429,410	\$429,410		
13					13 CAPITAL OUTLAY								
14	\$0	\$0		\$137,909	14 See detailed description	\$0	\$0	\$0	\$0	\$10,502	\$10,502		
15					15								
16					16								
17					17								
18	\$0	\$0		\$137,909	18 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$10,502	\$10,502		
19					19 DEBT SERVICES								
20	\$0	\$0		\$0	20 See detailed description	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046		
21					21								
22					22								
23					23								
24	\$0	\$0		\$0	24 TOTAL DEBT SERVICES	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046	\$27,046		
25					25								
26	\$20,190	\$0		\$13,909	26 Transfer to Capital Reserve Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$55,000	\$55,000		
27					27								
28	\$20,190	\$0		\$13,909	28 TOTAL TRANSFERRED TO OTHER FUNDS	\$25,000	\$25,000	\$25,000	\$25,000	\$55,000	\$55,000		
29	\$0	\$3,359		\$5,000	29 OPERATING CONTINGENCY	\$22,243	\$22,243	\$22,243	\$22,243	\$44,096	\$44,096		
30	\$276,736	\$275,751		\$	30 Ending Balance (Prior Years)	\$240,000	\$240,000	\$	\$	\$240,000	\$240,000		
31					31 UNAPPROPRIATED ENDING FUND BALANCE								
32	\$1,337,095	\$1,304,955		\$1,559,900	32 TOTAL REQUIREMENTS	\$1,559,568	\$1,559,568	\$1,559,568	\$1,559,568	\$1,666,438	\$1,666,438		

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Personnel Services - Detail**

	Historical Data			Requirement Description	Number of Employees	Range*	Budget for Next Year: 2020-2021					
	Actual Second Preceding 2017-2018	First Preceding 2018-2019	Adopted Budget 2019-2020 This Year				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental		
1	\$76,000	\$ 78,207	\$82,194	1 Fire Chief	1	\$80,340	\$ 84,975	\$ 84,975	\$ 84,975	\$ 84,975	\$ 84,975	1
2	\$57,622	\$ 55,361	\$57,224	2 Assistant Chief	1	\$58,401	\$ 61,770	\$ 61,770	\$ 61,770	\$ 61,770	\$ 63,854	2
3	\$34,594	\$ 33,937	\$35,973	3 Administrative Assistant	1	\$17,07/Hr	\$ 37,554	\$ 37,554	\$ 37,554	\$ 37,554	\$ 37,554	3
4	367	\$ 316	\$1,261	4 Administrative Assistant Overtime			\$ 1,280	\$ 1,280	\$ 1,280	\$ 1,280	\$ 1,280	4
5	\$171,034	\$ 173,990.00	\$180,099	5 Shift Personnel Wages	3	\$ 57,663.00	\$ 181,300	\$ 181,300	\$ 181,300	\$ 181,300	\$ 181,300	5
6	\$39,475	\$ 46,029.00	\$43,698	6 Shift Personnel Overtime			\$ 44,571	\$ 44,571	\$ 44,571	\$ 44,571	\$ 44,571	6
7	\$4,365	\$ 2,280	\$ 0	7 Mechanic (Part Time)	0		\$ -	\$ -	\$ -	\$ -	\$ -	7
8	\$33,102	\$ 18,869	\$23,520	8 Part-Time Personnel	5	\$11.50-\$15.00/Hr	\$ 23,520	\$ 23,520	\$ 23,520	\$ 23,520	\$ 23,520	8
9	\$150,789	\$ 145,926	\$174,477	9 Employee Benefits (Health/Dental/Vision/VEBA)			\$ 183,359	\$ 183,359	\$ 183,359	\$ 183,359	\$ 183,359	9
10	\$91,587	\$ 97,942	\$119,051	10 PERS			\$ 122,140	\$ 122,140	\$ 122,140	\$ 122,140	\$ 122,725	10
11	\$35,937	\$ 34,952	\$40,461	11 Payroll Taxes			\$ 42,581	\$ 42,581	\$ 42,581	\$ 42,581	\$ 42,783	11
12	\$9,335	\$ 18,216	\$15,000	12 Workers Comp. & Group Accident Insurance			\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	12
13	\$800	\$ 11,100	\$36,500	13 Volunteer Stipend & Benefits			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	13
14	\$3,490	\$ 515	\$ 0	14 Volunteer Config Reimbursement			\$ -	\$ -	\$ -	\$ -	\$ 1,173	14
15			\$7,290	15 Student Volunteer Stipends			\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290	\$ 7,290	15
16				16								16
17				17								17
18				18								18
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26				26								26
27				27								27
28				28								28
29				29								29
30				30								30
31				31								31
32	\$708,497	\$717,640	\$816,748	32 TOTAL PERSONNEL SERVICES REQUIREMENTS			\$ 856,340	\$ 856,340	\$ 856,340	\$ 856,340	\$ 860,384	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Materials & Services - Detailed**

	Historical Data			Adopted Budget 2019-2020 This Year	Requirement Description	Budget for Next Year: 2020-2021			
	Actual Second Preceding 2017-2018	First Preceding 2018-2019				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental
1	\$20,559	\$12,666	\$15,520	1 Administration	\$14,608	\$14,608	\$14,608	\$14,608	1
2	\$10,964	\$14,321	\$15,000	2 Building Maintenance & Supplies	\$15,000	\$15,000	\$15,000	\$35,000	2
3	\$5,283	\$1,169	\$4,000	3 Department Services	\$3,000	\$3,000	\$3,000	\$3,000	3
4	\$53,782	\$59,400	\$63,390	4 Dispatch Services	\$69,619	\$69,619	\$69,619	\$69,619	4
5	\$29,553	\$30,755	\$29,584	5 EMS Operations	\$29,866	\$29,866	\$29,866	\$29,866	5
6	\$41,877	\$10,942	\$27,180	6 Fire Operations	\$28,080	\$28,080	\$28,080	\$28,080	6
7	\$10,837	\$12,543	\$12,000	7 Fuel	\$12,000	\$12,000	\$12,000	\$12,000	7
8	\$25,113	\$27,645	\$27,500	8 Insurance	\$30,000	\$30,000	\$30,000	\$30,000	8
9	\$761	\$852	\$1,000	9 Prevention	\$1,000	\$1,000	\$1,000	\$1,000	9
10	\$21,333	\$19,012	\$22,190	10 Professional Services	\$25,616	\$25,616	\$25,616	\$44,302	10
11	\$3,402	\$1,714	\$3,455	11 Radios/Communications	\$3,000	\$3,000	\$3,000	\$3,000	11
12	\$0	\$0	\$1,500	12 Rope Rescue Operations	\$1,500	\$1,500	\$1,500	\$1,500	12
13	\$6,805	\$7,574	\$8,558	13 Training	\$15,227	\$15,227	\$15,227	\$15,227	13
14	\$4,481	\$3,391	\$12,572	14 Travel	\$10,488	\$10,488	\$10,488	\$10,488	14
15	\$25,926	\$31,500	\$31,500	15 Tuition Reimbursement	\$31,500	\$31,500	\$31,500	\$31,500	15
16	\$7,853	\$3,173	\$5,713	16 Uniforms	\$5,713	\$5,713	\$5,713	\$5,713	16
17	\$23,418	\$24,588	\$22,250	17 Utilities	\$22,500	\$22,500	\$22,500	\$22,500	17
18	\$8,649	\$15,108	\$30,000	18 Vehicle/Equipment Maintenance	\$30,000	\$30,000	\$30,000	\$31,785	18
19	\$23,375	\$24,505	\$19,000	19 Volunteer Incentive Program	\$20,800	\$20,800	\$20,800	\$20,800	19
20	\$4,879	\$4,371	\$10,000	20 Wellness Program	\$10,000	\$10,000	\$10,000	\$10,000	20
21	\$2,822	\$2,969	\$9,422	21 SAFER Grant Expenditures	\$9,422	\$9,422	\$9,422	\$9,422	21
22				22					22
23				23					23
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26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32	\$331,672	\$308,198	\$371,334	32 TOTAL MATERIALS & SERVICES	\$388,939	\$388,939	\$388,939	\$429,410	32

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

**Capital Outlay & Grant Awards - Detailed**

	Historical Data			Requirement Description	Budget for Next Year: 2020-2021				
	Actual Second Preceding 2017-2018	First Preceding 2018-2019	Adopted Budget 2019-2020 This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental	
1				1 CAPITAL IMPROVEMENTS/PURCHASES					1
2	\$0	\$0	\$0	2 Apparatus Capital Purchases					2
3	\$0	\$6,914	\$0	3 Building & Grounds Capital Purchases					3
4		\$0	\$0	4 EMS Capital Purchases					4
5		\$0	\$0	5 Fire Capital Purchases				\$10,502	5
6		\$0	\$0	6 Training Capital Purchases					6
7				7 GRANT AWARD EXPENDITURES					7
8			\$10,000	8 VFA Grant					8
9			\$127,909	9 AFG Grant					9
10				10					10
11				11					11
12				12					12
13				13					13
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27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32	\$0	\$6,914	\$137,909	32 TOTAL CAPITAL OUTLAY & GRANTS	\$0	\$0	\$0	\$10,502	32

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**Debt Services - Detailed**

	Historical Data			Requirement Description	Budget for Next Year: 2020-2021				
	Actual Second Preceding	First Preceding	Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental	
1				1 New Apparatus Finance Payment (12/26/20)	\$27,046	\$27,046	\$27,046	\$27,046	1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
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29									29
30									30
31									31
32	\$0	\$0	\$0	<b>32 TOTAL DEBT SERVICES REQUIREMENTS</b>	\$27,046	\$27,046	\$27,046	\$27,046	<b>32</b>



**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**Capital Reserve Fund**

	Historical Data			Summary of Resources and Requirements	Budget for Next Year: 2020-2021						
	Actual	First Preceding	Adopted Budget		Proposed By	Approved By	Adopted By	Adopted By	Resolution or Supplemental		
	Second Preceding	2018-2019	2019-2020 This Year							Budget Officer	Budget Committee
1				<b>RESOURCES</b>							
2			\$183,405	2 Cash on hand* (cash basis) or	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
3			\$3,726	3 Interest	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
4	\$20,190	\$0	\$25,000	4 Transferred IN, from other fund(s)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$55,000
5		\$0	\$45,000	5 Grant Funds	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$171,851
6			\$159,876	6 Other financing sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7			\$187,131	<b>TOTAL RESOURCES</b>	\$157,750	\$157,750	\$157,750	\$157,750	\$157,750	\$157,750	\$344,601
8				<b>REQUIREMENTS</b>							
9	\$3,411		\$0	9 Transferred OUT, Building/Grounds Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10	\$46,248		\$234,876	10 Apparatus Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11		\$13,949	\$0	11 AFG, Regional - Radio Grant Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12				12 Building Purchases	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
13											
14											
15											
16											
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20											
21											
22											
23											
24											
25											
26											
27											
28											
29	\$49,659		\$13,949	29 Total requirements, except future expenditures	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
30		\$166,543	\$134,250	30 RESERVED FOR FUTURE EXPENDITURE	\$142,750	\$142,750	\$142,750	\$142,750	\$142,750	\$142,750	\$329,601
31				<b>TOTAL REQUIREMENTS</b>	\$157,750	\$157,750	\$157,750	\$157,750	\$157,750	\$157,750	\$344,601
32	\$49,659	\$180,492	\$369,126								

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT**

**BOND FUND**

**Debt Service - Fire Station - Summary**

	Historical Data			Description of Resources and Requirements	Budget for Next Year: 2020-2021						
	Actual Second Preceding 2017-2018	First Preceding 2018-2019	Adopted Budget 2019-2020 This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
1				<b>RESOURCES</b>							
2	\$53,405	\$7,432	\$4,213	1 Cash on hand (cash basis) or	\$2,868	\$2,868	\$2,868	\$2,868	2		
3			\$2,500	2 Previously levied taxes estimated to be received	\$2,500	\$2,500	\$2,500	\$2,500	3		
4	\$714		\$600	3 Earnings from temporary investments (Interest)	\$600	\$600	\$600	\$600	4		
5				4 Transferred IN, from other fund(s)					5		
6				5					6		
7	\$54,119	\$7,432	\$7,313	6 Total resources, except taxes to be levied	\$5,968	\$5,968	\$5,968	\$5,968	7		
8			\$168,603	7 Taxes estimated to be received	\$183,985	\$183,985	\$183,985	\$183,985	8		
9	\$112,335	\$160,609		8 Taxes collected in year levied					9		
<b>10</b>	<b>\$166,454</b>	<b>\$168,041</b>	<b>\$175,916</b>	<b>TOTAL RESOURCES</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>10</b>		
11				<b>REQUIREMENTS</b>					11		
12				1 Bond Principal Payments					12		
13				2 Bonded Payment Date					13		
14	\$95,000	\$100,000	\$110,000	3 Total Principal	\$120,000	\$120,000	\$120,000	\$120,000	14		
15				4					15		
16				5					16		
17	\$95,000	\$100,000	\$110,000	6 Total Interest Payments	\$120,000	\$120,000	\$120,000	\$120,000	17		
18				7 Budgeted Payment Date					18		
19				8 Issue Date					19		
20	\$31,000	\$29,822	\$28,582	9 3/29/2007	\$27,218	\$27,218	\$27,218	\$27,218	20		
21	\$29,822	\$28,582	\$27,218	10 6/30/2021	\$25,730	\$25,730	\$25,730	\$25,730	21		
22				11					22		
23	\$60,822	\$58,404	\$55,800	12 Total Interest	\$52,948	\$52,948	\$52,948	\$52,948	23		
24				13 Unappropriated Balance for Following Year By					24		
25				14 Issue Date					25		
26				15 Budgeted Payment Date					26		
27				16					27		
28				17					28		
29		\$9,637		18 Ending Balance (Prior Years)					29		
30			\$10,116	19 Total Unappropriated Ending Fund Balance	\$17,005	\$17,005	\$17,005	\$17,005	30		
<b>31</b>	<b>\$155,822</b>	<b>\$168,041</b>	<b>\$175,916</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>\$189,953</b>	<b>31</b>		

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

## **Board Meeting Minutes (Virtual Style Meeting)**

**20 August 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 August 2020 at 06:30 pm online using "ZOOM" meeting platform.

### **Board Meeting Minutes**

- 1. Meeting Called to Order at:** 6:30 By Director Pahl.
  - 1.1. Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, David McDonald, John Hayes, Bill Burt, Kay Norberg, and Tina Wilson.
- 2. Review of Agenda:** There were no additions or changes to the agenda.
- 3. Approval of Board Meeting Minutes:**
  - 3.1.** Motion for 16 July 2020 Board Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
- 4. Financial Report:**
  - 4.1.** Director Green read the financials into the record. (See last month's Board Packet for details.) Director Wilson questioned why these were not presented at the check signing when Director Green and Wilson were there to have them reviewed. Director Pahl answered that Jefferson County had not responded with some information to allow them to be finalized. Director Meredith made a motion to accept the July 2020 financials as presented. Director Wilson seconded. Roll call vote: Unanimous vote passed motion.
  - 4.2.** Final update discussion on First Interstate Bank Mobile App for deposits. The Auditors had signed off on the written procedure provided to them and the Board, approving the new plan. The printed process had been updated to show no names so it is a general procedure that can be used into the future with no changes. It was discussed that it should be installed into the policy book under section 14.09. It was concluded everything is on track to be presented for a vote. Motion made by Director Green to make the new mobile banking operation as part of section 14.09 of the Board of Directors Policy Manual. Director Oakley seconded the motion. Roll call vote: Unanimous vote passed motion. Director Pahl thanked Director Green for bringing this to the Board to make things easier for everyone.
  - 4.3.** Discussion of why we were not having a Resolution and Supplemental Budget Hearing to transfer funds at this time. This was partly due to finalization of 2019/2020 financials audit not being completed as well as some of the AFG Grant monies needing to be finalized due to savings on some purchases. Chief Ward then stated he would like to use some of the money to paint the station and explained the current process he has going on to get the building painting estimates and prices of the supplies. There was discussion of color choices. Director Pahl brought up there will be more funds coming from COVID preparedness money and asked Chief to explain. Chief Ward stated he had some of this in his report and went on to explain there is roughly \$156,000.00 we will

receive from the CARES Act. Director Wilson made a suggestion of waiting to do the Supplemental Budget Hearing after all the financials are completed since the ambulance had sold online. It was decided to put this off until next month. There was more discussion of putting in for reimbursement for funds from the CARES act on a regular basis.

4.4. Board Members to sign checks in September on Thursday the 10<sup>th</sup> and Thursday the 24<sup>th</sup>. Director Green stated he will not be available for check signing on the 10<sup>th</sup>. Director Pahl & Wilson will sign on the 10<sup>th</sup>. Director Green and Director Oakley will sign on the 24<sup>th</sup>.

5. **Unfinished Business:**

5.1. Subject of posting the recorded minutes on website was reviewed and a verbal update from Chief Ward to the Board about what other departments and Districts were doing in Central Oregon. Discussion ensued, and Director Wilson asked Assistant Chief Hartley what information he found out from our web site manager. He explained what was stated it and the discussion continued. It was decided to not post them online at this time after the discussion ended. Assistant Chief Hartley is to report back his findings of the data from the website on how many views there are of the Board Meeting minutes in the next month.

5.2. A final copy of the two documents as part of a new Board Member interest packet was included in the Board packet for review. Discussion of where these documents will be available for public access. It was decided that it would be available on the website under the Board of Directors section and also in the lobby. It was determined there was no need for a vote. (See last month's Board Packet for copies.)

6. **New Business:**

6.1. Auditors update from Director Oakley was presented. She shared what the auditors had to say about our internal controls and procedures. The auditors were fine with what we are doing due to our size. She emphasized we do our due diligence and quoted Director Green of his statement of "Trust but verify" in regards to the financial information we are provided from our staff. Director Pahl also stated we should ask questions of the financials when we are reviewing them if we have any questions at that time.

6.2. Fire Chiefs annual review documentation was discussed and Director Pahl would like a better review document. He asked to have a committee for this. One was formed with Director Oakley and Director Meredith and they were tasked to come up with a new form utilizing various organizations forms to make one fit our needs of what our Chief's job description is. This also rolled into a discussion of how the interaction with Jefferson County building department has in relation to inspecting driveways and Chief being the go between of the resident and of the County to clarify expectations and what truly needs to be done. Chief Ward stated he has a power point document of what California uses for a Chief review form and he would send that out to the Directors.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Submitted by Chief Ward in Board packet. Chief amended his last item of working from home after returning from his vacation due to staffing concerns. He will be in the station wearing a mask and taking his temperature several times a day for 48 to 72 hours. Director Pahl asked if there were any objections to the Chiefs vacation. There were no comments or objections.

8. **Operations Report:** (See last month's Board Packet for the report.) Assistant Chief Hartley reviewed the information with no additions. Director Pahl reminded everyone about the student graduation on August 29<sup>th</sup> at 11:00 am.
9. **Correspondence and Recognitions:** There was a Thank you card received from Cindy and John Jensen. (See last month's Board Packet for the card.) Director Pahl read the card into the record. There was nothing in the suggestion box in the lobby. Director Pahl also stated that SDAO had sent out via email and US Mail of a computerized based District Directors Academy. Director Pahl added he would like to see some Board Members sign up for this. He also stated he would like to see some future workshops where we could have some team building exercises and other items. Director Oakley asked about flu shots and whether they would be available soon due to recommendations to get them sooner than later. Assistant Chief Hartley stated they had "Your Care" scheduled to come out October 8th for a public flu shot clinic. He also stated they had "Your Care" scheduled to come out October 5th for staff and Directors if they wanted one. Director Pahl announced Director Oakley had a Birthday the day before the meeting.
10. **Comments / Questions:** Director Oakley wanted to commend everyone for their work during the recent busy call volume with all the vehicle crashes, medical calls and fires. Director Green agreed and thanked everyone as well. Director Wilson also wanted to thank everyone and stated he had heard a Task Force had been called over from Lane County to assist when things were so busy. He then asked Chief Ward if he had announced the sale of the ambulance on the website. Chief Ward then stated there had been a little bit of bid war toward the end of the auction and the ambulance sold for \$13000.00. He then explained there is a new inter-county mutual aid agreement with several counties including Klamath and Lane in an effort to speed up the process to get help from others if needed. Director Meredith had nothing to add. Director Pahl brought up the BLM property treatment plan for the former wilderness study area and wanted everyone to know they will be making some impact on the area in the near future. Chief Ward stated he would attempt to send out a link to the map of everyone's review.
11. **Adjournment:** Meeting adjourned at 07:31 pm.

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

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of August 31, 2020

Cash Basis

AUG 31, 2020

## Assets

### Current Assets

#### Cash and Cash Equivalents

Bond Fund	10,797.18
Capital Reserve Fund	107,648.28
FIB - Checking	194,960.99
FIB - Payroll	1,576.50
General Fund	16,772.50
Local Option Levy Fund	287,767.24
PayPal	87.05
US Bank	10,458.89
<b>Total Cash and Cash Equivalents</b>	<b>630,068.63</b>

Total Current Assets 630,068.63

Total Assets 630,068.63

## Liabilities and Equity

### Liabilities

#### Current Liabilities

FIB - Credit Cards	592.68
Payroll Liabilities	382.70
<b>Total Current Liabilities</b>	<b>975.38</b>

Total Liabilities 975.38

### Equity

Current Year Earnings	629,093.25
<b>Total Equity</b>	<b>629,093.25</b>

Total Liabilities and Equity 630,068.63

\*NOTE: \$156,850.76 will show up on Sept. Financials,  
Jefferson Co. did not post until 9/1/20.



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**General Fund**  
**For the month ended 31 August 2020**  
**Cash Basis**

	August Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$434,009.42	\$345,000.00	\$89,009.42	25.7998%
Contractual Income	\$0.00	\$800.00	\$400.00	\$400.00	100.0%
Deschutes County: General Fund	\$0.13	\$45.08	\$52,612.00	-\$52,566.92	-99.9143%
Deschutes County: Local Option Levy	\$0.06	\$21.83	\$25,477.00	-\$25,455.17	-99.9143%
FireMed	\$1,080.00	\$2,340.00	\$13,680.00	-\$11,340.00	-82.8947%
Grant Funds	\$38,995.60	\$78,069.57	\$245,422.00	-\$167,352.43	-68.1897%
Interest	\$430.28	\$1,173.91	\$0.00	\$1,173.91	
Jefferson County: General Fund	\$0.00	\$0.00	\$577,381.00	-\$577,381.00	-100.0%
Jefferson County: Local Option Levy	\$0.00	\$0.00	\$279,596.00	-\$279,596.00	-100.0%
Prior Year Taxes	\$4,309.43	\$10,128.12	\$20,000.00	-\$9,871.88	-49.3594%
<b>Total Revenue</b>	<b>\$44,815.50</b>	<b>\$526,587.93</b>	<b>\$1,559,568.00</b>	<b>-\$1,032,980.07</b>	<b>-66.2%</b>
<b>Gross Profit</b>	<b>\$44,815.50</b>	<b>\$526,587.93</b>	<b>\$1,559,568.00</b>	<b>-\$1,032,980.07</b>	<b>-66.235%</b>
<b>Operating Expenses</b>					
General Fund, Transfer Out	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
<b>Capital Outlay &amp; Grant Awards</b>					
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$22,243.00	-\$22,243.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,243.00</b>	<b>-\$22,243.00</b>	<b>-100.0%</b>
<b>Materials &amp; Services</b>					
Materials & Services:Administration	\$200.68	\$2,680.78	\$14,608.00	-\$11,927.22	-81.6485%
Materials & Services:Building & Maint.	\$648.60	\$3,534.33	\$15,000.00	-\$11,465.67	-76.4378%
Materials & Services:Department Services	\$261.00	\$504.11	\$3,000.00	-\$2,495.89	-83.1963%
Materials & Services:Dispatch Services	\$508.12	\$508.12	\$69,619.00	-\$69,110.88	-99.2701%
Materials & Services:EMS Operations	\$2,479.39	\$3,876.94	\$29,866.00	-\$25,989.06	-87.0189%
Materials & Services:Fire Suppression	\$326.27	\$754.82	\$28,080.00	-\$27,325.18	-97.3119%
Materials & Services:Fuel	\$1,137.14	\$1,778.02	\$12,000.00	-\$10,221.98	-85.1832%
Materials & Services:Insurance	\$0.00	\$0.00	\$30,000.00	-\$30,000.00	-100.0%
Materials & Services:Prevention	\$0.00	\$0.00	\$1,000.00	-\$1,000.00	-100.0%
Materials & Services:Professional Services	\$406.65	\$2,995.66	\$25,616.00	-\$22,620.34	-88.3055%
Materials & Services:Radios/Communications	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%
Materials & Services:Rope Rescue Operations	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$85.00	\$697.00	\$9,422.00	-\$8,725.00	-92.6024%
Materials & Services:Training	\$309.03	\$525.01	\$15,227.00	-\$14,701.99	-96.5521%
Materials & Services:Travel	\$0.00	\$0.00	\$10,488.00	-\$10,488.00	-100.0%
Materials & Services:Tuition Reimbursement	\$0.00	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Materials & Services:Uniforms	\$0.00	\$113.40	\$5,713.00	-\$5,599.60	-98.0151%
Materials & Services:Utilities	\$1,031.55	\$2,124.25	\$22,500.00	-\$20,375.75	-90.5589%
Materials & Services:Vehicle/Equipment Maint.	\$603.13	\$615.01	\$30,000.00	-\$29,384.99	-97.95%
Materials & Services:Volunteer Incentives	\$0.00	\$1,620.00	\$20,800.00	-\$19,180.00	-92.2115%
Materials & Services:Wellness Program	\$0.00	\$909.00	\$10,000.00	-\$9,091.00	-90.91%
<b>Total Materials &amp; Services</b>	<b>\$7,996.56</b>	<b>\$23,236.45</b>	<b>\$388,939.00</b>	<b>-\$365,702.55</b>	<b>-94.0%</b>

<b>Personnel Services</b>					
Personnel Services:Admin Asst: O/T	\$0.00	\$25.61	\$1,280.00	-\$1,254.39	-97.9992%
Personnel Services:Admin Asst: Reg Wage	\$3,721.27	\$7,156.58	\$37,554.00	-\$30,397.42	-80.9432%
Personnel Services:Assistant Fire Chief:Salary	\$4,866.76	\$9,617.64	\$61,770.00	-\$52,152.36	-84.4299%
Personnel Services:Employee Benefits	\$12,706.18	\$25,302.36	\$183,359.00	-\$158,056.64	-86.2006%
Personnel Services:Fire Chief	\$6,695.00	\$13,390.00	\$84,975.00	-\$71,585.00	-84.2424%
Personnel Services:Part-Time Employees	\$6,547.50	\$12,103.25	\$23,520.00	-\$11,416.75	-48.5406%
Personnel Services:Payroll Taxes	\$3,219.06	\$6,888.25	\$42,581.00	-\$35,692.75	-83.8232%
Personnel Services:PERS	\$9,104.94	\$20,314.76	\$122,140.00	-\$101,825.24	-83.3676%
Personnel Services:Shift Personnel: Reg Wage	\$14,710.50	\$29,173.55	\$181,300.00	-\$152,126.45	-83.9087%
Personnel Services:Shift Personnel:Overtime	\$1,436.08	\$6,974.81	\$44,571.00	-\$37,596.19	-84.3512%
Personnel Services:Student Volunteer Stipends	\$0.00	\$540.00	\$7,290.00	-\$6,750.00	-92.5926%
Personnel Services:Volunteer Shift Stipends	\$2,400.00	\$5,900.00	\$50,000.00	-\$44,100.00	-88.2%
Personnel Services:Workers Comp. & Grp Accd.	\$0.00	\$12,167.64	\$16,000.00	-\$3,832.36	-23.9523%
<b>Total Personnel Services</b>	<b>\$65,407.29</b>	<b>\$149,554.45</b>	<b>\$856,340.00</b>	<b>-\$706,785.55</b>	<b>-82.5%</b>
<b>Total Operating Expenses</b>	<b>\$73,403.85</b>	<b>\$172,790.90</b>	<b>\$1,292,522.00</b>	<b>-\$1,119,731.10</b>	<b>-86.6315%</b>
<b>Operating Income / (Loss)</b>	<b>-\$28,588.35</b>	<b>\$353,797.03</b>	<b>\$267,046.00</b>	<b>\$86,751.03</b>	<b>32.4854%</b>
<b>Other Income and Expense</b>					
Debt Service:Apparatus Payment	\$0.00	\$0.00	-\$27,046.00	\$27,046.00	100.0%
<b>Total Other Income and Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$27,046.00</b>	<b>\$27,046.00</b>	<b>100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>-\$28,588.35</b>	<b>\$353,797.03</b>	<b>\$240,000.00</b>	<b>\$113,797.03</b>	<b>47.4154%</b>
<b>Net Income</b>	<b>-\$28,588.35</b>	<b>\$353,797.03</b>	<b>\$240,000.00</b>	<b>\$113,797.03</b>	<b>47.4154%</b>
<b>Total Comprehensive Income</b>	<b>-\$28,588.35</b>	<b>\$353,797.03</b>	<b>\$240,000.00</b>	<b>\$113,797.03</b>	<b>47.4154%</b>





**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Capital Reserve Fund**  
**For the month ended 31 August 2020**  
**Cash Basis**

	August Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Grant Funds	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%
<b>Jefferson County: Capital Reserve Fund</b>					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$94,858.04	\$115,000.00	-\$20,141.96	-17.5147%
Jefferson County: Capital Reserve Fund:Interest	\$114.09	\$291.46	\$2,750.00	-\$2,458.54	-89.4015%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
<b>Total Jefferson County: Capital Reserve Fund</b>	<b>\$114.09</b>	<b>\$95,149.50</b>	<b>\$142,750.00</b>	<b>-\$47,600.50</b>	<b>-33.3%</b>
<b>Total Revenue</b>	<b>\$114.09</b>	<b>\$95,149.50</b>	<b>\$157,750.00</b>	<b>-\$62,600.50</b>	<b>-39.6834%</b>
<b>Gross Profit</b>	<b>\$114.09</b>	<b>\$95,149.50</b>	<b>\$157,750.00</b>	<b>-\$62,600.50</b>	<b>-39.6834%</b>
<b>Operating Expenses</b>					
<b>Capital Outlay &amp; Grant Awards</b>					
Capital Outlay & Grant Awards:Training Purchases	\$1,452.50	-\$12,498.78	\$15,000.00	-\$27,498.78	-183.3252%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$1,452.50</b>	<b>-\$12,498.78</b>	<b>\$15,000.00</b>	<b>-\$27,498.78</b>	<b>-183.3%</b>
<b>Total Operating Expenses</b>	<b>\$1,452.50</b>	<b>-\$12,498.78</b>	<b>\$15,000.00</b>	<b>-\$27,498.78</b>	<b>-183.3252%</b>
<b>Net Income / (Loss) before Tax</b>	<b>-\$1,338.41</b>	<b>\$107,648.28</b>	<b>\$142,750.00</b>	<b>-\$35,101.72</b>	<b>-24.5896%</b>
<b>Net Income</b>	<b>-\$1,338.41</b>	<b>\$107,648.28</b>	<b>\$142,750.00</b>	<b>-\$35,101.72</b>	<b>-24.5896%</b>
<b>Total Comprehensive Income</b>	<b>-\$1,338.41</b>	<b>\$107,648.28</b>	<b>\$142,750.00</b>	<b>-\$35,101.72</b>	<b>-24.5896%</b>



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Bond Fund**  
**For the month ended 31 August 2020**  
**Cash Basis**

	August Actual	YTD Actual	Budget	Var USD	Var %
<b>Revenue</b>					
Deschutes County: Bond Fund	\$47.82	\$112.43	\$0.00	\$112.43	
Jefferson County: Bond Fund	\$715.53	\$10,684.75	\$189,953.00	-\$179,268.25	-94.3751%
<b>Total Revenue</b>	<b>\$763.35</b>	<b>\$10,797.18</b>	<b>\$189,953.00</b>	<b>-\$179,155.82</b>	<b>-94.3%</b>
<hr/>					
<b>Gross Profit</b>	<b>\$763.35</b>	<b>\$10,797.18</b>	<b>\$189,953.00</b>	<b>-\$179,155.82</b>	<b>-94.3159%</b>
<hr/>					
<b>Operating Expenses</b>					
<b>Debt Service</b>					
Debt Service: Bond Payment	\$0.00	\$0.00	\$172,948.00	-\$172,948.00	-100.0%
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$172,948.00</b>	<b>-\$172,948.00</b>	<b>-100.0%</b>
<hr/>					
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$172,948.00</b>	<b>-\$172,948.00</b>	<b>-100.0%</b>
<hr/>					
<b>Net Income / (Loss) before Tax</b>	<b>\$763.35</b>	<b>\$10,797.18</b>	<b>\$17,005.00</b>	<b>-\$6,207.82</b>	<b>-36.5059%</b>
<hr/>					
<b>Net Income</b>	<b>\$763.35</b>	<b>\$10,797.18</b>	<b>\$17,005.00</b>	<b>-\$6,207.82</b>	<b>-36.5059%</b>
<hr/>					
<b>Total Comprehensive Income</b>	<b>\$763.35</b>	<b>\$10,797.18</b>	<b>\$17,005.00</b>	<b>-\$6,207.82</b>	<b>-36.5059%</b>

# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period August 1, 2020 to August 31, 2020

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Aflac</b>					
Aug 17, 2020	EFT	Premiums from Staff	599.88	Paid	Payroll Liabilities
<b>Total Aflac</b>			<b>599.88</b>		
<b>Alysha Delorto</b>					
Aug 6, 2020	Reimbursement	Reimbursement for Station Kitchen/Janitorial supplies	109.71	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Alysha Delorto</b>			<b>109.71</b>		
<b>Amazon</b>					
Aug 12, 2020	XXXX 4382	Hand Soap for the Station	18.98	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 31, 2020	XXXX 4382	Monthly fee for Prime membership	12.99	Approved	Materials & Services:Administration:Memberships
Aug 31, 2020	XXXX 4382	Paper Towels and Toilet Paper for Station	75.71	Approved	Materials & Services:Building & Maintenance:Supplies
<b>Total Amazon</b>			<b>107.68</b>		
<b>BendTel</b>					
Aug 17, 2020	0406672	Telephone charges, outbound long distances, recurring service charges, taxes, surcharges and fees	481.13	Paid	Materials & Services:Utilities:Telecommunications
<b>Total BendTel</b>			<b>481.13</b>		
<b>BoundTree Medical, LLC</b>					
Aug 1, 2020	83706378	Gloves, High Five Blaze (Med.)	124.80	Paid	Materials & Services:EMS Operations:Supplies
Aug 1, 2020	83706378	Gloves, High Five Blaze (Large)	124.80	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83707806	O2 Max Bitrac ED Mask with Neb, Adult Med, w/3-set Valve	176.60	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83711058	C2 Morphine 10 mg 1 ml	76.06	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83711058	C2 Fentanyl .05mg/ml 2 ml	38.37	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83711058	Shipping	11.95	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83716920	Disposable Gowns	157.50	Paid	Materials & Services:EMS Operations:Supplies
Aug 3, 2020	83716919	Disposable Gowns	157.50	Paid	Materials & Services:EMS Operations:Supplies
Aug 17, 2020	83727135	Extrication Collar, Stifneck Select, Adultd-Adjustable	107.60	Paid	Materials & Services:EMS Operations:Supplies
Aug 24, 2020	83740759	Blood Glucose Test Strips	25.00	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 24, 2020	83740759	Intravenous Administration Set 2 Unltrasite Needle-free Valves	106.00	Paid	Materials & Services:EMS Operations:Supplies
Aug 24, 2020	83740759	IV Solution, Sodium Chloride 14/cs	142.24	Paid	Materials & Services:EMS Operations:Supplies
Aug 24, 2020	83740759	IV Start Kit	108.00	Paid	Materials & Services:EMS Operations:Supplies
Aug 24, 2020	83740759	Bandage, Cohesive, COFLEX, Green	3.81	Paid	Materials & Services:EMS Operations:Supplies
Aug 24, 2020	83740759	Electrodes, Blue Sensor SP, Medium Size	38.97	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>1,399.20</b>		

**Carson Oil Company, Inc.**

Aug 3, 2020	IN-494473	BioDiesel B5-D for Generator	366.39	Paid	Materials & Services:Fuel
Aug 3, 2020	CP-00266050	Fuel for all apparatus	204.71	Paid	Materials & Services:Fuel
Aug 17, 2020	CP-00269155	Fuel for all appratus	566.04	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,137.14</b>		

**Crooked River Ranch Water Company**

Aug 1, 2020	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Aug 1, 2020	94	Water	94.83	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>129.42</b>		

**Crooked River Sanitary**

Aug 10, 2020		Sanitation Services for July	83.02	Paid	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>83.02</b>		

**Deschutes County 911 Service District**

Aug 10, 2020	1832	911 Police-Fire RMS User Fees for July 2020	254.06	Paid	Materials & Services:Dispatch Services
Aug 24, 2020	1874	911- Police/Fire RMS User Fees for August 2020	254.06	Paid	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>			<b>508.12</b>		

**Digital Employment/Streamline**

Aug 20, 2020		Mo. fee for website	100.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Digital Employment/Streamline</b>			<b>100.00</b>		

**Freightliner Northwest**

Aug 19, 2020	XXXX 4382	Bracket Hood Latch for old white ambulance / 517256	6.71	Paid	Materials & Services:Vehicle/Equipment Maintenance:517256
Aug 19, 2020	XXXX 4382	Tax	0.03	Paid	Materials & Services:Vehicle/Equipment Maintenance:517256
<b>Total Freightliner Northwest</b>			<b>6.74</b>		

**Hagemeister Enterprises, Inc.**

Aug 17, 2020	3098R	Repair of Pump Motor only on 543	135.50	Paid	Materials & Services:Vehicle
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Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
					Equipment/Maintenance:5 19658
<b>Total Hagemeister Enterprises, Inc.</b>			<b>135.50</b>		
<b>Home Depot</b>					
Aug 10, 2020	XXXX 4382	U-bolts and hardware for attaching decking	4.10	Paid	Materials & Services:Training
<b>Total Home Depot</b>			<b>4.10</b>		
<b>HRA VEBA Trust</b>					
Aug 17, 2020	ACH	Contributions for staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>1,500.00</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Aug 5, 2020	Union Dues - ACH	Union Dues from: Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Aug 5, 2020	PAC for Union - ACH	PAC donations to Union from Staff	20.00	Paid	Payroll Liabilities
Aug 25, 2020	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Aug 25, 2020	PAC - ACH	Contributions from Staff to PAC	20.00	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>244.00</b>		
<b>L.N. Curtis &amp; Sons</b>					
Aug 1, 2020	PO-0197/ 407501	End of the Road Micro Clamp	2.09	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
<b>Total L.N. Curtis &amp; Sons</b>			<b>2.09</b>		
<b>Lowe's</b>					
Aug 11, 2020	XXXX 4382	Nails for use on new training facility	19.98	Paid	Materials & Services:Training
<b>Total Lowe's</b>			<b>19.98</b>		
<b>Nationwide Retirement Solutions</b>					
Aug 5, 2020	Deferred Comp - EFT	Deferred compensation contributions from Staff	230.00	Paid	Payroll Liabilities
Aug 25, 2020	Deferred Comp - EFT	Deferred Comp from staff	230.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>460.00</b>		
<b>Negus Landfill</b>					
Aug 6, 2020	XXXX 4382	Disposal of wood waste/appliances at dump	20.00	Paid	Materials & Services:Building & Maintenance
<b>Total Negus Landfill</b>			<b>20.00</b>		
<b>Norco</b>					
Aug 19, 2020	29997261	D- Medical Oxygen USP	52.86	Paid	Materials & Services:EMS Operations:Supplies
Aug 19, 2020	29997261	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>77.86</b>		
<b>Oregon PERS</b>					
Aug 10, 2020	PERS - EFT	Employer contributions	3,669.09	Paid	Personnel Services:PERS

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 10, 2020	PERS - EFT	Employee contributions, paid by Employer	997.03	Paid	Personnel Services:PERS
Aug 25, 2020	PERS - EFT	Employer Contribution	3,380.97	Approved	Personnel Services:PERS
Aug 25, 2020	PERS - EFT	Employee Contribution, paid by Employer	918.74	Approved	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>8,965.83</b>		
<b>Pacific Power</b>					
Aug 3, 2020	24712171-001 3	Basic Charges, Load size Charge, Demand Charges and Kilowatt use	337.98	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>337.98</b>		
<b>Quill Corporation</b>					
Aug 1, 2020	8865534	Envelopes, Rubber Bands, Avery Business Card sheets	86.40	Paid	Materials & Services:Administration:Supplies
<b>Total Quill Corporation</b>			<b>86.40</b>		
<b>SeaWestern Fire Fighting Equipment</b>					
Aug 1, 2020	PO-206/ INV 6972	ProTech 8 Titan structure gloves - 2 L, 1 M	246.00	Paid	Materials & Services:Fire Suppression:PPE
Aug 1, 2020	PO-206/ INV 6972	Shipping	14.20	Paid	Materials & Services:Fire Suppression:PPE
<b>Total SeaWestern Fire Fighting Equipment</b>			<b>260.20</b>		
<b>Solutions Yes</b>					
Aug 24, 2020	INV246698	Black/White Copies	5.88	Paid	Materials & Services:Administration:Copier Expenses
Aug 24, 2020	INV246698	Color Copies	46.75	Paid	Materials & Services:Administration:Copier Expenses
<b>Total Solutions Yes</b>			<b>52.63</b>		
<b>Special Districts Insurance Services</b>					
Aug 5, 2020	03-0052514	Premium for Staff Health Benefits for September	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Aug 5, 2020	03-0052514	Premium for Staff Dental Benefits for September	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Aug 5, 2020	03-0052514	Premium for Staff Long-Term Disability Benefits for September	138.06	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
<b>Total Special Districts Insurance Services</b>			<b>10,956.18</b>		
<b>Stamps.com</b>					
Aug 17, 2020	XXXX 4382	Annual Fee for membership	17.99	Paid	Materials & Services:Administration:Memberships
<b>Total Stamps.com</b>			<b>17.99</b>		
<b>Terrebonne Hardware</b>					
Aug 4, 2020		Spray paint purchased to use with stencil on curbs in parking lot	23.96	Paid	Materials & Services:Building & Maintenance:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 13, 2020	HD 133648470	Lightbulb for tail light that went out	3.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848
Aug 16, 2020		Hardware/nails for training building	14.95	Paid	Materials & Services:Training
Aug 16, 2020	HD 133648697	Restock Zip-Ties that we are out of.	27.98	Paid	Materials & Services:Building & Maintenance:Supplies
Aug 17, 2020		Zip-ties for building supplies (two different sizes)	27.98	Voided	Materials & Services:Building & Maintenance:Supplies
Aug 17, 2020		Light bulb for tailgate on 591	3.99	Voided	Materials & Services:Vehicle/Equipment Maintenance:511848
<b>Total Terrebonne Hardware</b>			<b>102.85</b>		
<b>The Fire Store</b>					
Aug 31, 2020	PO-0209/XXXX 4382	Steck BigEasy Public Safety Lockout Tool Kit, High Visibility Blue	93.98	Approved	Materials & Services:Fire Suppression:Supplies/Equipment
Aug 31, 2020	PO-0209/XXXX 4382	Shipping	9.99	Approved	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total The Fire Store</b>			<b>103.97</b>		
<b>UPS</b>					
Aug 3, 2020	Y121Y8310 / XXXX 4382	Shipping charges	11.51	Paid	Materials & Services:Administration:Postage & Shipping
Aug 17, 2020	0000Y121Y8330	Shipping charges to Kirkland, WA	26.35	Paid	Materials & Services:Administration:Postage & Shipping
<b>Total UPS</b>			<b>37.86</b>		
<b>US Bank Equipment Finance</b>					
Aug 16, 2020	420929960	Contract payment	139.99	Paid	Materials & Services:Administration:Copier Expenses
Aug 16, 2020	420929960	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>164.39</b>		
<b>Walmart</b>					
Aug 16, 2020	XXXX 4382	Water and Gatorade for Fire Rehab	121.74	Paid	Materials & Services:Department Services:Rehab Supplies
Aug 26, 2020	XXXX 4382	Cups/Plates for Student Academy Graduation	13.20	Paid	Materials & Services:Department Services:Events
<b>Total Walmart</b>			<b>134.94</b>		
<b>Webrestaurant</b>					
Aug 27, 2020	XXXX 4382	Popcorn for events	66.06	Paid	Materials & Services:Department Services:Events
<b>Total Webrestaurant</b>			<b>66.06</b>		
<b>Witmer Public Safety Group</b>					
Aug 10, 2020	PO-0207/ E1984721	Helmet Shield - Marsh	54.99	Paid	Materials & Services:Fire Suppression:PPE

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 10, 2020	PO-0207/ E1984721	Shipping	8.99	Paid	Materials & Services:Fire Suppression:PPE
<b>Total Witmer Public Safety Group</b>			<b>63.98</b>		
<b>Wright Ford, Inc.</b>					
Aug 17, 2020	592/518953	Maintenance on 592 - A/C Inspection performed. Found sign of Freon Leak at compressor seal. May have intermittent/slight leak at compressor. Multi-point inspection done, Battery ok, Brakes ok, Tires ok. Labor costs	157.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Aug 17, 2020	592/518953	Parts	57.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Aug 17, 2020	592/518953	Tax	0.73	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
<b>Total Wright Ford, Inc.</b>			<b>215.23</b>		
<b>Xero</b>					
Aug 19, 2020	XXXX 4382	Mo. Subscription for Accounting platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
<b>Total Xero</b>			<b>22.50</b>		
<b>Your Care, LLC</b>					
Aug 17, 2020	8012	Hep B shot for Greg Haner	85.00	Paid	Materials & Services:SAFER Grant Expenditures
<b>Total Your Care, LLC</b>			<b>85.00</b>		
<b>Zoll Medical</b>					
Aug 17, 2020	PO-0204 / 3116867	Adult Defib CPR Pads	337.50	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Zoll Medical</b>			<b>337.50</b>		
<b>Total</b>			<b>29,137.06</b>		





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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: a supplemental budget **RESOLUTION:** **2020-08**  
for an occurrence that was not  
ascertained at the time of original  
preparation)

WHEREAS, on June 18, 2020 the Board of Directors adopted Resolution 2020-07 adopting the budget and making appropriations for fiscal year 2020-2021; and

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

WHEREAS, after the adoption of the budget the District has received unexpected Coronavirus Relief Funds from the State of Oregon, as well as additional funds to be utilized from the Assistance to Fire Fighters grant to purchase a LUCAS Chest Compression CPR Device, utilize available cash on hand for building maintenance and Capital Reserve transfer, and receiving revenue and appropriating expenditures from a State of Oregon Conflagration.

WHEREAS, per ORS 294.473(1)(b) the District published notice of the proposed supplemental budget public hearing in the Bend Bulletin on September 10, 2020 being not less than 5 days prior to the regular Board meeting in which the supplemental budget was to be considered; and

WHEREAS, the Board of Directors conducted a public hearing at its September 17, 2020 meeting to obtain public comment on the proposed supplemental budget; now, therefore

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

The supplemental budget for fiscal year 2020-2021 is hereby adopted, and the amounts appropriated by the Board of Directors under Resolution 2020-08 for the General Fund are hereby amended as follows:

**(1.01) GOVERNANCE BY POLICIES**

The primary duty and function of the Board of Directors is to establish policies for the governance of the District. It is the policy of the Board to delegate to the Fire Chief the responsibility for the day to day administration of the District, in a manner consistent with the policies and directions of the Board.

**1. COMPLIANCE WITH LAW:**

Policies shall comply with all applicable federal, state, local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, federal law or regulation, such policy shall be deemed void without further Board action. It shall be the responsibility of all District personnel to bring such conflict to the Board's attention immediately upon discovery.

**2. COMPLIANCE WITH POLICIES:**

All District personnel shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for disciplinary action, up to and including termination.

**3. POLICIES DO NOT CREATE RIGHTS:**

Policies of the District shall not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any modification or deviation from a District policy shall not in itself render any District action invalid, void or voidable, nor shall such modification or deviation constitute evidence of negligence. The Board may deviate from or modify policy, when to do so, serves the public interest or would avoid hardship, as the Board may in its sole discretion determine.

**4. COLLECTIVE BARGAINING AGREEMENT:**

The District operates within a collective bargaining agreement as relates to the recognized labor organization. To the extent that any policy in this manual conflicts with the collective bargaining agreement, the collective bargaining agreement shall prevail. If the collective bargaining agreement is silent on a topic addressed in a policy, the policy will apply to the represented employees.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** GOVERNANCE BY POLICIES

**POLICY NUMBER:** 1.01

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**ADOPTIONS, AMENDMENTS, REPEALS OF REGULATIONS,  
RESOLUTIONS, POLICIES AND ORDINANCES (1.02)**

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**(1.02) ADOPTIONS, AMENDMENTS, REPEALS OF REGULATIONS, RESOLUTIONS,  
POLICIES AND ORDINANCES:**

1. The Board shall base its regulations, resolutions, policies and ordinances on the best available information and input from affected parties. Whenever the Board enacts, amends, or repeals any ordinance, it shall do so in accordance with ORS 198.510 to 198.600. A motion and a vote on the proposed regulation, policy, resolution or ordinance, adoption, repeal, or amendment at the same board meeting may occur if there is no need for further deliberation.
2. Adoption, amendment, or repeal of Board regulations, resolutions policies, and ordinances requires a majority vote of the Board of Directors, acting upon a motion put before the Board. In the event that an emergency is deemed to exist by at least four of the District Board members, and said emergency is recorded in the official minutes, a guideline or policy can be suspended or amended in the course of a single meeting. An emergency is defined as an unforeseen circumstance or circumstances requiring immediate action so as to promote the public good.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** ADOPTIONS, AMENDMENTS, REPEALS OF REGULATIONS, RESOLUTIONS, POLICIES AND ORDINANCES

**POLICY NUMBER:** 1.02

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



# **MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS**

**(1.03)**

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## **(1.03) MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS:**

### **1. COMPILATION OF POLICY MANUALS:**

The Fire Chief shall compile all of the policies and procedures adopted by the Board into a District Policy and Procedure manual. The Fire Chief shall facilitate an annual review of all of the policies and procedures.

### **2. DISTRIBUTION OF POLICY MANUALS:**

One updated Policy and Procedure Manual with original signatures shall be kept in the main office of the District station, and the electronic version will be available to all District members on our web-site. The following persons shall maintain an updated Manual:

- A. All Board Members
- B. Fire Chief
- C. District's Attorney
- D. Other person as designated by the Fire Chief or the Board

### **3. DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC:**

The Policy and Procedures Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's main business office, during regular business hours.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** MAINTENANCE AND DISTRIBUTION OF  
POLICY MANUALS

**POLICY NUMBER:** 1.03

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**BOARD POLICY- MEMBERSHIP OF THE BOARD OF DIRECTORS**

**(2.01)**

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**(2.01) MEMBERSHIP OF THE BOARD OF DIRECTORS**

**1. BOARD OFFICER ELECTION, POSITIONS AND TERMS**

- A. The Board of Directors of the District shall consist of five (5) members serving four (4) year staggered terms.
- B. The District's Principle Act (ORS Chapter 478) provides for each Board member to be identified by a position number. Position numbers shall be transferred to the successors of each Board member.
- C. All Board members shall serve at large.
- D. Board officers are elected at the June Board Meeting for a one year term to commence July 1 and terminate June 30.
- E. Board Officers will serve not more than two consecutive years in any one position. After not holding office in a previously held position for a one year term, Board Member may serve again in that position and is restricted to the two consecutive term limitation.

**2. ELECTION OF BOARD MEMBERS**

The election of Board members shall be conducted as provided by ORS Chapter 478 and Chapter 255.

**3. QUALIFICATIONS**

- A. A person who is an elector or property owner in the District is eligible to serve as a Board member. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.
- B. After three (3) consecutive, unexcused absences, the board may vote to request that board member resign from the board.
- C. Any Volunteer, paid Firefighter, and other paid District Personnel shall be excluded from serving on the Board of Directors. Refer to Ordinance No. 5, dated June 16<sup>th</sup>, 2005 for further detail.



CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: MEMBERSHIP OF THE BOARD OF DIRECTORS**

**POLICY NUMBER:** 2.01

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS (2.02)**

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**(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. QUALIFICATIONS**

- A. A person who is an elector or property owner in the District is eligible to serve as a Board member. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.
- B. After three (3) consecutive, unexcused absences, the board may vote to request that board member resign from the board.
- C. Any Volunteer, paid Firefighter, and other paid District Personnel shall be excluded from serving on the Board of Directors. Refer to Ordinance No. 5, dated June 16<sup>th</sup>, 2005 for further detail.

**BOARD POLICY- POWERS OF THE DISTRICT BOARD OF DIRECTORS**

**(2.02)**

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**5. 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.

**6. 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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: POWERS OF THE DISTRICT BOARD OF DIRECTORS**

**POLICY NUMBER:** 2.02

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(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 1<sup>st</sup> 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.

- 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 receive and discuss advice from our legal counsel, 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, HIPA regulations, department roster, and civil service commission members.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: BOARD MEMBER ORIENTATION**

**POLICY NUMBER:** 2.03

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**BOARD POLICY- BOARD MEMBER COMPENSATION AND REIMBURSEMENT (2.04)**

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**(2.04) BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

**1. GUIDELINES**

A. Pursuant to ORS 198.190, Board members may receive an amount not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall be set by majority vote of the Board.

B. The following general guidelines apply to the reimbursement of Board member travel expenses incurred by Board members in the performance of official duties:

**i. Transportation**

The actual and reasonable cost of transportation, taxi fares, parking and similar items incidental and necessary to the performance of official business while on travel status will be paid. Parking, gas, and other related expenses must be documented by receipt.

- a. District Vehicles – Whenever possible, Board members will use a District vehicle for authorized District travel.
- b. Private Vehicles – If a Board member’s personal vehicle is used, the District will reimburse the Board member at the current IRS mileage rate for the actual mileage required for the trip.
- c. Public Couriers – All arrangements for authorized Board member travel using public couriers shall be made by the District Administrative Staff or a designated Board member.

**ii. Lodging**

Hotel and motel accommodations should be appropriate to the purpose of the trip, and arranged in advance by the District Administrative Staff, or designated Board member, and paid for with the District credit card. Expenses for lodging not paid in advance must be supported by actual receipts and will be reimbursed at the per diem rate from the GSA.gov website and shall also be preapproved by the Board. Reimbursement for lodging is generally limited to the actual and reasonable expense of a single room.



**BOARD POLICY- BOARD MEMBER COMPENSATION AND REIMBURSEMENT (2.04)**

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**2. REIMBURSEMENT DOCUMENTATION**

**A. Documentation**

To obtain reimbursement for reimbursable expenses, Board members must submit completed documentation in the form of receipts for all such expenses to the District Administrative Staff within ten days of completing the travel.

**B. Affidavit**

In the event that it is not possible for a Board member to obtain the required receipts or in the event of the loss or the destruction of such receipts, the Board member submits an affidavit attesting to the amount of the expenses. The determination of the sufficiency of such an affidavit shall be at the discretion of the entire Board of Directors.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

**POLICY NUMBER:** 2.04

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**BOARD POLICY- BOARD MEMBERS MEETING WITH DISTRICT PERSONNEL (2.05)**

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**(2.05) BOARD MEMBERS MEETING WITH DISTRICT PERSONNEL**

A Board member meeting with District personnel in a Board Member capacity must have a second Board member present. The second Board member should be rotated amongst current Board members. It is incumbent on those Board members meeting with Fire District personnel to keep the balance of the Board informed of the meeting, its purpose and content, by email or phone. This policy will not apply to business meetings approved by the Board such as signing checks. The Board may approve one on one meetings on a case by case basis.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: BOARD MEMBERS MEETING WITH DISTRICT PERSONNEL**

**POLICY NUMBER:** 2.05

ADOPTED: 17 SEPTEMBER 2020

REVISED: 09 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



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

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**(3.01) BOARD OF DIRECTORS DUTIES**

It is the policy of the Board to exercise those powers granted to it by ORS 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 Fire 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 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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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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** DUTIES OF THE BOARD

**POLICY NUMBER:** 3.01

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



## **RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)**

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### **(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 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.



## **RESPONSIBILITIES OF THE OFFICERS OF THE BOARD (3.02)**

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### **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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** RESPONSABILITIES OF THE OFFICERS OF THE BOARD

**POLICY NUMBER:** 3.02

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

---

Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(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.
2. 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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** DISTRIBUTION OF MATERIALS

**POLICY NUMBER:** 4.01

ADOPTED: 20 AUGUST 2020

REVISED: 20 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(4.02) MEETING AGENDA**

1. The Clerk of the Board shall draft the agenda after conferring with the Chief, the President and one other Member of the Board. This other Board member will be on a rotation basis. The following general order shall be observed:
  - A. Call to Order
    - i. Flag Salute
    - ii. Roll Call of Members Present
  - B. Approval of Board Minutes
  - C. Approval of Financial Reports
  - D. Comments from the Public pertaining to Agenda Items
  - E. Unfinished Business
  - F. New Business
  - G. Chiefs Report
  - H. Department Operations Report
  - I. Correspondence
  - J. Comments/Questions
    - i. Public current meeting subject's or input for next month's meeting topics
    - ii. Chief, Staff, and/or Volunteers
    - iii. Board of Directors
  - K. Adjournment

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** MEETING AGENDA

**POLICY NUMBER:** \_\_\_\_\_ 4.02

ADOPTED: 20 AUGUST 2020

REVISED: 20 JULY 2020

SUPERCEDES: 18 MAY 2007

\_\_\_\_\_  
Board President (Sign & Print) Date

\_\_\_\_\_  
Board Secretary (Sign & Print) Date

\_\_\_\_\_  
District Office Administrator (Sign & Print) Date



**BOARD POLICY – MEETINGS****(4.03)**

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**(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 192.610 192.710, 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 TELEPHONE**

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.

**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(H), 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.



CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** MEETINGS

**POLICY NUMBER:** 4.03

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

---

Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(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 VicePresident 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. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, 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 may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** MANAGEMENT OF MEETINGS

**POLICY NUMBER:** 4.04

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



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

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### **(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. PURPOSES**

##### **1. Executive sessions shall be held **only** for the following purposes:**

###### **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)**

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7. 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 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.

8. 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 4.05.A.

**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 nondisclosure 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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** EXECUTIVE SESSIONS (ORS 192.660)

**POLICY NUMBER:** 4.05

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

---

District Office Administrator (Sign & Print) Date



**(4.06) MINUTES OF MEETINGS****PURPOSE:**

The purpose of this policy is to clearly define public meeting and meeting record procedures and expectations as defined by ORS.

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board.

All meetings will be conducted in accordance with the Oregon Public Meetings Law.

**1. WRITTEN MINUTES**

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

- A. All members of the Board present.
- B. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- C. Results of all votes, including the vote of each member by name.
- D. The substance of any discussion on any matter.
- E. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

**2. MINUTES OF EXECUTIVE SESSIONS**

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law ORS 192.650(2). All recordings of executive sessions must be kept in the Boards locked filing cabinet, in the secured records rooms.

**3. DISCLOSURE OF EXECUTIVE SESSION MATTERS**

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** MINUTES OF MEETINGS

**POLICY NUMBER:** 4.06

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date





**(6.01) PUBLIC CONTRACTING RULE**

The District has establish its Board of Directors as its Public Contract Review Board and has adopted Public Contracting Rules. All public contracts and purchases shall comply with these rules, unless specifically exempted in the Rules or by special exemption, as provided in the rules. As required by ORS 279A, subsequent amendments of the Attorney General's Model Public Contracting Rules shall be considered to determine whether any modifications need to be adopted by the District to insure compliance with statutory changes. Such amendments shall be accepted, rejected or modified by the Public Contract Review Board.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** PUBLIC CONTRACTING

**POLICY NUMBER:** 6.01

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(7.01) COMPLIANCE WITH LOCAL BUDGET LAW**

Compliance with Oregon's Local Budget Law (ORS 294.305 – 294.565), is required prior to the expenditure of any monies or the levy of any tax upon property located with the District. (ORS 294.338). The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME: COMPLIANCE WITH LOCAL BUDGET LAW**

**POLICY NUMBER:** 7.01

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**(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 meeting, 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 shall not be considered officers, agents, or employees of the District.

**H.** The members shall serve three year terms, staggering the years to offset concurrent appointments.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** BUDGET COMMITTEE

**POLICY NUMBER:** 7.02

ADOPTED: 17 SEPTEMBER 2020

REVISED: 16 JULY 2020

SUPERCEDES: 18 MAY 2007

---

Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**EQUAL EMPLOYMENT OPPORTUNITY (8.10 A)**

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**(8.10. A) EQUAL EMPLOYMENT OPPORTUNITY**

1. The District is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veterans status, sexual orientation, gender identity, genetic information, or any other classification protected by law. It is the policy of the District to comply with all mandated local, state and federal regulations. The District employs affirmative personnel measures to ensure the achievement of equal employment opportunity in all aspects of employment and the work environment. The policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, training and dispute resolution.
2. The Fire Chief is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment. The Fire Chief will ensure that employees are eligible to work in the United States and verification documentation will be required of all new employees that are hired. The Fire Chief and District Board will provide a reporting procedure for complaints alleging discrimination. If an employee believes they have been harassed, or if they are a witness or suspect any violation of this policy has taken place, the matter should be reported immediately to the Fire Chief, or a District Board of Director. The District will not retaliate against any employee for filing a complaint, nor will the District tolerate or permit retaliation by any employee.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** EQUAL EMPLOYMENT OPPORTUNITY

**POLICY NUMBER:** 8.10.A

ADOPTED: 20 FEBRUARY 2020

REVISED: 20 FEBRUARY 2020

SUPERCEDES: 18 MAY 2007

---

Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date





**(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 of a 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.

**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.

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**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). 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.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** ANTI-HARASSMENT

**POLICY NUMBER:** 8.10.B

ADOPTED: 20 FEBRUARY 2020

REVISED: 20 FEBRUARY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**IMMIGRATION AND NATIONALITY PROGRAM****(8.10 C)**

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**(8.10. C) IMMIGRATION AND NATIONALITY PROGRAM**

1. The District's policy is to provide equal opportunity to all persons in matters affecting employment with the District and the District recognizes that it has a responsibility to comply with the provisions of the Immigration Reform and Control Act of 1986 by employing only citizens of the United States of America and lawfully authorized alien workers. The District further recognizes that it is an unfair employment practice to discriminate against an individual, other than an unauthorized alien, based on national origin or citizenship status.
  
2. In order to assure compliance with the Immigration and Nationality Act, the District will:
  - A. Consider every job applicant on their merits
  
  - B. Verify employability and identity in a lawful and consistent way
  
  - C. Maintain complete and accurate documentation of all decisions
  
3. Appeal Procedure: Special Counsel for Unfair Immigration-Related Employment Practices has been established within the Department of Justice. Regional Offices of the Immigration and Naturalization Service handle the investigation and prosecution of cases. Individuals wishing to file a complaint may contact the Immigration and Naturalization Service, between the hours of 08:30 a.m. and 03:00 p.m., Monday through Friday.

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** IMMIGRATION AND NATIONALITY PROGRAM

**POLICY NUMBER:** 8.10.C

ADOPTED: 20 FEBRUARY 2020

REVISED: 20 FEBRUARY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



**VIOLENCE IN THE WORKPLACE (8.10 D)**

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**(8.10. D) VIOLENCE IN THE WORKPLACE****1. Statement of Concern:**

The Board of Directors recognizes the need for a violence-free work environment for all District personnel and the public. The Board of Directors will not tolerate violence in the workplace and is committed to maintaining an environment free of all forms of violence, including verbal or physical threats as well as types of intimidation such as sexual harassment or abusive language. District personnel are expected to report all threats and violence, physical or verbal, to their supervisors and the Fire Chief.

**2. Definitions:****A. Assault:**

The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

**B. Battery:**

The unlawful touching of another person.

**C. Law Enforcement Personnel:**

Any city police officer, deputy sheriff or member of the Oregon State Police.

**D. Perpetrator:**

- i. Any District personnel inflicting acts or threats of violence on their own, or another District individual.
- ii. A third party engaging in violent acts or threats against their own, any District personnel, or another third party.
- iii. Any District personnel inflicting acts or threats of violence on a third party.

**VIOLENCE IN THE WORKPLACE**

**(8.10 D)**

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**4. Implementation:**

**A. Managing a Potentially Violent Situation:**

- i. District personnel are expected to assist the general public and fellow District personnel in a courteous manner.
- ii. If, for example, a person becomes angry, the individual from the District should courteously attempt to calm the person down. If that does not work, the individual from the District should get their supervisor involved or call for assistance from another supervisor.

**B. A Person Threatening Bodily Harm:**

If any personnel of the District feels that they or another person is threatened, that is, in danger of imminent bodily harm:

- i. They should attempt to leave the scene if this can be done safely.
- ii. Either the employee, volunteer, student, or District Board member, or the supervisor may determine if law enforcement should be notified.  
(A Person Threatening Bodily Harm Continued)
- iii. If the supervisor is unaware of the situation, the employee, volunteer, student or Board member of the District should notify the supervisor as soon as it can be done safely.
- iv. The Fire Chief shall be notified as soon as possible by the supervisor of the District individual who feels threatened, witnesses, or has knowledge of a violent act.
- v. When the Fire Chief responds, if law enforcement has not been notified earlier, the Fire Chief may decide to call the police or take other actions related to the incident.



CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** VIOLENCE IN THE WORKPLACE

**POLICY NUMBER:** 8.10.D

ADOPTED: 20 FEBRUARY 2020

REVISED: 20 FEBRUARY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date



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**(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. However, it must be noted that where an allegation of bullying is made, the intention of alleged bully is irrelevant, and will not be given consideration when appropriate disciplinary action is needed.

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

CROOKED RIVER RANCH FIRE & RESCUE  
**POLICIES SIGNATURE SHEET**

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**POLICY NAME:** ANTI-BULLYING POLICY

**POLICY NUMBER:** 8.10.E

ADOPTED: 20 FEBRUARY 2020

REVISED: 20 FEBRUARY 2020

SUPERCEDES: 18 MAY 2007

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Board President (Sign & Print) Date

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Board Secretary (Sign & Print) Date

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District Office Administrator (Sign & Print) Date





## Fire Chiefs Report September 2020

- ▶ August and September have been remarkably busy months. We have had task force deployments, 3 structure fires and numerous EMS calls. Even though we have been busy, we have also got some things done. Our Students graduated from our 2020 fire academy. They all did a great job and are starting a great career in the fire service. All together they have had over 350 hours of training this summer. With the structure fires they have gotten a great chance to put their skills to the test.
- ▶ We have a new Deputy State Fire Marshall in the area (Caleb Barns). As soon as fire season is over we can get together with him and will take up where we left off with Building inspections and pre incident planning. The plan is in place we just need to execute it.
- ▶ Up coming building maintenance would be painting the building and having the gutters sealed up. Every seam and most of the corners are leaking. The Safety committee felt that the seams leading in front of doors were a major slip hazard in the wintertime. Work has slowed a little on the training building. We will be completing the decking for the very top in the next couple weeks then starting some of the work on the inside to open the inside of the building and divide it into rooms. We will also be putting in the windows and another man door.
- ▶ We will again be lighting up the fire station red in honor of Fallen Firefighters this year. The station will be lit up starting September 27 through October 4<sup>th</sup>. We have posted it on Facebook, and it will be in the Telegraph this next month. We will be encouraging the community to do the same at their homes or businesses. If you look at the promotional video from the National Fallen Firefighters Foundation, Station 501 is shown lit up red from last year. This year we will add a few more lights.



# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report September, 2020

- Calls for service in August totaled 50. A breakdown of calls by month is below:

3-Rescue & EMS	28	42	34	33	35	26	37	26				
4-Hazardous Condition (No Fire)	0	0	0	0	0	0	1					
5-Service Call	5	11	9	8	11	5	3	4				
6-Good Intent Call	5	9	5	4	4	2	8	5				
7-False Alarm & False Call	0	1	0	1	0	2	0	4				
8-Severe Weather & Natural Disaster	0	0	0	0	1	0	0					
9-Special/Other Incident	0	0	0	0	1	0	0					
	<b>39</b>	<b>66</b>	<b>49</b>	<b>50</b>	<b>53</b>	<b>38</b>	<b>50</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Calls-To-Month End 2020</b>												
<b>396</b>												
<i>Total Calls-To-Month End 2019</i>	<i>38</i>	<i>51</i>	<i>49</i>	<i>36</i>	<i>60</i>	<i>45</i>	<i>51</i>	<i>64</i>	<i>45</i>	<i>43</i>	<i>48</i>	<i>48</i>

- Auto/Mutual Aid Given/Received

- Auto-Aid Given - 5
- Auto-Aid Received - 6
- Mutual-Aid Given - 12
- Mutual-Aid Received - 5

- Crews and been on Two Conflagrations one as Task Force leader Sean Hartley as the Task Force leader and Frank Day as the Task Force Leader Trainee

- We currently have 531 in Klamath County on the 242 fire. And another Task force from Central Oregon is now helping with the Lions head fire north of Warm Springs.
- The Old Ambulance Sold for \$13,000.
- The 2019 AFG Grant we have not heard any news about it at all.
- Our 2018 AFG Grant award we did get authorization to use the last of the money to purchase a Lucas automatic CPR compression device.
- Students are on shift and have had a busy few week. With 4 structure fires conflagration response to Klamath County. Along with multiple calls for service and EMS calls.
  
- Fire Med Memberships report:
  - New memberships: 4
  - Non-renewals: 4

Respectfully submitted,

Harry Ward, Fire Chief

8-1-2020

My wife and I have experienced  
your efforts and are so very grateful  
for the services you provide to the community.

At Matthew 22: 37, 39, the first  
commandment states "You must love Jehovah  
your God with your whole heart, and with  
your whole soul and with your whole mind."  
The second, like it, is this: "You must love  
your neighbor as yourself."

It is very evident that you show  
your concern and follow these  
commandments by the work you do for  
the community.

We sincerely thank you,  
Richard & Jacklyn Kapstey

THANK YOU



9-11-20

For ALL the CPR Fire Crews -

Having been a forest fire lookout for 26 seasons, I had a perspective for dispatch, pilots, & fire fighters of great respect. In lieu of 9-11, I gained a whole new perspective with even greater respect for you fire crews during that crisis.

Words cannot express my emotion & appreciation for each of you. I present this panel to you for your steadfast courage, skills, sacrifices & risks to save lives to us Crooked River Ranchers. Thank you over & over!

Arnie Borling