



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Virtual Board Meeting

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

Board of Directors

Brad Pahl, President, (Position 1)
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

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Wilson
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting/Workshop Minutes – Director Pahl
 - 3.1 Approval of January 21, 2021 Board meeting minutes
 - 3.2 Approval of January 28, 2021 Board workshop minutes
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for January 2021 – Director Green
 - 4.2 Appointment of Board members to sign checks for Wednesday, March 10 and Thursday, March 25, 2021. – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 December Budget Variance discrepancies – Assistant Fire Chief, Sean Hartley
 - 5.2 Discussion/Approval of Board policy 13.01 (Director Code of Ethics) – Director Pahl
 - 5.3 Discussion/Approval of Board policy 24.01 (Use of Reader Board) – Director Pahl
 - 5.4 Discussion/Approval of Resolution 2021-02 for the purchase of MAXAir Respirators – Director Pahl / Fire Chief, Harry Ward
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Appointment of Budget Committee members – Fire Chief, Harry Ward

- 6.2 Date of next Board Workshop to discuss Board policies – Director Pahl
- 7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
- 8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 9. Correspondence/ Recognitions/ Good of the Order – Director Pahl
- 10. Adjournment – Director Pahl

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

Board Meeting Minutes (Virtual Style Meeting)

21 January 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 21 January 2021 at 6:30 PM online using “ZOOM” meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:32 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley was on a call, Dana Schulke, Marta McGovern-Philpot, and Tina Wilson (Dana stated there was a technical issue of getting Tina in the meeting online.).
2. **Review of Agenda:** There were no changes other than a spelling error.
3. **Approval of Board Meeting Minutes:**
 - 3.1. A motion to accept the 17 December 2020 minutes as presented was made by Director Meredith and seconded by Director Oakley. A voice vote: Unanimous vote passed motion.
4. **Financial Report:**
 - 4.1. (See last month’s Board packet for information.) Director Green stated he had asked Dana about some Xero clerical entries and questioned if she was able to get answers yet. She stated she had not been able to get to that item yet. Director Green stated that it is strictly a clerical issue not a balance issue or fund issue. Director Green asked if we could put that on the next month’s agenda. Director Wilson had a couple of questions on some entries on the “Year to Day” actual numbers in the presented paperwork versus the “Original Budget” numbers. He presented the examples in the General Fund and Capital Reserve Fund. Particularly the “Conflagration” line items and he used “Sale of Assets” as an example of the way it should show he believes. Director Green agreed this was incorrectly recorded. Director Wilson then questioned the sale or trade in of the SCBA compressor and Chief Ward stated we actually sold the old compressor so the money was considered miscellaneous income. Director Wilson moved onto the Capital Reserve Fund asking about the negative numbers in “Operating Expenses” He stated this has been going on since the beginning of the budget year and he had not caught it until this month. Director Green agreed he had not caught it before either. Chief asked Dana to check with Sean on this subject. Director Wilson also noted the Bond Fund is doing the same thing. Director Green stated this may be a Xero issue as well. Director Wilson made a motion to accept the financials Director Green had read the balance sheet for 31 December 2020. Seconded by Director Oakley. Voice vote: Unanimous vote passed the motion.

Director Green had a question on some correspondence he had received about some LOSAP monies and Chief Ward stated he would follow up on it. This was money that was returned for non-qualifying members money going back into the funds of vested members accounts. This would be in the agenda for next month meeting.

4.2. Check signing for February: Board Members to sign checks on Tuesday the 9th and Monday the 22nd. Director's Meredith and Green will sign on the 9th. Director's Green and Pahl will sign on the 22nd.

5. **Unfinished Business:**

5.1. None

6. **New Business:**

6.1. Review of Board Policy 11.01 (Hazard Communication) and 12.01 (Use of District Vehicles). Director Pahl opened the floor for discussion. Director Wilson shared his question on all the policies that seem to pertain to "Operational" type of policies. Chief Ward commented that the policy 11.01 referenced an SOG that does not exist any longer. Discussion ensued. The final question was does the Board need most of these types of policies. Chief Ward will check with SDAO and SDIS to see if these policies can be removed or if they need to reference Operational policies.

6.2. Appointment of Budget Officer for 2021/2022 Fiscal Year Budget. Chief Ward was appointed by the Board to take this position. Also there was a short discussion on the Budget committee member nominations and Budget calendar.

6.3. Discussion on County tax forecast for next budget year. Chief Ward spoke on this subject and stated that the County feels we are in a good position for income in the next year. They have seen higher income this year mainly from businesses due to COVID funding required taxes being paid up to date.

6.4. Discussion / possible approval of Resolution 2021-01 for receiving unanticipated funds from SDAO Safety and Security Grant funds of \$1178.00 to be put in the general fund. Motion made by Director Meredith to accept the funds for the backup cameras to be installed on apparatus and Director Oakley seconded. Roll Call vote passed motion unanimously. Chief Ward stated 572 had been installed yesterday and 591 was installed on Monday. The tenders will be installed next week. Discussion on how the process of matching and qualifying for the grant to receive the funds.

6.5. Update on Emergency Preparedness Workshop. Chief Ward explained that there is a plan in place for in person participation and has contingencies plans as well depending on how many people want to participate. A final backup plan is a webinar. Director Pahl asked if presenters were all set and Dana listed off a group of people who will be presenting. Date is 10 April 2021 for the event.

6.6. Discussion / possible approval on purchasing MaxAir positive pressure air purifying respirators for airway protection on COVID 19. Chief Ward presented the request and how the hospital is using them. He described the system and how it is worn. He stated the cost is approximately \$8000.00 for four of them. Discussion ensued. Director Green asked about what the useful life of these would be after COVID is over. Chief stated they would be used for certain patients with certain health issues even after COVID is over. Marta commented and explained how the system works pertaining to how the hospital is utilizing them. It was decided to have Chief Ward pursue research on a system and bring it back to us for possible approval.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Chief Ward asked if there were any questions. No questions or comments.

8. **Operations Report:** (See last month's Board Packet for the report.) Final data for 2020. Calls were up 36 calls according to Director Pahl.
9. **Correspondence and Recognitions:** Director Pahl stated there were two positions open for Board Members. Position one (Director Pahl) and two (Director Meredith) will be open for elections. Director Wilson stated the suggestion box in the foyer was empty. Director Pahl stated there was one Thank You / Christmas wishes to the staff in the packet. (See last month's Board packet for a copy.)
10. **Comments and questions:** Director Pahl asked about the annual report being completed. Chief Ward stated it would be out and can be emailed to the Board Members. Dana stated it was on the website. Director Meredith asked about the reader board status. Chief explained they have been working on it and will be trying to have it up by next Monday. Second item Director Meredith asked about was wondering if we have offered our facility to be utilized for a vaccine inoculation location similar to like we did for the testing. Chief Ward stated he would follow up with health care officials to see what their needs and plans were and would offer our facility to them if needed. No other Directors had comments.
11. **Adjournment:** Meeting adjourned at 7:40 pm.

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

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

**Workshop Meeting Minutes
28 January 2021**

A Virtual Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 28 January 2021 at 6:30 PM online using "ZOOM" meeting platform.

Meeting Minutes:

1. Meeting Called to Order at: 6:30 pm by Director Brad Pahl who also announced for the record that our meeting is being held through Zoom and is accessible to persons with disabilities and will be recorded.

1.1. Roll Call by: Director Wilson: Directors Pahl, Oakley, Green; Meredith; Chief Ward, Assistant Chief Hartley. Administrative Assistant Schulke was excused. Also present was Tina Wilson who was sitting next to Director Wilson to represent the Support Volunteers.

2. Purpose of the Workshop:

Director Pahl stated the purpose of the workshop is to review Board policy 13 which includes policies 13.01 and 13.02.

Policy was reviewed by Director Pahl and discussion ensued.

Many details were discussed and a final draft will be presented at the 18 February 2021 Board meeting for review and possible approval.

Director Pahl brought up the reader board is going through some changes and Chief explained it had been struck by a vehicle and that they (Himself and the staff) are doing the repairs and we had received some money from the insurance company in the amount of around \$700.00 to pay for the damages.

Director Pahl brought up policy number 24.01 that pertains to reader board sign. He asked everyone to take a moment to read it. There was a small discussion but no changes were suggested at this time.

Director Pahl brought up the subject of i-Pads for the Board members. A discussion ensued with possible costs of around \$500.00 per Board member. A/C Hartley explained some other Fire Districts are using them and like them. The monetary costs were discussed and potential savings were discussed and it was decided to research further to present it for a possible proposal for the Board to review for the next fiscal year.

Director Green thanked Director Pahl for the job he is doing as President.

Director Wilson brought up the operational policies in our book should be reviewed to see if they can all be removed since they may need to be moved to the administrative side of the policies.

Adjournment- Director Pahl adjourned the workshop at 7:28 p.m.

Respectively 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 January 31, 2021 Cash Basis

JAN 31, 2021

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	30,476.61
Capital Reserve Fund	358,338.13
FIB - Checking	40,174.57
FIB - Payroll	5,493.78
General Fund	408,549.01
Local Option Levy Fund	413,637.73
PayPal	43.78
US Bank	1,658.12
Total Cash and Cash Equivalents	1,258,371.73

Total Current Assets 1,258,371.73

Total Assets 1,258,371.73

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	3,297.91
Payroll Liabilities	300.43
Total Current Liabilities	3,598.34

Total Liabilities 3,598.34

Equity

Current Year Earnings	1,254,773.39
Total Equity	1,254,773.39

Total Liabilities and Equity 1,258,371.73

\$869,556.99

-\$ 3,598.34

\$865,958.65



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

	January Budget	YTD Actual	Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$11,738.19	\$119,765.88	\$165,000.00	-\$45,234.12	-27.4146%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$433,869.64	\$441,703.00	-\$7,833.36	-1.7734%
Conflagration Revenue	\$0.00	\$0.00	\$42,792.00	-\$42,792.00	-100.0%
Contractual Income	\$0.00	\$800.00	\$400.00	\$400.00	100.0%
Deschutes County: Bond Fund	\$0.00	\$6.03	\$0.00	\$6.03	
Deschutes County: General Fund	\$405.48	\$54,628.20	\$52,612.00	\$2,016.20	3.8322%
Deschutes County: Local Option Levy	\$217.06	\$26,478.79	\$25,477.00	\$1,001.79	3.9321%
Emergency Address Signs	\$50.00	\$275.00	\$500.00	-\$225.00	-45.0%
FireMed	\$855.00	\$7,740.00	\$13,680.00	-\$5,940.00	-43.4211%
Interest	\$867.14	\$3,671.30	\$7,500.00	-\$3,828.70	-51.0493%
Jefferson County: General Fund	\$4,560.12	\$574,901.99	\$577,381.00	-\$2,479.01	-0.4294%
Jefferson County: Local Option Levy	\$2,208.23	\$278,395.34	\$279,596.00	-\$1,200.66	-0.4294%
Misc. Income	\$0.00	\$5,815.05	\$5,000.00	\$815.05	16.301%
Prior Year Taxes	\$1,205.47	\$21,440.12	\$20,000.00	\$1,440.12	7.2006%
Sale of Assets/Apparatus	\$0.00	\$13,002.00	\$7,500.00	\$5,502.00	73.36%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Funds					
AFG Grant Revenue	\$0.00	\$4,337.85	\$0.00	\$4,337.85	
Grants Funds	\$0.00	\$1,177.50	\$84,555.00	-\$83,377.50	-98.6074%
SAFER Grant Revenue	\$20,625.00	\$50,263.00	\$59,422.00	-\$9,159.00	-15.4135%
Total Grant Funds	\$20,625.00	\$55,778.35	\$143,977.00	-\$88,198.65	-61.3%
Total Revenue	\$42,731.69	\$1,596,567.69	\$1,783,618.00	-\$187,050.31	-10.4871%
Gross Profit	\$42,731.69	\$1,596,567.69	\$1,783,618.00	-\$187,050.31	-10.4871%
Operating Expenses					
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$44,096.00	-\$44,096.00	-100.0%
General Fund, Transfer Out	\$0.00	\$0.00	\$135,217.00	-\$135,217.00	-100.0%
Capital Outlay & Grant Awards					
Capital Outlay & Grant Awards:EMS Purchase	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
Total Capital Outlay & Grant Awards	\$0.00	\$10,502.00	\$10,502.00	\$0.00	0.0%
Debt Service					
Debt Service:Apparatus Payment	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%
Total Debt Service	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	0.0%
Materials & Services					
Materials & Services:Administration	\$1,314.95	\$14,644.01	\$14,608.00	\$36.01	0.2465%
Materials & Services:Building & Maint.	\$1,605.45	\$27,830.36	\$35,000.00	-\$7,169.64	-20.4847%
Materials & Services:Department Services	\$60.00	\$1,032.86	\$3,000.00	-\$1,967.14	-65.5713%
Materials & Services:Dispatch Services	\$518.37	\$1,790.39	\$69,619.00	-\$67,828.61	-97.4283%
Materials & Services:EMS Operations	\$2,311.37	\$15,624.71	\$29,866.00	-\$14,241.29	-47.684%
Materials & Services:Fire Suppression	\$1,131.50	\$12,225.17	\$28,080.00	-\$15,854.83	-56.4631%
Materials & Services:Fuel	\$673.41	\$5,263.83	\$12,000.00	-\$6,736.17	-56.1348%
Materials & Services:Insurance	\$30,490.00	\$32,647.00	\$30,000.00	\$2,647.00	8.8233%
Materials & Services:Prevention	\$753.36	\$1,042.63	\$1,000.00	\$42.63	4.263%
Materials & Services:Professional Services	\$496.67	\$40,795.47	\$44,302.00	-\$3,506.53	-7.9151%
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	\$0.00	\$782.00	\$9,422.00	-\$8,640.00	-91.7003%
Materials & Services:Training	\$1,005.44	\$5,539.43	\$15,227.00	-\$9,687.57	-63.621%

Materials & Services:Travel	\$0.00	\$144.90	\$10,488.00	-\$10,343.10	-98.6184%
Materials & Services:Tuition Reimbursement	\$0.00	\$10,077.50	\$31,500.00	-\$21,422.50	-68.0079%
Materials & Services:Uniforms	\$1,344.20	\$3,556.74	\$5,713.00	-\$2,156.26	-37.743%
Materials & Services:Utilities	\$2,756.13	\$10,897.97	\$22,500.00	-\$11,602.03	-51.5646%
Materials & Services:Vehicle/Equipment Maint.	\$7,585.30	\$18,776.12	\$50,077.00	-\$31,300.88	-62.5055%
Materials & Services:Volunteer Incentives	\$10,000.00	\$13,480.00	\$20,800.00	-\$7,320.00	-35.1923%
Materials & Services:Wellness Program	\$0.00	\$909.00	\$10,000.00	-\$9,091.00	-90.91%
Total Materials & Services	\$62,046.15	\$217,060.09	\$447,702.00	-\$230,641.91	-51.5%
Personnel Services					
Personnel Services:Admin Asst.:O/T	\$0.00	\$256.08	\$1,280.00	-\$1,023.92	-79.9938%
Personnel Services:Admin Asst: Reg Wage	\$3,072.61	\$20,693.10	\$37,554.00	-\$16,860.90	-44.8977%
Personnel Services:Assistant Fire Chief:Salary	\$2,433.38	\$39,190.11	\$77,174.00	-\$37,983.89	-49.2185%
Personnel Services:Employee Benefits	\$12,656.18	\$88,873.26	\$183,359.00	-\$94,485.74	-51.5305%
Personnel Services:Fire Chief	\$6,695.00	\$43,517.51	\$84,975.00	-\$41,457.49	-48.7879%
Personnel Services:Part-Time Employees	\$0.00	\$17,941.25	\$23,520.00	-\$5,578.75	-23.7192%
Personnel Services:Payroll Taxes	\$3,036.88	\$22,671.14	\$42,783.00	-\$20,111.86	-47.009%
Personnel Services:PERS	\$9,148.69	\$69,949.34	\$122,725.00	-\$52,775.66	-43.0032%
Personnel Services:Shift Personnel: Reg Wage	\$16,965.84	\$113,920.36	\$181,300.00	-\$67,379.64	-37.1647%
Personnel Services:Shift Personnel:Overtime	\$1,547.75	\$18,630.61	\$44,571.00	-\$25,940.39	-58.2002%
Personnel Services:Student Volunteer Stipends	\$405.00	\$3,240.00	\$7,290.00	-\$4,050.00	-55.5556%
Personnel Services:Volunteer Conflag Reimb.	\$0.00	\$6,181.38	\$6,525.00	-\$343.62	-5.2662%
Personnel Services:Volunteer Shift Stipends	\$2,970.00	\$18,770.00	\$50,000.00	-\$31,230.00	-62.46%
Personnel Services:Workers Comp. & Group Acc.	\$0.00	\$12,167.64	\$16,000.00	-\$3,832.36	-23.9523%
Total Personnel Services	\$58,931.33	\$476,001.78	\$879,056.00	-\$403,054.22	-45.9%
Total Operating Expenses	\$120,977.48	\$730,609.04	\$1,543,619.00	-\$813,009.96	-52.6691%
Net Income / (Loss) before Tax	-\$78,245.79	\$865,958.65	\$239,999.00	\$625,959.65	260.8176%
Net Income	-\$78,245.79	\$865,958.65	\$239,999.00	\$625,959.65	260.8176%
Total Comprehensive Income	-\$78,245.79	\$865,958.65	\$239,999.00	\$625,959.65	260.8176%



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

	January Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Grant Funds					
Coronavirus Relief Funds from State of OR	\$0.00	\$250,000.00	\$0.00	\$250,000.00	
Grants Funds	\$15,074.24	\$15,074.24	\$171,851.00	-\$156,776.76	-91.2283%
Total Grant Funds	\$15,074.24	\$265,074.24	\$171,851.00	\$93,223.24	54.2%
Jefferson County: Capital Reserve Fund					
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	\$315.13	\$1,670.19	\$2,750.00	-\$1,079.81	-39.2658%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$55,000.00	-\$55,000.00	-100.0%
Total Jefferson County: Capital Reserve Fund	\$315.13	\$96,528.23	\$172,750.00	-\$76,221.77	-44.1%
Total Revenue	\$15,389.37	\$361,602.47	\$344,601.00	\$17,001.47	4.9337%
Gross Profit	\$15,389.37	\$361,602.47	\$344,601.00	\$17,001.47	4.9337%
Operating Expenses					
Capital Outlay & Grant Awards					
Capital Outlay & Grant Awards:Training Purchases	\$15,074.24	\$2,735.40	\$15,000.00	-\$12,264.60	-81.764%
Total Capital Outlay & Grant Awards	\$15,074.24	\$2,735.40	\$15,000.00	-\$12,264.60	-81.8%
Materials & Services					
Materials & Services:Training	\$528.94	\$528.94	\$0.00	\$528.94	
Total Materials & Services	\$528.94	\$528.94	\$0.00	\$528.94	
Total Operating Expenses	\$15,603.18	\$3,264.34	\$15,000.00	-\$11,735.66	-78.2377%
Net Income / (Loss) before Tax	-\$213.81	\$358,338.13	\$329,601.00	\$28,737.13	8.7188%
Net Income	-\$213.81	\$358,338.13	\$329,601.00	\$28,737.13	8.7188%
Total Comprehensive Income	-\$213.81	\$358,338.13	\$329,601.00	\$28,737.13	8.7188%



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

	January Actual	YTD Actual	Budget	Var USD	Var %
Revenue					
Deschutes County: Bond Fund	\$316.81	\$14,707.56	\$0.00	\$14,707.56	
Jefferson County: Bond Fund	\$1,260.31	\$162,987.05	\$189,953.00	-\$26,965.95	-14.1961%
Total Revenue	\$1,577.12	\$177,694.61	\$189,953.00	-\$12,258.39	-6.5%
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Gross Profit	\$1,577.12	\$177,694.61	\$189,953.00	-\$12,258.39	-6.4534%
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Operating Expenses					
Debt Service: Bond Payment	\$0.00	\$147,218.00	\$172,948.00	-\$25,730.00	-14.8773%
Total Operating Expenses	\$0.00	\$147,218.00	\$172,948.00	-\$25,730.00	-14.9%
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Net Income / (Loss) before Tax	\$1,577.12	\$30,476.61	\$17,005.00	\$13,471.61	79.2215%
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Net Income	\$1,577.12	\$30,476.61	\$17,005.00	\$13,471.61	79.2215%
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Total Comprehensive Income	\$1,577.12	\$30,476.61	\$17,005.00	\$13,471.61	79.2215%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

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

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Jan 16, 2021	EFT	Premiums for staff	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Jan 14, 2021	XXXX 4382	Bn-Link 7 day Heavy Duty Digital Programmable Timer for VPN remote use	11.04	Paid	Materials & Services:Professional Services:Computer Services
Jan 27, 2021	XXXX 4382	YAMAtic Ultra Flexible Under Zero Pressure Washer Hose 3200 PSI 1/4"	59.09	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Jan 27, 2021	XXXX 4382	Quick Connectors for Pressure Washer Hose	22.98	Paid	Materials & Services:Vehicle/Equipment Maintenance:
Jan 31, 2021	XXXX 4382	Monthly fee for Prime membership	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			106.10		
BendTel					
Jan 19, 2021	0419496	Telephone use, outbound, Recurring Service Charges, Taxes, Surcharges and Fees	478.35	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			478.35		
BoundTree Medical, LLC					
Jan 11, 2021	83903443	Drub Vian Adapter Dual Cannula Device 100/bx, 10 boxes	58.00	Paid	Materials & Services:EMS Operations:Supplies
Jan 19, 2021	83912502	Curaplex Covers for Infra-Red Thermoters, 200/bs	26.00	Paid	Materials & Services:EMS Operations:Supplies
Jan 19, 2021	83912502	Glucagon 1 Mg Lilly Kit Red Box	761.80	Paid	Materials & Services:EMS Operations:Supplies
Jan 19, 2021	83912502	Electrodes, Blue Sensor SP, Med Size	77.94	Paid	Materials & Services:EMS Operations:Supplies
Jan 19, 2021	83910700	Curaplex Oxygen Nasal Cannula, Adult, 7ft tubing	29.00	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			952.74		
Carson Oil Company, Inc.					
Jan 4, 2021	CP-00292014	Fuel for all apparatus	474.71	Paid	Materials & Services:Fuel
Jan 19, 2021	CP-00294725	Fuel for all apparatus	198.70	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			673.41		
Cascade Fire Equipment					
Jan 11, 2021	Structure Glove	FireDex Dex-Pro Structure Glove - XL	95.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 11, 2021	Structure Glove	FireDex Dex-Pro Structure Glove - L	95.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 11, 2021	Structure Glove	Shipping	14.10	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total Cascade Fire Equipment			204.10		
Crooked River Ranch Water Company					
Jan 4, 2021	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Jan 4, 2021	94	Water	13.08	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			47.67		
Crooked River Sanitary					
Jan 4, 2021	00014	Sanitation services for December	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Deschutes County 911 Service District					
Jan 16, 2021	2143	January 2021 - 911 Police/Fire RMS User Fees	263.46	Paid	Materials & Services:Dispatch Services
Jan 16, 2021	2130	December 2020 - 911 Police/Fire RMS User Fees	254.91	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			518.37		
Fire Pro, LLC					
Jan 21, 2021	8507824	Service Call for annual servicing of Fire Extinguishers	346.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total Fire Pro, LLC			346.00		
Home Depot					
Jan 8, 2021	HD 160391054	3/8" Flare x 3/8" MIP adapter brass	3.47	Paid	Materials & Services:Vehicle/Equipment Maintenance:513901
Jan 8, 2021	HD 160391108	Replacement Fan 70 CFM	24.98	Paid	Materials & Services:Training
Jan 8, 2021	HD 160391108	Stack Boot (Duct 10" x 3 1/4")	9.85	Paid	Materials & Services:Training
Jan 8, 2021	HD 160391108	55 gallon Tote	23.98	Paid	Materials & Services:Training
Jan 11, 2021	HD 160653614	Plumbing parts for smoke machine in training building	106.75	Paid	Materials & Services:Training
Jan 14, 2021	HD 161210073	parts for SCBA confidence course boxes	49.48	Paid	Materials & Services:Training
Jan 14, 2021	HD 161210073	1" pipe straps	3.08	Paid	Materials & Services:EMS Operations:Supplies
Jan 15, 2021	HD 162010941	In-Cide Disinfectant	9.88	Paid	Materials & Services:Building & Maintenance
Jan 20, 2021	WM29939251	Door for Training Building (DPSST Grant)	528.94	Paid	Materials & Services:Training

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 25, 2021	HD 163112979	spray paint for reader board	7.96	Paid	Materials & Services:Building & Maintenance
Jan 26, 2021	HD 163718513	Light Bulbs for Training Building	19.45	Paid	Materials & Services:Building & Maintenance
Jan 29, 2021	HD 164406511	Shelving	99.98	Paid	Materials & Services:Building & Maintenance
Total Home Depot			887.80		
HRA VEBA Trust					
Jan 16, 2021	ACH	Contributions for Staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
Hughes Fire Equipment					
Jan 19, 2021	559050	Repairs on 521: Discharge needs to be rebuilt, seals failed. Rebuilt with Service Kits and reinstalled in the truck, connected linkages, and tested valves (Shop Supply, Handle, Grab, Mounded Black	89.08	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Travel Time	330.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Service Labor	325.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Surcharge/Tax	3.80	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Seal Kit	113.92	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Replacement Kit for 2.5" ball	73.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Drain Valve Repair Kit	22.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 19, 2021	559050	Service Labor	130.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Jan 20, 2021	559052	Repairs on 532: Rear discharge needs to be rebuilt, Valve seals vailed. Removed valve linkage, removed mounting bolts, replaced valve ball and seals. Reinstalled in the apparatus. Shop Supply and Kit conversion	180.10	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559052	Service Labor	195.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 20, 2021	559052	Surcharge/Tax	3.30	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559052	Valve seals damaged and the tank fill valve needs to be rebuilt. Removed Pump Access, crawled inside the pumphouse, and removed valve linkage and mounting bolts, removed and replaced on the bench, rebuilt with service kit, and installed new ball. Reinstalled in the apparatus and tightened the mounting bolts, installed linkage. Seal Kit for 2" ball	104.92	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559052	Replacement Kit for 2" Ball	73.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559052	Service Labor	390.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559052	Freight charges	20.31	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Jan 20, 2021	559051	Repairs on 531: The tank fill valve needs to be rebuilt, the valve is leaking. Drained tank and plumbing. Removed the officer side pump panel for access. Removed the valve mounting bolts. Rebuilt the valve using a service kit. Reinstalled it in the apparatus, tested, and is operational. Shop supply and kit conversion for 2" valve	173.90	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jan 20, 2021	559051	Service Labor	130.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jan 20, 2021	559051	Surcharge/Tax	2.76	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jan 20, 2021	559051	Drivers Auxiliary Valve needs to be rebuilt, the seal is damaged. Removed the trim panel, removed the valve plumbing and installed a new seal o-rings. Reassembled and tested operation and all is good. 2.5 valve kit with ball	290.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jan 20, 2021	559051	Service Labor	195.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 20, 2021	559051	Freight/shipping charges	19.91	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Total Hughes Fire Equipment			2,867.40		
IAFF 3650 - Redmond Firefighters Union					
Jan 11, 2021	Union Dues - ACH	Union Dues for Tom, Alyhsa, David	102.00	Paid	Payroll Liabilities
Jan 11, 2021	PAC donations - ACH	PAC Donations to Union from staff	20.00	Paid	Payroll Liabilities
Jan 21, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Jan 21, 2021	PAC to Union - ACH	PAC donations from staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			244.00		
Impact Graphix & Signs, Inc.					
Jan 1, 2021	38653	Acrylic Panels with Tracks for 9" letters (Reader Board)	960.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Impact Graphix & Signs, Inc.			960.00		
Microsoft					
Jan 27, 2021	XXXX 4382	Upgrade to Windows Pro 10 for business	99.00	Paid	Materials & Services:Professional Services:Computer Services
Total Microsoft			99.00		
National Hose Testing Specialties, Inc.					
Jan 21, 2021	50008	2021 Ground Ladder Testing	324.00	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
Jan 21, 2021	50008	Heat Sensors Installed	64.00	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
Total National Hose Testing Specialties, Inc.			388.00		
Nationwide Retirement Solutions					
Jan 11, 2021	Def. Comp. - EFT	Deferred Compensation for staff	230.00	Paid	Payroll Liabilities
Jan 21, 2021	Def. Comp - EFT	Deferred comp contributions from staff	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			460.00		
Newhouse Mfg. Company Inc.					
Jan 7, 2021	HD 160390882	1/4 turn valve brass	10.12	Paid	Materials & Services:Vehicle/Equipment Maintenance:513901
Total Newhouse Mfg. Company Inc.			10.12		
Norco					
Jan 19, 2021	31145536	DEY Oxygen	31.40	Paid	Materials & Services:Building & Maintenance:Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 19, 2021	31145536	2" x 400lb gauge, Brass	12.07	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 19, 2021	31145536	2" x 100 lb gauge, Brass	12.07	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 19, 2021	31145536	2" x 4000lb gauge, Brass	15.69	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 19, 2021	31145536	2" x 30lb gauge, Red Zone Brass Case	12.04	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 19, 2021	31145536	Handling Charge	3.25	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 19, 2021	31145536	Discount of 15%	(4.71)	Paid	Materials & Services:Building & Maintenance:Equipment
Jan 21, 2021	31171326	D-Medical Oxygen	52.86	Paid	Materials & Services:EMS Operations:Supplies
Jan 21, 2021	31171326	Handling Charges	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			159.67		
Oregon PERS					
Jan 11, 2021	PERS - EFT	Employer contributions	3,397.64	Paid	Personnel Services:PERS
Jan 11, 2021	PERS - EFT	Employee contributions, paid by Employer	923.27	Paid	Personnel Services:PERS
Total Oregon PERS			4,320.91		
Oregon Volunteer Firefighters Assoc.					
Jan 11, 2021	20-3234	2021 OVFA Annual Dues	112.50	Paid	Materials & Services:Administration:Memberships
Total Oregon Volunteer Firefighters Assoc.			112.50		
Pacific Power					
Jan 4, 2021	24712171-001 3	Basic Charges, Load Size Charge, Demand Charges and Kilowatt Usage	2,158.09	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			2,158.09		
Platt					
Jan 18, 2021	HD 162010554	PVC 3/4" female adapter	0.64	Paid	Materials & Services:Building & Maintenance
Jan 18, 2021	HD 162010554	PVC 1" Female adapter	0.88	Paid	Materials & Services:Vehicle/Equipment Maintenance:513901
Jan 18, 2021	HD 162010554	ARL NMLT7 3/4" Quick Connect	3.25	Paid	Materials & Services:EMS Operations:Supplies
Jan 19, 2021	HD 162010607	Light bulbs for Reader board	69.03	Paid	Materials & Services:Building & Maintenance

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jan 27, 2021	HD 163718546	Light sensor for Reader board	20.24	Paid	Materials & Services:Building & Maintenance
Total Platt			94.04		
SeaWestern Fire Fighting Equipment					
Jan 21, 2021	PPE	Haix Fire Hunter Xtreme - 9.5M Fast	385.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Haix Fire Hunter - 9.5W Day with stretched calf	335.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Lion Helmet Parts - ear covers	23.50	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Lion Helmet Parts - Padded Ratchet Headband Kit	50.75	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Lion Legend Structure Helmet with integrated goggles - Red	840.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Haix Stretching Fee for widening Boots	16.50	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Shipping for Boots/Goggles	32.10	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Jan 21, 2021	PPE	Shipping for Ear Covers, Headband Kit	14.20	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total SeaWestern Fire Fighting Equipment			1,697.05		
Solutions Yes					
Jan 13, 2021	INV256510	(Invoice from November, was never received) B/W copies	7.75	Paid	Materials & Services:Administration:Copier Expenses
Jan 13, 2021	INV256510	Color	67.05	Paid	Materials & Services:Administration:Copier Expenses
Jan 25, 2021	INV262660	B/W Copies	4.77	Paid	Materials & Services:Administration:Copier Expenses
Jan 25, 2021	INV262660	Color Copies	41.90	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			121.47		
Special Districts Insurance Services					
Jan 6, 2021	36P52514-672	Liability/Auto/Property Insurance for 2021	30,490.00	Paid	Materials & Services:Insurance Personnel
Jan 11, 2021	03-0052514	February Health Premiums	9,924.15	Paid	Services:Employee Benefits:Health Insurance Personnel
Jan 11, 2021	03-0052514	February Dental Premiums	893.97	Paid	Services:Employee Benefits:Dental Insurance Personnel
Jan 11, 2021	03-0052514	February Long-Term Care	138.06	Paid	Services:Employee

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Total Special Districts Insurance Services			41,446.18		Benefits:Long Term Disability Insurance
Stamps.com					
Jan 17, 2021	XXXX 4382	Mo. fee for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Jan 21, 2021	XXXX 4382	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			67.99		
The Printing Post					
Jan 12, 2021	53410	notepads for fire prevention	753.36	Paid	Materials & Services:Prevention
Jan 19, 2021	53503	Revise/tweak graphics for Annual Report	60.00	Paid	Materials & Services:Department Services
Total The Printing Post			813.36		
UPS					
Jan 19, 2021	XXXX 4382	Shipping Charges	20.90	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total UPS			20.90		
US Bank Equipment Finance					
Jan 16, 2021	432964807	Contract Payment for Copier	139.99	Paid	Materials & Services:Administration:Copier Expenses
Jan 16, 2021	432964807	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Wright Ford, Inc.					
Jan 6, 2021	Chiefs Rig	Maintainance on 590: Oil Change, Tire Rotation, Multi-Point Inspection: Brakes are good, Battery will need to be replaced soon, Tires are good	78.38	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Jan 6, 2021	Chiefs Rig	Corp. Tax	0.27	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Total Wright Ford, Inc.			78.65		
Xero					
Jan 19, 2021	XXXX 4382	Monthly fee for the accounting software platform	24.00	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			24.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Total			62,694.16		

BOARD POLICY- DIRECTOR CODE OF ETHICS**(13.01)****(13.01) DIRECTOR CODE OF ETHICS**

PURPOSE: The Board of Directors of the District (hereinafter referred to as “Board”) believes that it is expedient and proper to adopt a Code of Ethics in order to clarify the authority exercised by the Board, or individual Board members, and general rules applicable to Board members’ conduct of District business and may be reviewed annually at the July Board Meeting when new Board members are starting their term. The Board is committed to excellence in leadership that results in the highest quality of service to our constituents as well as to uphold the District’s commitment to honesty, integrity and professionalism among all Directors of the Board.

1. Maintain an environment emphasizing the dignity of each individual Board member, the importance of respect for the style, values and opinions of one another, and encouraging responsiveness and attentive listening in our communications.
2. Recognize that our primary responsibility is the formulation and evaluation of policy; and to direct the employment of a Fire Chief to be in charge of the District business and Operational policies and duties under the direction of the Board and in the Board policies as stated.
3. Commit ourselves to the highest standards of ethical conduct and behavior.
4. Hold no secret meetings, have no hidden agendas, nor engage in gossip.
5. Conduct the business affairs of the District before the general public in accordance with Oregon law.
6. Commit ourselves to focusing on issues rather than on personalities.
7. Encourage the presentation of others’ opinions.
8. Avoid cliques and voting blocks, and base our votes on the issues presented, rather than on any personality involved.
9. Commit to supporting Board action. The Board agrees that, while an individual Board member may disagree with a policy or action adopted by a majority vote of the Board, he/she should support the policy or action, once adopted, as being the considered judgment of the Board.
10. An individual Board member shall have the right and duty to present evidence and argument to the Board on a Board issue, and the Board shall have the duty to consider or reconsider the issue upon proper evidence. We acknowledge the right of individuals to disagree with ideas, without being disagreeable. If a minority of the Board feels that any approved action is unethical or unlawful, they have the right to present it to the State of Oregon Ethics Commission.

- DRAFT -

BOARD POLICY- DIRECTOR CODE OF ETHICS**(13.01)**

-
11. Seeking clarification on informational items:
 - A. Board members may directly approach professional staff members, with the Fire Chiefs knowledge to obtain additional information needed to supplement, upgrade or enhance their knowledge to improve decision making.
 12. Handling Complaints:
 - A. Complaints made to individual members of the Board regarding all personnel, except the Fire Chief, should be referred directly to the Fire Chief.
 - B. Complaints made to individual members of the Board regarding the Fire Chief, an individual Board member or the Board should be directly referred to the Board as a whole.
 13. Presenting items for discussion at Board Meetings:
 - A. Agenda items:
 - a. To have items placed on Board meeting or other Board function agendas should:
 - i. Present such items to the Board President or the Fire Chief at least one week prior to the meeting; or
 - ii. Raise the issue at a Board meeting during the appropriate time scheduled for introductory topics to be discussed at subsequent meetings. It is the Board's intent to plan ahead for all agenda items.
 14. Handling policy questions directed to individual Board Members:
 - A. Questions of District policy directed to an individual Board member by either a member of the general public or a District employee or volunteer shall be referred to the Fire Chief.
 - B. Upon request, the Fire Chief shall provide the Board a memorandum on the policy question and response.
 15. Recognize the work of the District as a team effort. All Board members shall work together in a collaborative process, assisting each other and the President in conducting the affairs of the District.
 16. When responding to citizen requests or concerns, Board Members shall be courteous, respond to individuals in a positive manner and, when appropriate, route such concerns and interests through the Fire Chief, or the District Website. Issues that cannot be resolved in this manner will be brought to the attention of the Board as a unit, rather than to individual members selectively. Members of the Board recognize that, except when acting on behalf of the Board with the express permission of the Board on a specific area granted in an open meeting, the authority of each individual Board member is equal only to the rights and authority of a private citizen or taxpayer.
 17. To work with the Fire Chief at our mutual convenience, to discuss current issues, policies, concerns, and District projects.

BOARD POLICY- DIRECTOR CODE OF ETHICS**(13.01)**

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18. Develop short- and long-range planning goals for the future needs of the District.
 19. Assume responsibility for monitoring the District's progress in attaining established short- and long-range planning goals and objectives.
 20. Agree that an individual Board member shall not discuss disputed Board actions or policies with patrons or others, except for counsel, and then with the utmost discretion and in a manner, which will foster confidence in the operation of the District.
 21. Will prepare for each Board meeting by reviewing provided agendas in Board packets and inquiring of the Fire Chief when presented issues are unclear or require additional information.
 22. Will prepare to serve terms as Board members by reviewing the District Policy & Procedure Manual, reviewing ORS Chapter 478, and other materials regarding our positions as Board Members. In doing so, we enable ourselves to engage in a program of development towards improving our policies and decision-making capabilities.

We, as a Board, find that the following practices are unethical, as they relate to Board or District issues:

1. Holding unofficial private meetings in violation of Oregon public meeting law.
2. Intentionally withholding information.
3. Intentionally providing inaccurate and/or misleading information.
4. Divulging confidential information.
5. Fiscal irresponsibility.
6. Personal utilization of District services.
7. Asking for or expecting preferential treatment.
8. Giving or authorizing preferential treatment.
9. Engaging in activities that are in direct conflict with the best interest of the District.
10. Failure to declare a conflict of interest or ex parte contact when such a conflict or contact exists.
11. Undermining other Board Members by talking behind their backs and/or operating with a hidden agenda.
12. Falsifying information.
13. Padding an expense account.
14. Authorizing professional Staff to violate District Policy and/or rules and regulations.
15. Pilfering District materials, supplies, and/or equipment.

BOARD POLICY- READER BOARD

(24.01)

(24.01) READER BOARD

PURPOSE: To advise the public of fire related, fire safety and prevention messages and to promote community event information.

The reader board is available for use by the following types of organizations and/or for specific events, if the fire district has no immediate need to use it:

- Health and safety messages from local utility companies
- Non-profit groups promoting community events
- Meetings that are non-political in nature that occur within the community
- Messages that provide beneficial information to the community at large that are not political or business in nature

The Fire District will not post more than two messages/events on the reader board at any one time.

-DRAFT-



MAX SHROUD

Comfortable and Full 360° Contact Protection for complex situations.

CA-DLC-CAPR-36¹ System with 2260-05ML/2260-05SM Single² Shroud



MAX CUFF

Comfortable and Convenient for moderate situations.

CA-DLC-CAPR-36¹ System with 2365-02ML/2365-02SM Cuff



MAX HOOD

Comfortable, 360° High Fluid Resistance Protection (ASTM1671) for extreme situations

CA-DLC-CAPR-36¹ System with 2272PB-07ML/2272PB-07SM Double³ Hood

***MAXAIR Systems include numerous additional configurations to ensure there is a MAXAIR for your specific needs.**

Visit maxair-systems.com, Call 800-443-3842, or Write to info@maxair-systems.com

¹CA-DLC-DLC-37 12-15 Hr. Battery System optional in place of CA-DLC-CAPR-36 8-12 Hr System.

²Double Shroud 2261-01ML/2261-01SM available as an option.

³Single Hood 2271PB-07ML/2271PB-07SM available as an option.

⁴2061-05 HFR FCC (High Fluid Resistance Filter Cover Cap) optionally available for Fluid Protection of Hood Filters.



OE -Crooked River Ranch Fire and Resue-Maxair

Quote created on December 4, 2020 - Reference: 20201204-094942631

For CRR Fire & Rescue - Harry Ward [Show details](#)

Comments

Harry Ward,

Below you will find a quote for the MaxAir CAPR System you requested. The MaxAir CAPR is available exclusively through Mopec for the mortuary, pathology, autopsy, and anatomy lab markets. We appreciate the opportunity to assist you in creating an even safer workplace. **Currently, we do not have any in stock. We estimate 6 to 8 week lead time. Please note: a 50% non-refundable deposit is required to hold your order.** If you are not tax exempt, please let us know what applicable taxes need to be applied. If you would like to pay via credit card, we can re-issue this quote with a 3% processing fee and a link to pay online.

Because this product is rarely bought as a single unit, the filters and filter caps come in a box of three. The initial cost of the system estimate also includes cases of consumable products that will likely last for a long time. The standard lifespans listed below can assist you in estimating maintenance cost and the savings you will experience over time:

- Lens Cuffs & Shrouds: 1-3 days, depending on use
- Comfort Strips: 1-7 days, depending on use
- Standard Filter Life: 8-12 months
- NO-V Charcoal Odor Filter Life: ~30 exposed days (8-12 months particulate filtration)

To read more about the MaxAir CAPR System, [click here to view the brochure](#). Storage & charging cart stations are available. To read more about these cart options, [view the brochure here](#).

Bill To Address:

Harry Ward
Crooked River Ranch Fire & Rescue
6971 SW Shad Rd
Terrebonne, Oregon 97760-7792

Ship To Address:

Harry Ward
Crooked River Ranch Fire & Rescue
6971 SW Shad Rd
Terrebonne, Oregon 97760-7792

Jeanne Hanley - Consumables Account Specialist at Mopec



Products & Services

MAXAIR - Filter Cover Cap, No Adapters (box of 3)

2 x \$299.95

SKU 2061-08

2061-08

MAXAIR - XP PLEATED FILTER CARTRIDGE [STANDARD] (box of 3)

2 x \$319.95

SKU 2167-10

2167-10

MAXAIR - CAPR SYSTEM, MEDIUM BATTERY

4 x \$1,399.95

SKU CA-DLC-CAPR-36

CA-DLC-CAPR-36

MAXAIR - Comfort Strips (box of 36)

4 x \$49.95

SKU 2000-201

2000-201

MAXAIR - DLC Lens-Cuff, SM/MED, Cardboard Box (box of 40)

1 x \$249.95

SKU 2365-02SM

2365-02SM

MAXAIR - DLC Lens-Cuff, MED/LG, Cardboard Box (box of 40)

3 x \$249.95

SKU 2365-02ML

2365-02ML

One-time subtotal \$8,039.20

Shipping Fee \$288.52

Total \$8,327.72

This quote expires on March 4, 2021.

Purchase TermsBe sure you have read and understand Mopec's Terms of Sale [available here](#).Mopec's Terms & Conditions are [located here](#).View [Privacy Policy](#).



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Transferring
appropriations in the General Fund)

RESOLUTION: 2021-02

WHEREAS, Oregon Budget Law, under ORS 294.463 (2) provides transfers of general operating contingency appropriations within a fiscal year or budget period, and;

WHEREAS, the Board of Directors of Crooked River Ranch Rural Fire Protection District has determined that a transfer of appropriations in the General Fund is needed for the purpose of purchasing MAX Air Respirators for the protection against the COVID-19 virus, and;

WHEREAS the purchase of the above-mentioned respirators will be utilized on the District's ambulances for personnel protection against the virus.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District; Oregon hereby transfers appropriations in the amount of \$8,400 in the General Fund as follows:

Appropriation Category Amount	Existing Amount	Increase/(Decrease)	Adjusted
General Fund: Contingency	\$ 44,096.	(\$8,400)	\$ 35,696.
Materials and Services	\$447,702.	\$ 8,400.	\$456,102.

INTRODUCED and ADOPTED Thursday, February 18, 2021

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Bradley Pahl, Board Director

By: _____
Jeff Green, Board Director

By: _____
Barbara Oakley, Board Director

By: _____
John Meredith, Board Director

By: _____
Mark W. Wilson, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

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Fire Chiefs Report – February 2021

- The reader board is back up and working very well. There are a couple more things that need to be done. We need to put a little roof over the top of it to help protect it. We are also thinking of having a permanent sign with our website on it rather than taking up a line on the reader board itself.
- In reference to board policy being in both the board policy book and the operational policy manual, I have corresponded with Spencer Rockwell with SDOA and this is what he sent me: *“If you wanted to adopt some policies that cross over, I would suggest that you do it specifically by reference in one manual or the other. One challenge is that if you do that, when you revise one, you have to do the other”*. So, for instance the Board Ethics policy could be adopted as a department wide policy and reference the Board policy number in our Administrative policy manual.
- We will be applying for another grant from DPSST to help finish the training building project. This grant will be for electric installation, the materials to build a small burn building, and concrete.
- An email was sent out to all board members about the LOSAP payments which stated, *“The deposits that were made are from volunteers who left the District and were not vested. As was agreed upon during the original implementation of the LOSAP program, any money for a particular year would be returned to the District and then redistributed to the qualifying members of a particular year. The deposits shown in the statements you forwarded me are the redistributed payments. At this time, I believe that Jeff, Todd, and Mark will all receive a deposit of funds for this reason”*.
- The cross training is going well as we continue to learn and understand each other’s duties.
- We have all the materials needed to start putting together bags for our Emergency Preparedness workshop in April. We will be reaching out to our support volunteers for help in putting them together. As of right now we will be holding this event in person. The back up plan is also being created so that if we are unable to hold this event in person, then we can flip the switch and hold the workshop as a webinar.
- In a communication with the Jefferson County Health Department, they have chosen to hold a vaccination clinic at the Ranch Chapel.

Respectively submitted,

Harry Ward Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report February, 2021

- Calls for service in December totaled 39. A breakdown of calls by month is below:

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

- Auto/Mutual Aid Given/Received

- Auto-Aid Given - 0
- Auto-Aid Received - 0
- Mutual-Aid Given - 1
- Mutual-Aid Received - 1

- The funds from the SDAO Safety & Security grant have been received. Back-up cameras have been installed in 531, 572, and 591. 532 is scheduled to have the camera installed mid-February. These apparatuses were chosen for cameras as they have the highest probability of needing to be backed up without spotter.

- The new training plan has been implemented for Monday night drills. Topics covered under the new plan have included search and rescue and CPR recertification. The next planned class is thermal imaging camera use scenarios and associated online courses.
- Fire Med Memberships report:
 - New memberships: 0
 - Non-renewals: 4

Respectfully submitted,

Sean Hartley, Assistant Chief



The CRR Lions want to express our thanks for your work at the Limp Dump burn on Saturday. We appreciate the partnership we have with the Fire Department and all the times we come together in support of our community.

Kristi Peterson
President, CRR Lions

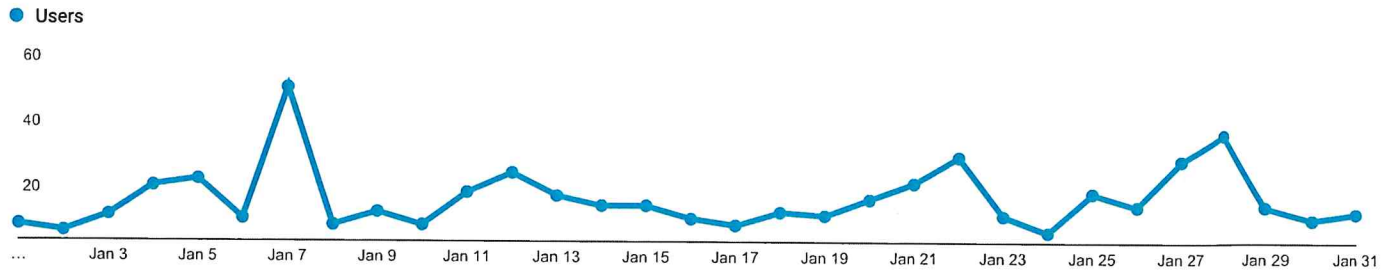
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Audience Overview

All Users
100.00% Users

Jan 1, 2021 - Jan 31, 2021

Overview



Users

324



New Users

295



Sessions

440



Number of Sessions per User

1.36



Pageviews

987



Pages / Session

2.24



Avg. Session Duration

00:01:38

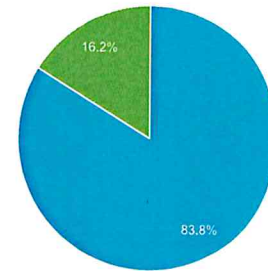


Bounce Rate

56.59%



New Visitor Returning Visitor



Language	Users	% Users
1. en-us	310	95.68%
2. zh-cn	5	1.54%
3. en	4	1.23%
4. en-ca	2	0.62%
5. c	1	0.31%
6. en-gb	1	0.31%
7. es-es	1	0.31%