



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 Supplemental Budget Hearing and Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Supplemental Budget Hearing meeting on Thursday, September 19, 2019. The Supplemental Budget Hearing will start at 6:00 pm. The Board meeting will be held immediately thereafter. Both meetings will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. Both meetings are accessible to persons with disabilities and will be recorded.

Board of Directors

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

District Staff

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

Hearing Agenda

1. Call to Order - Director Oakley
 - 1.1. Flag Salute by Director Paul
 - 1.2. Roll Call by Director Wilson
2. Supplemental budget presentation and discussion – Assistant Fire Chief, Sean Hartley
3. Comments or questions
4. Adjournment by Director Oakley

Board Meeting Agenda

1. Call to Order – Director Oakley
 - 1.1 Roll Call by Director Wilson
2. Review of Agenda
3. Approval of Board Meeting Minutes
 - 3.1 Approval of August 15, 2019 Board meeting minutes – Director Wilson
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for August 2019 – Director Meredith for Director Green
 - 4.3 Appointment of Board members to sign checks for Wednesday, October 9th and Friday, October 25th, 2019.

5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Fencing of property – Director Wilson
 - 6.2 Painting of Conex Containers – Director Wilson
 - 6.3 Flags for flagpole – Director Wilson
 - 6.4 SDAO/Safe Personnel on-line training – Director Wilson/Dana Schulke
 - 6.5 Notification of Events – Director Oakley
7. New Business (consideration, discussion, and possible action on the following items):
 - 7.1 Agenda format – Director Wilson
 - 7.2 Discussion/Approval of Resolution 2019-06 for making a supplemental budget for an occurrence which was not ascertained at the time of original preparation – Director Oakley
 - 7.3 Discussion/Approval of Resolution 2019-07 for receiving unanticipated grant revenue to the General Fund – Assistant Fire Chief, Sean Hartley / Director Oakley
8. Fire Chief's Report - Fire Chief, Harry Ward
9. Operations Report - submitted by Asst. Fire Chief, Sean Hartley
10. Correspondence & Recognitions – Director Oakley
11. Comments/Questions
 - 11.1 Public
 - 11.2 Chief, Staff, and/or Volunteers
 - 11.3 Board of Directors
12. Adjournment – Director Oakley

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

Capital Reserve Fund

Historical Data			Budget for Next Year: 2019-2020			
Actual	Adopted Budget	Summary of Resources and Requirements	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Adopted By Resolution or Supplemental
Second Preceding 2016-2017	First Preceding 2017-2018					
		1 RESOURCES				
\$140,929	\$182,864	2 Cash on hand* (cash basis) or	\$186,500	\$186,500	\$186,500	\$186,500
\$1,973	\$750	3 Interest	\$2,750	\$2,750	\$2,750	\$2,750
\$25,000	\$20,190	4 Transferred IN, from other fund(s)	\$25,000	\$25,000	\$25,000	\$25,000
		5 Other financing sources				
\$167,902	\$183,614	6 TOTAL RESOURCES	\$214,250	\$214,250	\$214,250	\$159,876
		7 REQUIREMENTS				\$374,126
\$0	\$3,457	8 Transferred OUT, Building/Grounds Capital Purchases	\$0	\$0	\$0	\$0
	\$46,248	9 Apparatus Capital Purchases	\$75,000	\$75,000	\$75,000	\$234,876
		10 AFG, Regional - Radio Grant Expenditures	\$0	\$0	\$0	\$0
		11				
		12				
		13				
		14				
		15				
		16				
		17				
		18				
		19				
		20				
		21				
		22				
		23				
		24				
		25				
		26				
		27				
		28				
\$0	\$17,071	30 Total requirements, except future expenditures	\$75,000	\$75,000	\$75,000	\$234,876
\$167,902	\$166,543	31 RESERVED FOR FUTURE EXPENDITURE	\$139,250	\$139,250	\$139,250	\$139,250
\$167,902	\$49,659	32 TOTAL REQUIREMENTS	\$214,250	\$214,250	\$214,250	\$374,126

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

**Board Meeting Minutes
15 August 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 15 August 2019 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

Board Meeting Minutes:

1. **Meeting Called to Order at:** 06:32 pm by Director Barbara Oakley, who also announced for the record that our location is accessible to persons with disabilities and will be recorded. She also asked for everyone to sign in on the registration sheet.

1.1. Roll Call by: Director Mark Wilson: Director's Brad Pahl, Jeff Green and John Meredith were all present. Also at the start of the meeting present was: Fire Chief Harry Ward and Administrative Assistant Dana Schulke. Excused was Assistant Chief Sean Hartley. Also in attendance was: Staff Captain; Alysha DeLorto. Responding Volunteers; Lieutenant Frank Day, Firefighter Jeff Scheetz, and Community Services Officer Dennis Senko. Support Volunteers; Pat Hayes and Tina Wilson. Public in attendance was; John Hayes, Brenda Davis, Bill Burt, Kay Norberg, Jerry & Sue Green.

1.2. Flag Salute Led by: Director Pahl

2. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or removed from the Agenda. Director Wilson asked to add several items. First was an amendment of Resolution 2019-004 to add as new business under 7.2. He also would like to talk about SDAO online training as new business under 7.3.

3. **Approval of Board Meeting Minutes and Special Board Meeting Minutes:**

3.1: Director Oakley asked for approval of the 20 June 2019 Regular Board meeting minutes. Director Wilson made a motion to accept the joint Budget and Board Meeting minutes for 20 June 2019 as corrected. Director Meredith seconded the motion. A unanimous voice vote passed the motion.

3.2: Director Oakley then moved on to the Board Meeting minutes for the 18 July 2019 meeting to entertain a motion to accept the minutes after asking if there were any questions, comments or changes. Director Green made a motion to accept the minutes of the 18 July 2019 Board Meeting as written. The second was made by Director Meredith. A unanimous voice vote passed the motion.

4. **Financial Reports:**

4.1: Director Green stated that the auditors had not yet made it out, we still have a balance sheet error with the financials. He commented that going through the financials for June and July, that all of the accounts do balance to the stated accounts in our book keeping system to what the bank statements state. The problem we still have is the

balance sheet and we don't know why, but the auditors are supposed to here on Thursday and Friday 22 and 23 August 2019 to help get the balance sheet corrected. Director Wilson stated that if Director Green was comfortable with what was happening he would make a motion to accept the financials balance sheet for June 2019. Director Green corrected the motion to state the financial statements so Director Wilson corrected his motion to accept the financial statements for 30 June 2019. The motion was seconded by Director Pahl. A unanimous voice vote approved the motion. Director Green then moved onto the July financial reports stating we have the exact same issue of the balance sheet not matching the fund balances. He stated the Capital Reserve Fund is sitting at \$173525.55. The Bond Fund is sitting at \$10576.36. The General Fund is at \$272042.47. He added that since those balances equal what is in the statements he would propose we approve the financial statements for July 2019. Director Meredith made a motion to approve the July 2019 financial statements as presented. Director Pahl seconded the motion. There was a small discussion. Director Oakley asked for a vote to approve the motion on the table. A unanimous voice vote passed the motion.

4.2 Board Members to sign checks in September. Monday 09 September 2019 and Tuesday 24 September 2019. Director Meredith offered to sign on the 9th with Director Green. Director Pahl will sign on the 24th with Director Green.

5. Comments from the Public- None at this time.

6. Unfinished Business

6.1 Director Oakley presented that we have a follow up discussion on moving the day of the Board meeting. There was discussion. Director Wilson made a motion to change our meeting nights to Wednesdays adding that we should leave the time in the policy as SDAO stated we should have the time in there. Director Green seconded the motion. Director Oakley called for a vote and Directors Wilson and Green were for votes and Directors Pahl and Meredith were against votes with Director Oakley breaking the tie with a nay vote. Motion failed.

7. New Business:

7.1 Discussion of Resolution 2019-05 in the matter of receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District. The fund came from a VFA (Volunteer Firefighter Assistance) Grant matching funds in the amount of \$10,000.00. Chief Ward stated we had put in for a \$20,000.00 grant request to VFA and thought we would be covered by the "In kind match" but found out that only gave us the \$10,000.00 instead of the full \$20,000.00. Director Meredith made a motion to approve Resolution 2019-05 and Director Green seconded the motion. A unanimous voice vote passed the resolution.

7.2 Amending of Resolution 2019-04 to insert a "Not to exceed dollar amount" for the Lease Purchase Agreement for the Purpose of Procuring an Ambulance, Loader and Related Equipment- Director Wilson made the motion to amend Resolution 2019-04 to add the language of "Not to exceed \$235,000.00" in the appropriate places in the

paperwork. Director Green seconded the motion. Director Oakley called for the question. A unanimous voice vote passed the motion.

7.3 SDAO online training. Director Wilson handed out a copy of paperwork about online training available from SDAO through their website. Chief Ward stated he would follow up to get the Board the access. Director Oakley confirmed with Chief that this would happen.

8. Fire Chiefs Report- Chief Ward stated that he had been gone on vacation. He stated the connex's have been stacked and some training has already occurred on them. He stated we had a \$400.00 donation before he left on vacation and another \$500.00 donation came in to paint them and that project will be done pretty soon. He stated we also received a donation of a forcible entry prop from the State which is a permanent loan from DPSST (Department of Public Safety Standards Training). Chief reported that tomorrow would be the graduation of the Firefighter One Academy class. He stated Engine 521 is back in service, also we are working on our open house planned for 14 September 2019. He stated he and Administrative Assistant Schulke started working on a plan and came up with a link to go on our website once the page is built for people to pay and or sign up for Firemed.

9. Operations Report- Assistant Chief Hartley was not present. She commented that the month of July looked like we were up with 51 calls for the month. Chief Ward stated we were still on average for what we did last year.

10. Correspondence and Recognitions- Director Oakley stated she had no correspondence and asked if anyone had anything. She then asked Director Wilson if there was anything in the suggestion box. Director Wilson stated that there was none.

11. Comments / Questions- Director Oakley asked if there was any comments or questions from the public using the sign-in list. Support Volunteer Pat Hayes commented about the Firemed being put on the website and was questioning the cost of the PayPal system. Chief Ward stated it would be on the website and that the costs would not be any different than we already are paying. Support Volunteer Pat Hayes then asked what the PayPal charges per transaction are. Chief Ward asked Administrative Assistant Schulke and Director Meredith answered he believes it is one dollar. Chief Ward and Administrative Assistant Schulke agreed with Director Meredith. Chief Ward had a "Go-Back" in his Chiefs report. He stated he had posted pictures on our Facebook page of our building as they were training. Director Wilson asked Chief Ward about the use of the building as anchor points and that he was told that engineered anchors are a requirement when working off of a manmade structure. Chief Ward confirmed that they were not using the structure as an anchor point and that when they get the railings up and that Captain Fast had found engineered anchors that can be fastened to the structure for about \$50.00 each. Director Wilson also questioned if this structure would affect our liability insurance. Chief Ward answered the only thing Jason Jantze (?) said was we had to put a fence around it, so we would be going after a safety and security grant next year to put a fence around it or partially around the whole property. Director Green brought up the SDAO training that occurred on Tuesday earlier in the week that there was lots of good information and believes they will be coming out as we go forward and some questions as well. Director Oakley stated that there was a lot of good information and some items that she had heard over the years that are untrue. She too has a lot of notes from the training. Director Green brought up one item from the training and it was how the minutes of our meetings are transcribed or

not transcribed since we have the digital recording and do we even need them transcribed since we have the digital recording on. Director Wilson agreed that it could be a simple approval of the recording adding that the Executive meetings had two interesting items come out. One was the small printed phrase that is typed on the bottom of our Board Meeting announcement that states the Board can enter into Executive session at any time is incorrect and needs to be removed. He stated the Executive meetings have to be announced just like regular meetings with the same notices. Support Volunteer Tina Wilson made a comment about a subject that was forgotten to be brought up which was the flags at the station. Director Wilson stated that he forgot about our flag situation and that we are in violation of Oregon Law for not having all three flags on our pole. Those flags being U.S, POW and State. This was brought up at the SDAO training that any public building in the state of Oregon that has a flag pole capable of flying all three flags shall do so. Director Pahl stated he had not found that law yet. Responding Volunteer Lieutenant Frank Day stated then what about other public buildings. Director Wilson stated that he found the information in the power point slide prints and it is HB 2880 in relation to the flag situation. The HB is from 2017 and took effect on 1 January 2018 and addresses all government buildings including special districts and their existing flag poles as well as new construction building rules in relation to flag poles. Community Services Officer Dennis Senko stated he found on DAS website a statewide policy 107-011-160 and that it references three state statutes. Responding Volunteer Lieutenant Frank Day commented that it does state in there about being suitable. Director Wilson stated that ours is suitable except we just can't have the 4' X 6' flag, we would need to go back to 3' X 5' for all three flags. Responding Volunteer Lieutenant Frank Day stated as a member of the public he preferred the Fire Board save the money for the two flags and use the money somewhere else because they would have to be changed so often. Director Wilson commented on the fact we were on the subject of money in an effort to save some could we not have color copies of our Board packets since the only colored item is or logo and the cost between color copies and black & white is extremely expensive. Administrative Assistant Schulke stated we can change that. Director Meredith stated that was a good suggestion.

12. Adjournment- With no further business, Director Oakley adjourned the meeting at 7:34 pm.

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 August 31, 2019

Cash Basis

AUG 31, 2019

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	11,189.98
Capital Reserve Fund	173,867.34
FIB - Checking	12,121.35
FIB - Payroll	2,655.48
General Fund	13,783.41
Local Option Levy Fund	187,964.92
PayPal	602.07
US Bank	100.73
Total Cash and Cash Equivalents	402,285.28

Total Current Assets 402,285.28

Total Assets 402,285.28

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	5,792.97
Payroll Liabilities	494.63
Total Current Liabilities	6,287.60

Total Liabilities 6,287.60

Equity

Current Year Earnings	395,997.68
Total Equity	395,997.68

Total Liabilities and Equity 402,285.28

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period August 1, 2019 to August 31, 2019

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Aug 19, 2019	EFT	Aflac premiums from: Tom, Alysha, David, Sean, Dana and Harry	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Alert-All Corporation					
Aug 16, 2019	XXXX 4382	Red Fire Hats for Open House	360.00	Paid	Materials & Services:Prevention
Aug 16, 2019	XXXX 4382	White Fire Hats for Open House	45.00	Paid	Materials & Services:Prevention
Aug 16, 2019	XXXX 4382	Yellow Fire Hats for Open House	45.00	Paid	Materials & Services:Prevention
Total Alert-All Corporation			450.00		
Alysha Delorto					
Aug 23, 2019	Per Diem for Meals at Symposium	Per Diem for Meals Fire Service Behavioral Health Symposium on September 5-7 in Denver, CO (expenses will be reimbursed by Oregon Safety & Health)	192.00	Paid	Materials & Services:Travel
Total Alysha Delorto			192.00		
Amazon					
Aug 26, 2019	XXXX 4382	Mo. fee for Prime membership	12.99	Paid	Materials & Services:Administration:M emberships
Aug 30, 2019	XXXX 4382	Mo. Prime membership for September	12.99	Paid	Materials & Services:Administration:M emberships
Total Amazon			25.98		
Annas Consultants, Inc.					
Aug 16, 2019	2570	Annual service on breathing air compressor, travel & labor	446.25	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Aug 16, 2019	2570	Purification Filter	124.16	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Aug 16, 2019	2570	Air Intake Filter	51.97	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Aug 16, 2019	2570	Secolube 500 synthetic oil	80.00	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Aug 16, 2019	2570	Freight	28.50	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Aug 19, 2019	2576	CO test gas, 20 ppm, 17 liters	79.95	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 19, 2019	2576	Zer--Air test gas, 17 liters	79.95	Paid	Materials & Services:Fire Suppression:Supplies/Equip ment
Aug 19, 2019	2576	Freight	39.94	Paid	Materials & Services:Fire Suppression:Supplies/Equip ment
Total Annas Consultants, Inc.			930.72		
Baxter Auto Parts					
Aug 1, 2019	538333 / 18-538942	Locking Fuel Cap for 591	19.99	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:518953
Aug 1, 2019	538333 / 18-538942	Returned for credit as it did not fit and replaced with one that fit, used C/M 18-538942	(5.00)	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:518953
Aug 8, 2019	18-539739	3 amp Blade Fuses for Radio Chargers	3.29	Paid	Materials & Services:Radios/Communi cations
Total Baxter Auto Parts			18.28		
BendTel					
Aug 19, 2019	0372318	Long Distance charges, internet, recurring service charges, taxes, surcharges and fees	449.02	Paid	Materials & Services:Utilities:Telecom munications
Total BendTel			449.02		
BoundTree Medical, LLC					
Aug 1, 2019	83285323	Sodium Bicarionate 8.4% 50 ml Luer Jet 1035B 10 ea.	27.30	Paid	Materials & Services:EMS Operations:Supplies
Aug 19, 2019	83306108	EMS supplies for Ambulance's	669.11	Paid	Materials & Services:EMS Operations:Supplies
Aug 23, 2019	83315816	King LTS-D Supraglottic Airway Kit	68.00	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			764.41		
Carson Oil Company, Inc.					
Aug 2, 2019	CP-00206957	Fuel for all apparatus	893.56	Paid	Materials & Services:Fuel
Aug 19, 2019	CP-00209992	Fuel for all apparatus	639.32	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			1,532.88		
Cascade Fire Equipment					
Aug 20, 2019	102005	Mask Fit Test , MSA for student at Academy	45.00	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
Total Cascade Fire Equipment			45.00		
Communications Northwest					
Aug 7, 2019	68569	Troubleshoot on radio chargers not working in 521. Upon inspection found that all 4 drop in chargers were not working and all had blown fuses. Rewired for new chargers to be installed.	500.00	Paid	Materials & Services:Radios/Communi cations

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 7, 2019	68569	Travel Time	187.50	Paid	Materials & Services:Radios/Communications
Total Communications Northwest			687.50		
Crooked River Ranch Water Company					
Aug 1, 2019	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Aug 1, 2019	94	Water	87.20	Paid	Materials & Services:Utilities:Water
Aug 19, 2019	94	Backflow testing for Station	50.00	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			171.79		
Crooked River Sanitary					
Aug 16, 2019	00014	Sanitation Services for July	69.92	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			69.92		
David McDonald					
Aug 8, 2019	Reimbursement	Reimbursement of batteries needed for SCBA & Fire Equipment	64.96	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total David McDonald			64.96		
Deschutes County 911 Service District					
Aug 1, 2019	1071	911 Police-Fire RMS User Fees	362.35	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			362.35		
Digital Employment/Streamline					
Aug 23, 2019	101470	Mo. fee for webhosting	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		
Fred Meyers					
Aug 16, 2019	XXXX 4382	Cake, Cups, Plates, etc purchased for Graduation of Student Academy	65.84	Paid	Materials & Services:Department Services:Events
Total Fred Meyers			65.84		
Freightliner Northwest					
Aug 1, 2019	SR253004756:01	521 - Repairs on parking brake, drive axle slack adjusters not adjusting, right drive axle rotor was metal to metal with inside pad, exhaust leak repaired and did preventative maintenance and various other repairs needed to be done on apparatus (see attached)	3,345.38	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Aug 1, 2019	SR253004756:01	Labor to perform all repairs	2,592.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Total Freightliner Northwest			5,937.38		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Hagemeister Enterprises, Inc.					
Aug 22, 2019	29578R	Battery for generator on 561	58.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:514118
Total Hagemeister Enterprises, Inc.			58.00		
Home Depot					
Aug 10, 2019	XXXX 4382	OPTIX .093 in x 11 in x 14 in clear acrylic sheet for making address signs	9.95	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Home Depot			9.95		
HRA VEBA Trust					
Aug 19, 2019	ACH	Contributions for: Tom, Alysha, David, Sean, Dana and Harry	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
Aug 2, 2019	Union Dues - ACH	Union Dues for: Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Aug 2, 2019	PAC Contributions to Union - ACH	PAC donations to Union from: Tom, Alysha & David	12.00	Paid	Payroll Liabilities
Aug 19, 2019	Union Dues - ACH	Union Dues from: Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Aug 19, 2019	PAC to Union - ACH	PAC Donation to Union from: Tom, Alysha, David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			228.00		
Intuit					
Aug 26, 2019	XXXX 4382	Security blank checks to process payables	257.99	Paid	Materials & Services:Administration:Supplies
Aug 26, 2019	XXXX 4382	Shipping	24.99	Paid	Materials & Services:Administration:Supplies
Total Intuit			282.98		
Life Flight Network					
Aug 1, 2019	1306	Membership for Brad Pahl	33.33	Paid	Personnel Services:Employee Benefits
Total Life Flight Network			33.33		
Mountain View Heating, Inc.					
Aug 5, 2019	164841	Replaced 25kw heating elements in Lennox air handler #1. Checked operation of system in all models. System #1 is cooling at this time.	890.50	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Mountain View Heating, Inc.			890.50		
Nationwide Retirement Solutions					
Aug 2, 2019	Deferred Comp - EFT	Deferred Comp Contributions from: Tom, Alysha, David and Sean	200.00	Paid	Payroll Liabilities

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 29, 2019	Def Comp - EFT	Deferred Comp contributions from: Tom, Alysha, David and Sean	200.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			400.00		
Norco					
Aug 16, 2019	CM 27154803	Credit for Cylinder Rental	(21.08)	Paid	Materials & Services:EMS Operations:Supplies
Aug 16, 2019	27156075	OX DM Oxygen	70.48	Paid	Materials & Services:EMS Operations:Supplies
Aug 16, 2019	27156075	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			74.40		
Northwest Safety Clean					
Aug 20, 2019	19-24757	Pant: NFPA Advanced Cleaning, Includes NFPA Inspection	216.00	Paid	Materials & Services:Fire Suppression:PPE
Aug 20, 2019	19-24757	Coat: NFPA Advanced Cleaning, Includes NFPA Inspection	180.00	Paid	Materials & Services:Fire Suppression:PPE
Aug 20, 2019	19-24757	Let out Waist - Liner and Shell	149.95	Paid	Materials & Services:Fire Suppression:PPE
Aug 20, 2019	19-24757	General Repairs or Alterations meeting NFPA standards	739.25	Paid	Materials & Services:Fire Suppression:PPE
Aug 20, 2019	19-24757	Shipping charges	99.52	Paid	Materials & Services:Fire Suppression:PPE
Total Northwest Safety Clean			1,384.72		
OFSOA					
Aug 19, 2019	Registration Fee	Registration Fee for OFSOA Fall conference, October 15th -18th, 2019 for Dana	240.00	Paid	Materials & Services:Training
Total OFSOA			240.00		
Oregon PERS					
Aug 12, 2019	PERS - EFT	Employer Contribution	4,198.04	Paid	Personnel Services:PERS
Aug 12, 2019	PERS - EFT	Employee Contribution, Paid by Employer	1,135.32	Paid	Personnel Services:PERS
Aug 21, 2019	PERS - EFT	Employer contribution	4,160.99	Paid	Personnel Services:PERS
Aug 21, 2019	PERS - EFT	Employee contribution, paid by Employer	1,128.28	Paid	Personnel Services:PERS
Total Oregon PERS			10,622.63		
Pacific Power					
Aug 1, 2019	24712171-001	Basic Charges, Load Size Charges, Demand Charges, Kilowatt usage	306.06	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			306.06		
Quill Corporation					
Aug 16, 2019	9066786	Chair Mat for Chief's Office	39.99	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			39.99		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Solutions Yes					
Aug 21, 2019	INV203045	B/W Copies	8.24	Paid	Materials & Services:Administration:Copier Expenses
Aug 21, 2019	INV203045	Color Copies	76.00	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			84.24		
Special Districts Association of Oregon					
Aug 2, 2019	19BD-072019-0614	Board of Director's & Management Staff Training for Barbara Oakley, Brad Pahl, Mark Wilson, Jeff Green and John Meredith	300.00	Paid	Materials & Services:Training
Total Special Districts Association of Oregon			300.00		
Special Districts Insurance Services					
Aug 5, 2019	03-0052514	Health Premium for September for Staff	9,451.53	Paid	Personnel Services:Employee Benefits:Health Insurance
Aug 5, 2019	03-0052514	Dental Premium for September for Staff	876.41	Paid	Personnel Services:Employee Benefits:Dental Insurance
Aug 5, 2019	03-0052514	Long-Term Premium for September for Staff	132.48	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,460.42		
St. Charles Health System					
Aug 1, 2019	7518	Last invoice for Quarterly Admin Fee - Employee Assistance Program (April/May/June)	100.00	Paid	Materials & Services:Professional Services:E.A.P.
Total St. Charles Health System			100.00		
Stamps.com					
Aug 7, 2019	XXXX 4382	Purchase of Stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Aug 16, 2019	XXXX 4382	Mo. subscription for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Aug 22, 2019	XXXX 4382	Purchase of Blank Sheets to create stamps for postage	60.80	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			128.79		
Sunriver Service District Fire Department					
Aug 8, 2019	201	1/4 of screen charge	16.25	Paid	Materials & Services:Uniforms
Aug 8, 2019	201	Recruit t-shirts for Academy for Students	168.75	Paid	Materials & Services:Uniforms
Total Sunriver Service District Fire Department			185.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Terminix					
Aug 2, 2019	132962	Building maintenance of spraying for rodents, spiders, etc.	95.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			95.00		
The Hartford					
Aug 19, 2019	14477017	Insurance	506.00	Paid	Materials & Services:Insurance
Total The Hartford			506.00		
Tom Fast					
Aug 19, 2019	Reimbursement	Reimbursement for purchase of Snow Blower and Tool Chest from Estate Sale	549.00	Paid	Materials & Services:Building & Maintenance:Equipment
Total Tom Fast			549.00		
Traffic Safety Supply					
Aug 21, 2019	PO-0147/ 016974	4" B width numbers for address signs. 1-package of each number 0-9	117.50	Paid	Materials & Services:Department Services:Emergency Address Signs
Aug 29, 2019	015428	SBL0451 5052 .063, 12" x 6" RECT	400.00	Paid	Materials & Services:Department Services:Emergency Address Signs
Aug 29, 2019	015428	DEC-WEG-4C-AN Legend, EG WHT, 4" C-AN for address signs	125.00	Paid	Materials & Services:Department Services:Emergency Address Signs
Aug 29, 2019	015428	Shipping	18.83	Paid	Materials & Services:Department Services:Emergency Address Signs
Aug 29, 2019	16974	Shipping Charges for DEC-WHIP-4B-AN LEGEND, HIP WHT, 4" B-An numbers for address signs (missed on initial request)	11.91	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Traffic Safety Supply			673.24		
UPS					
Aug 3, 2019	XXXX 4382	Shipping P/U charge	5.80	Paid	Materials & Services:Administration:P ostage & Shipping
Aug 15, 2019	XXXX 4382	Shipping charges	17.05	Paid	Materials & Services:Administration:P ostage & Shipping
Aug 19, 2019	XXXX 4382	Shipping charges	14.58	Paid	Materials & Services:Administration:P ostage & Shipping
Total UPS			37.43		
US Bank Equipment Finance					
Aug 15, 2019	391886868 - EFT	Contract payment for Copier	139.99	Paid	Materials & Services:Administration:C opier Expenses

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aug 15, 2019	391886868 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Verizon Wireless					
Aug 1, 2019	9834663709	Phone line for Zoll machines	21.28	Paid	Materials & Services:Utilities:Telecommunications
Total Verizon Wireless			21.28		
Webrestaurant					
Aug 15, 2019	XXXX 4382	Popcorn for machine for Open House/Events	33.98	Paid	Materials & Services:Department Services:Events
Aug 15, 2019	XXXX 4382	Shipping	14.41	Paid	Materials & Services:Department Services:Events
Total Webrestaurant			48.39		
Wright Ford, Inc.					
Aug 7, 2019	590 - Oil Change	Oil Change, Tire Rotation on Chief's Apparatus (590)	53.38	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Total Wright Ford, Inc.			53.38		
Xero					
Aug 19, 2019	XXXX 4382	Mo. Fee for Accounting Platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Aug 16, 2019	2232	Hepatitis B Vaccine, Adult Dosage for Emma Parker	85.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 16, 2019	2232	Hepatitis B Vaccine, Adult Dosage for Michael McClellan	85.00	Paid	Materials & Services:SAFER Grant Expenditures
Aug 16, 2019	2232	DRUG4-COC Non-DOT 10 Drug Screen for Emma Parker	25.00	Paid	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			195.00		
Zoll Medical Corporation					
Aug 8, 2019	90036300	Preventative Maintenance on Zoll Machines for 9/19 to 8/20	510.00	Paid	Materials & Services:EMS Operations:
Total Zoll Medical Corporation			510.00		
Total			42,672.53		

PROPOSED AGENDA ORDER

- 1. Meeting called to order**
- 2. Flag Salute**
- 3. Approval of previous meeting minutes**
- 4. Financial report**
- 5. Questions from public only about current agenda items.**
- 6. Chiefs Report**
- 7. Operation report and any committees**
- 8. Unfinished (Old) Business**
- 9. New Business**
- 10. Questions from public for items to be put on next month's agenda**
- 11. Comments from the Board**
- 12. Good of The Order**
- 13. Adjournment**



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of making a supplemental budget for an occurrence which was not ascertained at the time of original preparation.

RESOLUTION: 2019-06

WHEREAS, on June 20, 2019 the Board of Directors adopted Resolution 2019-02 adopting the budget and making appropriations for fiscal year 2019-2020; and

WHEREAS, ORS 294.471(1) provides for making 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 determined that it needed to budget for the receipt and disbursement of loan proceeds related to the purchase of an ambulance; and

WHEREAS, per ORS 294.473(1)(b) the District published notice of the proposed supplemental budget public hearing in the Bend Bulletin on September 11th, 2019 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 19, 2019 meeting to obtain public comment on the proposed supplemental budget;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, the supplemental budget for fiscal year 2019-2020 is hereby adopted, and the amounts appropriated by the Board under Resolution 2019-02 for the Capital Reserve Fund is hereby amended as follows:

CAPITAL RESERVE FUND

<u>Resource Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
Other Financing Sources	-0-	\$159,876	\$159,876

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
Capital Outlay	\$75,000	\$159,876	\$234,876

INTRODUCED and ADOPTED

Thursday, September 19th, 2019

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director, Barbara Oakley

By: _____
Board Director, Mark W. Wilson

By: _____
Board Director, Bradley Pahl

By: _____
Board Director, John Meredith



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated
revenue to the General Fund of Crooked
River Ranch Rural Fire Protection District

RESOLUTION: **2019-07**

WHEREAS, Oregon Budget Law, under ORS 294.326(2), provides that money from unforeseen grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution;

WHEREAS, Crooked River Ranch Rural Fire Protection District has received an Assistance to Firefighters Grant from FEMA of \$121,818.09 and

WHEREAS, FEMA Assistance to Firefighters Grant requires matching funds from Crooked River Ranch Rural Fire Protection District of \$6,090.91 and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money for a specific purpose,

THEREFORE BE IT RESOLVED by the Board of Directors of Crooked River Ranch Rural Fire Protection District, Oregon that the following appropriations be made:

General Fund	Budget Appropriation	Increase (Decrease)	Adjusted
Revenue:			
Grant Revenue	\$45,922	\$121,818.09	\$167,740.09
Operating Expenses:			
Capital Outlay	\$10,000	\$127,909	\$137,909
General Fund, Transfer Out	\$20,000	(\$6,090.91)	\$13,909.09

INTRODUCED and ADOPTED Thursday, September 19th, 2019

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director, Barbara Oakley

By: _____
Board Director, Mark W. Wilson

By: _____
Board Director, Bradley Pahl

By: _____
Board Director, John Meredith



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report September 2019

- Calls for service in August totaled 64. A breakdown of calls by month is below:

2019 Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1-Fire (Building, Wildland, Vehicle, etc.)	1	2	0	0	1	1	3	3				
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0				
3-Rescue & EMS	21	40	33	26	42	26	37	49				
4-Hazardous Condition (No Fire)	1	0	1	0	0	0	0	1				
5-Service Call	5	4	7	4	10	9	6	5				
6-Good Intent Call	4	4	7	3	6	7	5	5				
7-False Alarm & False Call	6	1	1	3	1	2	0	1				
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0				
9-Special/Other Incident	0	0	0	0	0	0	0	0				
Total Calls-To-Month End 2019	38	51	49	36	60	45	51	64	0	0	0	0

Total Calls-To-Month End 2019
394

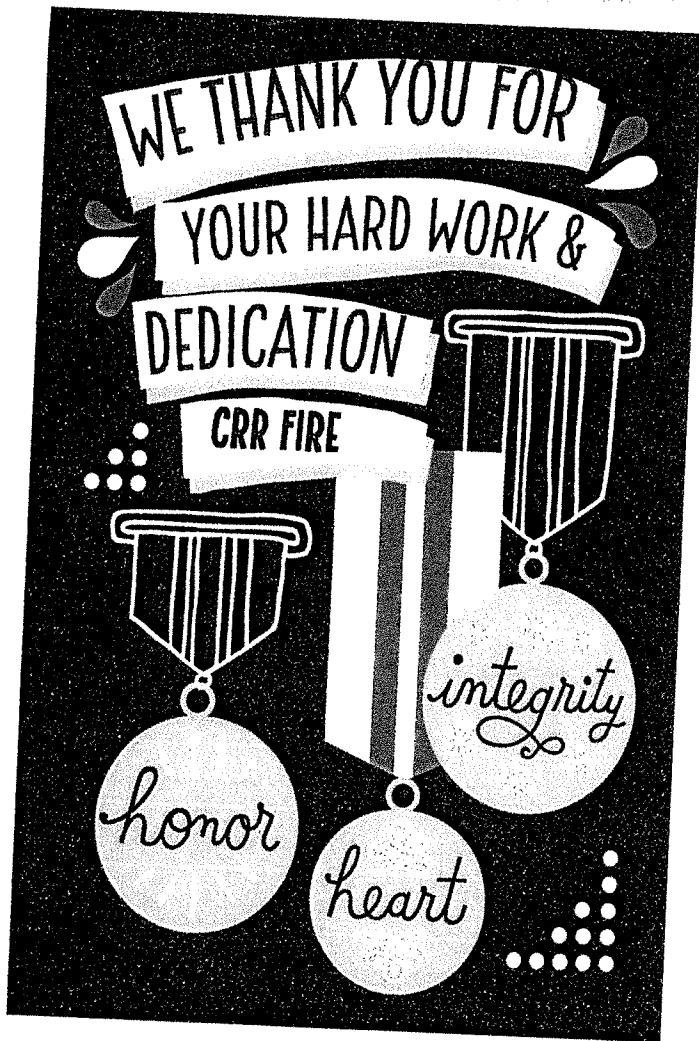
- The three new Student Volunteers have successfully completed their two-week in-house follow on academy. All three Shift Captains helped complete this portion of their training. They have now been assigned to shifts and will begin their college classes September 23rd.
- Annual hose and ladder testing have been completed.
- Captain Delorto had the annual preventative maintenance completed on our heart monitor/defibrillators.
- As of September 15th, the seasonal part-time employment program has ended. Four of the part-time employees have indicated they would like to become Volunteers. They will be going through the Volunteer application process.

➤ Fire Med Memberships monthly report:

- New memberships: 0
- Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief



We weren't able to attend the Labor Day Breakfast but want you to know how much we really appreciate your hard work for this Community of CRR.

Thank you.

Richard & Carol Smith

July 25

Dear Captain Fast:

I very much appreciate your participation in the Stroke Awareness Oregon event on July 11 at the Crooked River Ranch Senior Center. Your first hand experience with the realities of stroke make the presentation come alive and makes a more powerful impact encouraging folks to respond quickly to the first signs of stroke.

Thank you for assisting us in our important goals at our new organization.

Sincerely,
Marc Zube

