



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, January 17, 2019. The Board Meeting will start at 3:00 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

Board of Directors

Bob Bengtson, President (Position 5)
Dennis Kirk, Vice President, (Position 3) - excused
Barbara Oakley, Secretary (Position 4)
John Meredith, Treasurer (Position 2)
James Dille, Director (Position 1)

District Staff

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

Board Meeting Agenda

1. Call to Order - Director Bengtson
 - 1.1. Roll Call by Director Oakley
 - 1.2. Flag Salute – Director Dille
2. Review of Agenda
3. Approval of Board meeting minutes
 - 3.1. Approval of December 20, 2018 Board meeting minutes
4. Financial Reports
 - 4.1. Acknowledge receipt and approval of the financial reports for December 2018 – Director Meredith
 - 4.2. Appointment of Board members to sign checks for Monday, February 11th and Monday, February 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 Follow-up discussion on new Radio's/911 System – Asst. Fire Chief, Sean Hartley
 - 6.2 Follow-up on discussion on Active Shooter Threat Protocol/Drill – Asst. Fire Chief, Sean Hartley
7. New Business (consideration, discussion, and possible action on the following items):
 - 7.1 Appointment of Budget Officer for 2019/2020 Budget – Director Bengtson
 - 7.3 Approval/Discussion of Resolution 2019-01 to transfer funds from Personnel Service: Mechanic to Vehicle Maintenance line item – Asst. Fire Chief. Sean Hartley

8. Fire Chief's Report - Asst. Fire Chief, Sean Hartley
9. Operations Report - submitted by Asst. Fire Chief, Sean Hartley
10. Correspondence & Recognitions – Director Bengtson
11. Comments/Questions
 - 11.1. Public
 - 11.2. Chief, Staff, and/or Volunteers
 - 11.3. Board of Directors
12. Adjournment – Director Bengtson

Reminder:

February Board meeting will be 3:00 pm. March Board meeting will be back to 6:30 pm.

(In accordance with ORS 192.660, the Crooked River Ranch Rural Fire Protection District Board of Directors may convene in executive session at any time)

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

**Board Meeting Minutes
December 20, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on December 20, 2018 at 3:00 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 3:00 p.m. Directors Dille, Kirk, Meredith, Oakley and Bengtson were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Mark Wilson was excused. Also in attendance, Captain Tom Fast and Volunteer Marta McGovern Philpott. Members of the public in attendance, Tina Wilson, Patricia Hayes and Brad Pahl. Halfway through the meeting two students attended the meeting, Nolan Wironen and Cayla Forsythe.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. November 15, 2018 board minutes – minutes were reviewed by the Board and the following corrections were made: Under 7.2 first sentence, change the word “our” to “the”. Also, add “for the future” right after the word “benchmark”. Under 8.0, change the word “cement” to “concrete”. Director Kirk made a motion to approve the November 15, 2018 Board meeting minutes as amended, Director Dille seconded the motion, and all were in favor and the motion passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of November 2018. In the First Interstate Bank general account, there was \$7,023.86. In the First Interstate Bank-Payroll account, we had \$2,924.32. In the Jefferson County Treasury the account balances were: Bond Fund \$153,346.29, Capital Reserve Fund \$184,740.67, General Fund \$532,012.04, Local Option Levy Fund \$222,963.75. Accounts Receivable there was \$320.00. Director Kirk made a motion to approve the November 2018 financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (5-0).
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Dille and Director Meredith will sign checks on Wednesday, January 9th and Director Oakley and Director Meredith will sign checks on Friday, January 25, 2019.
5. **Comments from the public** – none
6. **Unfinished Business** –
 - 6.1 **Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that training with the new radios has been ongoing and we have done our Firefighter mayday training. We are working with Deschutes County 911, they are having someone come out to our District and demonstrate final features/procedures on them. Everything

seems to be going well. Director Bengtson asked if the radios work well in the canyons. Assistant Chief Hartley stated they work really well in the canyons. Chief Ward stated that we are looking at April or May to go "live" in Central Oregon will all the radios. There was no further discussion on this topic.

6.2 Follow-up on Active Shooter Threat Protocol/Drill – Fire Chief, Harry Ward stated that he has been in contact with Jefferson County Sheriff's office and they are planning on coming out to our District to go over procedures, and how we should operate in emergency situations when we go out on calls. Ranch Chapel is working on a plan of action as well. We are looking at doing an Active Shooter drill for the Ranch the first part of the year. We are also looking at bringing in DPSST for the drill.

6.3 Final Review of 2017/2018 Audit - Director Bengtson stated that he was at the Station on Wednesday, December 19th and he and Assistant Chief Hartley spoke with our Auditor over the phone, however Chief Hartley had to leave during the phone call due to an emergency call. Director Bengtson stated that our Auditor was very pleased with our audit for 2017/2018 and even though we had a few issues with our accounting program in setting up the separate funds, we still did very well. He referred to page 30 of the final audit and stated that we did better than expected when it came down to the total expenditures and from Personnel services, Materials & Services, Capital Outlay and Contingency. We came out 38% higher than what was budgeted for our ending fund balance. Overall it was a great outcome and Director Bengtson congratulated the staff for all their efforts. Tina Wilson asked about the \$10,000 in grant funds on page 30. Assistant Chief Hartley stated it was what was actually used, we did not have a full year to utilize the funds, so the amount carries forward to the following fiscal year. If we have excess funds that are not utilized, we can ask for an extension for the following year. The funds utilized can be seen on the Budget Variance/General Fund under Grant funds/revenue. There is a section under Materials & Services: Safer Grant Funds that was utilized for physicals for the volunteers and the other piece is under Personnel Services: Volunteer Shift Stipends. There was no further discussion on this topic.

7. New Business –

7.1 Recruitment of three Board Director Positions – Fire Chief, Harry Ward stated that there will be three positions available on the Board for next fiscal term. It will be position 5, 3 & 4. He stated that if anyone knows of people that might be interested in running, please contact them.

7.2 SDAO 2019 Annual Conference in Sunriver, OR - Director Bengtson stated the brochure of the conference was in the board packet. He has talked to Chief Ward & Assistant Chief Hartley and they would be interested in attending, if any of the Board directors are not interested in attending. He suggested that traveling down to Sunriver might be tough, so lodging might be a good idea. Director Dille stated that he and Director Meredith attended the conference last year. Director Dille stated there are some sessions that are pertinent to our District and he might be interested in attending. We will have to make a decision by January for attending the conference and let Dana know as soon as possible.

7.3 Award of SDAO Safety & Security Grant, Approval of Resolution No. 2018-05 for receiving unanticipated revenue to the General Fund- Fire Chief, Harry Ward stated that

every year SDAO has an opportunity to apply for their Safety & Security Grant (of which our District did) and we were awarded the amount of \$3,457.00 towards security cameras for the building. Director Bengtson wanted to know by putting the security cameras on the building if we will get a discount on our insurance. Chief Ward stated "yes" and the amount will be prorated depending on when we get the cameras up and running, probably in February or March. There will be software with six cameras, one of which will be in the lobby area. Once we get them up, we can also add more later if need be. Director Dille stated that he would like to have one in the Training room as well in the future, Chief Ward stated it would be approximately \$800 to add. We will be working with the Jefferson County Sheriff's office on what they recommend for the lobby windows, as we have also been getting quotes for security glass and it is very expensive. Director Kirk made a motion to approve Resolution 2018-05 for receiving the unanticipated grant funds to the Crooked River Ranch Rural Fire Protection General Fund, as written, Director Dille seconded the motion. All were in favor, motion passed (5-0).

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that he will be leaving for a trip to Sacramento for the National Firefighters Foundation to rewrite their curriculum. He will not be at the January Board meeting. Right now we are at 559 calls for the end of November. We will probably be over 600 by the end of the year as we are getting lots of back to back calls in a day. He reminded everyone that Saturday, January 19th is the day of our annual awards banquet and potluck and it will be at 4:00 pm. We will also do a casual picnic in the summertime just to have fun and relax. Captain Fast is working on our SCBA confidence course and Les Schwab should be donating the Conexus's in the spring. He also received a call today from Congressman Wyden's office and they said that last night our CRR Protection Act bill will be packaged with a Land bill. There was a senator from Utah that wanted to debate it. There was not enough time to do that, so they will reconvene next year to debate it in the Senate. He also stated that at the last staff meeting we worked on more training from the Attributes of Leadership program.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

10. Correspondence/Recognitions – the only correspondence received was an email to Chief Ward from Sandy Gallaway from SDAO. It stated that we were awarded the Safety & Security grant funds for the security cameras.

11. Comments/Questions:

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – Support volunteer, Tina Wilson stated the applicants for the food & toy boxes will be picking them up tonight from 6-8:00 pm, rather than tomorrow night. Also, the Pump house restaurant event served 150 meals for the toy drive for our District. It was very well attended and a huge success.

11.3 **Board** – Dennis Kirk stated he will not be at the January Board meeting.

12. Adjournment by Director Bengtson at 3:53 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue As of December 31, 2018

DEC 31, 2018

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	26,171.45
Capital Reserve Fund	185,039.18
FIB - Checking	14,294.01
FIB - Payroll	2,917.54
General Fund	418,060.86
Local Option Levy Fund	226,423.64
Total Cash and Cash Equivalents	872,906.68

Accounts Receivable	1,175.00
Total Current Assets	874,081.68

Total Assets	874,081.68
---------------------	-------------------

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	4,287.67
FIB - Credit Cards	1,271.61
Total Current Liabilities	5,559.28

Total Liabilities	5,559.28
--------------------------	-----------------

Equity

Current Year Earnings	856,054.02
Unrestricted Net Assets	12,468.38
Total Equity	868,522.40

Total Liabilities and Equity	874,081.68
-------------------------------------	-------------------



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 December 2018
Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Ambulance Billing	\$87,952.69	\$150,000.00	-\$62,047.31	-41.3649%
Beginning Fund Balance:General/LO Levy Fund	\$263,282.29	\$239,987.00	\$23,295.29	9.7069%
Conflagration Revenue	\$2,019.68	\$1,000.00	\$1,019.68	101.968%
Deschutes County: General Fund	\$67,192.60	\$49,235.00	\$17,957.60	36.4732%
Deschutes County: Local Option Levy	\$390.69	\$18,485.00	-\$18,094.31	-97.8864%
Emergency Address Signs	\$280.00	\$500.00	-\$220.00	-44.0%
FireMed	\$6,570.00	\$12,375.00	-\$5,805.00	-46.9091%
Interest	\$1,999.36	\$3,500.00	-\$1,500.64	-42.8754%
Jefferson County: General Fund	\$523,517.74	\$584,032.00	-\$60,514.26	-10.3615%
Jefferson County: Local Option Levy	\$196,118.20	\$205,763.00	-\$9,644.80	-4.6873%
Misc. Income	\$531.90	\$5,000.00	-\$4,468.10	-89.362%
Sale of Assets/Apparatus	\$7,239.00	\$0.00	\$7,239.00	
Training Income	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue				
Grants Funds	\$3,457.00	\$45,922.00	-\$42,465.00	-92.472%
SAFER Grant Revenue	\$7,401.00	\$0.00	\$7,401.00	
Total Grant Revenue	\$10,858.00	\$45,922.00	-\$35,064.00	-76.4%
Total Revenue	\$1,167,952.15	\$1,316,299.00	-\$148,346.85	-11.27%
Gross Profit	\$1,167,952.15	\$1,316,299.00	-\$148,346.85	-11.27%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards:Building Capital Purchases	\$0.00	\$6,914.00	-\$6,914.00	-100.0%
Debt Services & Contingency:Contingency	\$0.00	\$3,359.00	-\$3,359.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$10,273.00	-\$10,273.00	-100.0%
Materials & Services				
Materials & Services:Administration	\$5,061.52	\$15,000.00	-\$9,938.48	-66.2565%
Materials & Services:Building & Maint.	\$2,563.45	\$10,000.00	-\$7,436.55	-74.3655%
Materials & Services:Department Services	\$520.88	\$5,000.00	-\$4,479.12	-89.5824%
Materials & Services:Dispatch Services	\$56,635.34	\$58,115.00	-\$1,479.66	-2.5461%
Materials & Services:EMS Operations	\$15,119.75	\$32,950.00	-\$17,830.25	-54.1131%
Materials & Services:Fire Suppression	\$2,917.38	\$16,705.00	-\$13,787.62	-82.5359%
Materials & Services:Fuel	\$7,248.47	\$10,000.00	-\$2,751.53	-27.5153%
Materials & Services:Insurance	\$2,628.00	\$30,000.00	-\$27,372.00	-91.24%
Materials & Services:Prevention	\$552.07	\$1,000.00	-\$447.93	-44.793%
Materials & Services:Professional Services	\$11,979.98	\$20,000.00	-\$8,020.02	-40.1001%
Materials & Services:Radios/Communications	\$618.18	\$4,611.00	-\$3,992.82	-86.5934%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$1,918.00	\$9,422.00	-\$7,504.00	-79.6434%
Materials & Services:Training	\$1,321.83	\$7,389.00	-\$6,067.17	-82.1108%
Materials & Services:Travel	\$0.00	\$9,105.00	-\$9,105.00	-100.0%
Materials & Services:Tuition Reimbursement	\$10,500.00	\$31,500.00	-\$21,000.00	-66.6667%
Materials & Services:Uniforms	\$341.32	\$5,713.00	-\$5,371.68	-94.0256%
Materials & Services:Utilities	\$8,713.53	\$22,250.00	-\$13,536.47	-60.8381%
Materials & Services:Vehicle/Equipment Maint.	\$10,255.24	\$18,000.00	-\$7,744.76	-43.0264%
Materials & Services:Volunteer Incentives	\$6,435.00	\$29,400.00	-\$22,965.00	-78.1122%
Materials & Services:Wellness Program	\$40.00	\$10,000.00	-\$9,960.00	-99.6%
Total Materials & Services	\$145,369.94	\$347,660.00	-\$202,290.06	-58.2%

Personnel Services				
Personnel Services: Employee Benefits	\$71,425.00	\$168,753.00	-\$97,328.00	-57.6748%
Personnel Services:Administrative Assistant:Overtime	\$116.28	\$1,224.00	-\$1,107.72	-90.5%
Personnel Services:Administrative Assistant:Regular Wage	\$17,005.44	\$34,729.00	-\$17,723.56	-51.0339%
Personnel Services:Assistant Fire Chief:Salary	\$28,038.48	\$55,558.00	-\$27,519.52	-49.533%
Personnel Services:Fire Chief	\$39,461.60	\$79,800.00	-\$40,338.40	-50.5494%
Personnel Services:Mechanic	\$2,280.00	\$12,480.00	-\$10,200.00	-81.7308%
Personnel Services:Part-Time Employees	\$18,869.62	\$35,280.00	-\$16,410.38	-46.5147%
Personnel Services:Payroll Taxes	\$17,577.71	\$38,248.00	-\$20,670.29	-54.0428%
Personnel Services:PERS	\$46,326.93	\$98,419.00	-\$52,092.07	-52.9289%
Personnel Services:Shift Personnel: Regular Wage	\$85,032.09	\$174,032.00	-\$88,999.91	-51.14%
Personnel Services:Shift Personnel:Overtime	\$23,571.37	\$34,894.00	-\$11,322.63	-32.4486%
Personnel Services:Volunteer Conflag Reimbursement	\$515.40	\$516.00	-\$0.60	-0.1163%
Personnel Services:Volunteer Shift Stipends	\$2,700.00	\$36,500.00	-\$33,800.00	-92.6027%
Personnel Services:Workers Comp. & Group Accident	\$18,851.50	\$18,500.00	\$351.50	1.9%
Total Personnel Services	\$371,771.42	\$788,933.00	-\$417,161.58	-52.9%
<hr/>				
Total Operating Expenses	\$517,141.36	\$1,146,866.00	-\$629,724.64	-54.9083%
<hr/>				
Net Income / (Loss) before Tax	\$650,810.79	\$169,433.00	\$481,377.79	284.111%
<hr/>				
Net Income	\$650,810.79	\$169,433.00	\$481,377.79	284.111%
<hr/>				
Total Comprehensive Income	\$650,810.79	\$169,433.00	\$481,377.79	284.111%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 December 2018
Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Beginning Fund Balance: Bond Fund	\$12,090.46	\$7,432.00	\$4,658.46	62.6811%
Deschutes County: Bond Fund	\$12,270.48	\$0.00	\$12,270.48	
Jefferson County: Bond Fund				
Jefferson County: Bond Fund: Current Year Taxes	\$129,202.27	\$160,609.00	-\$31,406.73	-19.5548%
Jefferson County: Bond Fund: Interest	\$285.84	\$0.00	\$285.84	
Jefferson County: Bond Fund: Other Income	\$365.78	\$0.00	\$365.78	
Jefferson County: Bond Fund: Prior Year Taxes	\$2,121.34	\$0.00	\$2,121.34	
Total Jefferson County: Bond Fund	\$131,975.23	\$160,609.00	-\$28,633.77	-17.8%
Total Revenue	\$156,336.17	\$168,041.00	-\$11,704.83	-6.9655%
Gross Profit	\$156,336.17	\$168,041.00	-\$11,704.83	-6.9655%
Operating Expenses				
Capital Outlay & Grant Awards				
Capital Outlay & Grant Awards: Bond Payment	\$129,822.00	\$158,404.00	-\$28,582.00	-18.0437%
Total Capital Outlay & Grant Awards	\$129,822.00	\$158,404.00	-\$28,582.00	-18.0%
Total Operating Expenses	\$129,822.00	\$158,404.00	-\$28,582.00	-18.0437%
Net Income / (Loss) before Tax	\$26,514.17	\$9,637.00	\$16,877.17	175.1289%
Net Income	\$26,514.17	\$9,637.00	\$16,877.17	175.1289%
Total Comprehensive Income	\$26,514.17	\$9,637.00	\$16,877.17	175.1289%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
For the month ended 31 December 2018
Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Beginning Fund Balance:Capital Reserve Fund	\$183,404.57	\$182,864.00	\$540.57	0.2956%
Jefferson County: Capital Reserve Fund				
Jefferson County: Capital Reserve Fund:Interest	\$1,634.61	\$750.00	\$884.61	117.948%
Total Jefferson County: Capital Reserve Fund	\$1,634.61	\$750.00	\$884.61	117.9%
Total Revenue	\$185,039.18	\$183,614.00	\$1,425.18	0.7762%
Gross Profit	\$185,039.18	\$183,614.00	\$1,425.18	0.7762%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards:AFG Grant Expenditures	\$7,432.00	\$13,614.00	-\$6,182.00	-45.4091%
Capitol Outlay & Grant Awards:Building Capital Purchases	\$0.00	\$3,457.00	-\$3,457.00	-100.0%
Total Capital Outlay & Grant Awards	\$7,432.00	\$17,071.00	-\$9,639.00	-56.5%
Total Operating Expenses	\$7,432.00	\$17,071.00	-\$9,639.00	-56.4642%
Net Income / (Loss) before Tax	\$177,607.18	\$166,543.00	\$11,064.18	6.6434%
Net Income	\$177,607.18	\$166,543.00	\$11,064.18	6.6434%
Total Comprehensive Income	\$177,607.18	\$166,543.00	\$11,064.18	6.6434%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period December 1, 2018 to December 31, 2018

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Accuity, LLC					
Dec 17, 2018	5385	Balance due for June 2018 Audit	2,770.00	Paid	Materials & Services:Professional Services:Auditor
Total Accuity, LLC			2,770.00		
Aflac					
Dec 16, 2018	EFT	Total of deductions from: Alysha, Tom, Sean, David, Dana & Harry	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Amazon					
Dec 29, 2018	XXXX 4382	Mo. Membership for Prime	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			12.99		
Amy Weddle					
Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,188.00	Paid	Materials & Services:Tuition Reimbursement
Dec 26, 2018	Tuition reimbursement	College fees - Fall 2018	129.00	Paid	Materials & Services:Tuition Reimbursement
Dec 26, 2018	Tuition reimbursement	Lab fees - Fall 2018	365.00	Paid	Materials & Services:Tuition Reimbursement
Dec 26, 2018	Tuition reimbursement	Textbooks - Fall 2018	68.00	Paid	Materials & Services:Tuition Reimbursement
Total Amy Weddle			1,750.00		
BendTel					
Dec 17, 2018	0351236	Telephone charges, recurring service charges, surcharges and fees	438.99	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			438.99		
BIOMED					
Dec 17, 2018	67355	Background check for Chelsea Maloney	29.00	Paid	Materials & Services:Professional Services:Background Checks
Dec 17, 2018	67355	Background check for Samuel Juraevich	29.00	Paid	Materials & Services:Professional Services:Background Checks
Total BIOMED			58.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
BoundTree Medical, LLC					
Dec 16, 2018	83055800	EMS supplies, Gloves, Blood Glucose Test Strips, Epinephrine, Veni-Guard Dressing, Curaplex Preessure Infuser, Etomidate, Electrodes, etc.	500.86	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			500.86		
Carson Oil Company, Inc.					
Dec 3, 2018	CP-00166730	Fuel for all apparatus	351.19	Paid	Materials & Services:Fuel
Dec 18, 2018	CP-00169813	Fuel for all apparatus	596.79	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			947.98		
Cayla Forsythe					
Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,683.00	Paid	Materials & Services:Tuition Reimbursement
Dec 26, 2018	Tuition reimbursement	College fees - Fall 2018	67.00	Paid	Materials & Services:Tuition Reimbursement
Total Cayla Forsythe			1,750.00		
City of Redmond - Public Works Department					
Dec 21, 2018	Final Cell Phone Stipend - Mark Wilson	Final Cell Phone Stipend for Mark Wilson (Oct./Nov./Dec.)	90.00	Paid	Materials & Services:Volunteer Incentives
Total City of Redmond - Public Works Department			90.00		
CoEnergy -Central Oregon					
Dec 3, 2018	2885	Commercial Propane	79.95	Paid	Materials & Services:Utilities:Propane
Total CoEnergy -Central Oregon			79.95		
Crooked River Ranch Water Company					
Dec 1, 2018	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Dec 1, 2018	94	Water	17.44	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			52.03		
Crooked River Sanitary					
Dec 10, 2018	00014	Sanitation Services for November	69.92	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			69.92		
Deschutes County 911 Service District					
Dec 1, 2018		Dispatch services for fiscal year 2017/2018	54,848.56	Paid	Materials & Services:Dispatch Services
Dec 3, 2018	697	911 Police Fire RMS User Fees	179.83	Paid	Materials & Services:Dispatch Services
Dec 18, 2018	679	Balance due for Dispatch Fee	30.00	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			55,058.39		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Ethan Brown					
Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Ethan Brown			1,750.00		
Garrett Schweigert					
Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Garrett Schweigert			1,750.00		
Home Depot					
Dec 13, 2018	XXXX 4382	Lumber, screws, etc for SCBA Training Matrix Box	401.99	Paid	Materials & Services:Training
Dec 19, 2018	XXXX 4382	No-Rinse Floor Cleaner	23.94	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 19, 2018	XXXX 4382	Shipping	11.22	Paid	Materials & Services:Building & Maintenance:Supplies
Total Home Depot			437.15		
HRA VEBA Trust					
Dec 16, 2018	EFT	Contributions for: Tom, Alysha, David, Sean, Harry & Dana	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
Hughes Fire Equipment					
Dec 12, 2018	179133	Pump Testing on 521, (parts will be forwarded to District for Mark to finish Vacuum repair)	(309.26)	Voided	Materials & Services:Vehicle/Equipment Maintenance:510165
Dec 16, 2018	179133	Pump Testing on 521, (parts will be forwarded to District for Mark to finish Vacuum repair) Repairs on 521: rewired gauge, corrected pins on gauge, removed vacuum gauge, swapped fittings to a new gauge, installed new vacuum gauge in place of old unit, removed interior door panel, checked window track and felt was damaged & replaced, installed new window track with parts, reinstalled interior door panel, removed & rebuilt intake valve with new gaskets and seals, removed the primer motor and primer, removed the bushings and installed new bushings, set and installed new shims, installed the HUB and new vanes, etc.	346.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Dec 16, 2018	179132	Repairs on 521: rewired gauge, corrected pins on gauge, removed vacuum gauge, swapped fittings to a new gauge, installed new vacuum gauge in place of old unit, removed interior door panel, checked window track and felt was damaged & replaced, installed new window track with parts, reinstalled interior door panel, removed & rebuilt intake valve with new gaskets and seals, removed the primer motor and primer, removed the bushings and installed new bushings, set and installed new shims, installed the HUB and new vanes, etc.	4,973.21	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 16, 2018	179132	Mark to install valve rebuild kit	-	Paid	
Total Hughes Fire Equipment			5,010.45		

IAFF 3650 - Redmond Firefighters Union

Dec 7, 2018	PAC Donation to Union - ACH	PAC donations from Tom, Alysha and David	12.00	Paid	Payroll Liabilities
Dec 7, 2018	Union Dues - ACH	Union Dues from: Tom, Alysha, David	100.50	Paid	Payroll Liabilities
Dec 19, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha, David	100.50	Paid	Payroll Liabilities
Dec 19, 2018	PAC Donation to Union - ACH	PAC Donation to Union from: Tom, Alysha, David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			225.00		

Jefferson County Clerk

Dec 10, 2018		Apportioned Election Costs	269.62	Paid	Materials & Services:Professional Services:Elections Fees
Dec 10, 2018		Publication-Ballot Title Receipt	102.50	Paid	Materials & Services:Professional Services:Elections Fees
Total Jefferson County Clerk			372.12		

Jesse West

Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,584.00	Paid	Materials & Services:Tuition Reimbursement
Dec 26, 2018	Tuition reimbursement	College fees - Fall 2018	166.00	Paid	Materials & Services:Tuition Reimbursement
Total Jesse West			1,750.00		

Nationwide Retirement Solutions

Dec 7, 2018	Def. Comp - EFT	Deferred Compensation contributions from: Tom, Alysha, David, Sean and Dana	215.00	Paid	Payroll Liabilities
Dec 19, 2018	Deferred Comp - EFT	Deferred Compensation from: Tom, Alysha, David, Sean, Dana	215.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			430.00		

Nolan Wironen

Dec 26, 2018	Tuition reimbursement	Tuition reimbursement - Fall 2018	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Nolan Wironen			1,750.00		

Norco

Dec 3, 2018	25251980	Rental of Oxygen Tank w/ Oxygen	20.40	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			20.40		

Oregon PERS

Dec 7, 2018	PERS - EFT	Employer contributions	3,109.52	Paid	Personnel Services:PERS
Dec 7, 2018	PERS - EFT	Employee contributions, paid by Employer	1,095.54	Paid	Personnel Services:PERS
Dec 20, 2018	EFT	Employer Contribution	2,803.61	Paid	Personnel Services:PERS

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 20, 2018	EFT	Employee Contribution, paid by Employer	987.77	Paid	Personnel Services:PERS
Total Oregon PERS			7,996.44		
OSP Open Records					
Dec 13, 2018	XXXX 4382	Background check for Faren Russell	10.00	Paid	Materials & Services:Professional Services:Background Checks
Total OSP Open Records			10.00		
Pacific Power					
Dec 3, 2018	24712171-001 3	Basic Charges, Load size, Demand Charges, Kilo Watt Usage	1,698.58	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,698.58		
Platt					
Dec 19, 2018	U042713	Electrical items to fix light in Bay Bathroom	103.37	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Platt			103.37		
SeaWestern Fire Fighting Equipment					
Dec 17, 2018	209569	Cleaner/Disinfectant (Confidence Plus) for SCBA Mask	38.49	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Dec 17, 2018	209569	Shipping	12.15	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Total SeaWestern Fire Fighting Equipment			50.64		
Secretary of State					
Dec 17, 2018	Audit Filing Fee	Filing Fee for June 2018 Audit	250.00	Paid	Materials & Services:Professional Services:Auditor
Total Secretary of State			250.00		
Solutions Yes					
Dec 20, 2018	INV171744	Color Copies	38.40	Paid	Materials & Services:Administration:C opier Expenses
Dec 20, 2018	INV171744	B/W Copies	4.02	Paid	Materials & Services:Administration:C opier Expenses
Total Solutions Yes			42.42		
Special Districts Insurance Services					
Dec 6, 2018	03-0052514	Health Premiums - for January for staff	9,001.44	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 6, 2018	03-0052514	Dental Premiums - for January for staff	862.62	Paid	Personnel Services:Employee Benefits:Dental Insurance
Dec 6, 2018	03-0052514	Long-Term Disability Premium - for January for staff	88.44	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			9,952.50		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Springfield Fire & Life Safety					
Dec 1, 2018		Ambulance Billing Fee for September 2018	1,120.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Dec 4, 2018		Ambulance Billing Fee for Oct. 2018	1,040.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Springfield Fire & Life Safety			2,160.00		
Stamps.com					
Dec 17, 2018	XXXX 4389	Stamps.com mo. fee	17.99	Paid	Materials & Services:Administration:P ostage & Shipping
Total Stamps.com			17.99		
Terminix					
Dec 7, 2018	120626	Maintenance of spraying for Rodents, Ants, etc	95.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terminix			95.00		
The Printing Post					
Dec 17, 2018	XXXX 4382	Printing of FireMed Ambulance Membership Cards	70.37	Paid	Materials & Services:Department Services:FireMed Supplies
Total The Printing Post			70.37		
UPS					
Dec 31, 2018	XXXX 4382	Shipping Charges for a pickup	5.80	Paid	Materials & Services:Administration:P ostage & Shipping
Dec 31, 2018	XXXX 4382	Shipping Charges for return item	10.46	Paid	Materials & Services:Administration:P ostage & Shipping
Total UPS			16.26		
US Bank Equipment Finance					
Dec 17, 2018	372679639 - EFT	Contract Payment for Copier	139.99	Paid	Materials & Services:Administration:C opier Expenses
Dec 17, 2018	372679639 - EFT	Prop Damage Surcharge	24.40	Paid	Materials & Services:Administration:C opier Expenses
Total US Bank Equipment Finance			164.39		
Verizon Wireless					
Dec 3, 2018	9818940898	Phone Line for Zoll Machine	20.90	Paid	Materials & Services:Utilities:Telecom munications
Total Verizon Wireless			20.90		
Washington Federal					
Dec 4, 2018	Bond Pmt	Principal & Interest Bond Payment on Building	129,822.00	Voided	Capitol Outlay & Grant Awards:Bond Payment
Dec 10, 2018	Bond pmt	Principal due for Bond Pmt	100,000.00	Paid	Capitol Outlay & Grant Awards:Bond Payment
Dec 10, 2018	Bond pmt	Interest due for Bond Pmt	29,822.00	Paid	Capitol Outlay & Grant Awards:Bond Payment
Total Washington Federal			129,822.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Webrestaurant					
Dec 13, 2018	XXXX 4382	Supplies for Popcorn machine	70.33	Paid	Materials & Services:Building & Maintenance:Supplies
Total Webrestaurant			70.33		
WHA Insurance					
Dec 7, 2018		Claims Paid to Tom/Dana	280.00	Voided	HRA Reimbursements
Dec 7, 2018		Administration Fee	50.00	Voided	HRA Reimbursements
Dec 21, 2018	Admin Fee for HRA reimbursement	Administration Fee for November claims (Tom/Dana)	50.00	Paid	HRA Reimbursements
Total WHA Insurance			380.00 \$50		
www.gokeyless.com					
Dec 19, 2018	XXXX 4382	Keyless Lock for EMS Room	459.98	Paid	Materials & Services:Building & Maintenance
Total www.gokeyless.com			459.98		
Xero					
Dec 19, 2018	XXXX 4382	Monthly Subscription Fee for accounting program	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Dec 3, 2018	1813	Hepatitis B Vaccine for Nolan Wironen	85.00	Paid	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			85.00		
Total			362,484.78		
			\$ 332,332.78		



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: transferring) RESOLUTION: 2019-01
appropriations in the General Fund)

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 vehicle maintenance and,

WHEREAS, the remaining funds budgeted for the part-time mechanic are no longer required and,

WHEREAS, the amount budgeted for vehicle and equipment maintenance will now be insufficient.

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 \$10,200 in the General Fund as follows:

<u>Appropriation Category</u>	<u>Existing Amount</u>	<u>Increase/ (Decrease)</u>	<u>Adjusted Amount</u>
Personnel Services:			
Mechanic	\$ 12,480	\$(10,200)	\$ 2,280
Materials & Services:			
Vehicle/Equipment Maint.	\$ 18,000	\$ 10,200	\$ 28,200

INTRODUCED and ADOPTED Thursday, January 17th, 2019

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report

January, 2019

- Calls for service for 2018 totaled 622. A breakdown of calls by month is included with this report. This total was 87 more calls for service than the 2017 total of 535.
- Two new Volunteers have completed the application process. Kacey Epplett is an EMT and has already been pulling shifts at the station. Sam Jurasevich is also an EMT and will be beginning shifts soon.
- Captain Fast has completed the biennial DPSST Firefighter Recertification process for all personnel. This process includes verifying a minimum of 120 hours of firefighter training per firefighter in the two-year period.
- Captain McDonald is assisting with COCC's Joint Recruitment. This recruitment is how the District chooses Student Volunteers each year. The process is set to be completed in early April. For next year the District will have one open position.

Respectfully submitted

Sean Hartley

Assistant Chief



Dear EMT

On Dec. 19, my husband called 911 for me. He felt dizzy and thought he might be having a heart attack. Ten less than 5 minutes you arrived at our home around 8:30 AM. The 3 of you were fantastic, gentle, sweet, thorough and careful. You took me to St. Charles emergency ward in Richmond. All the way there you tended to me with pity, care and most importantly, you never let me feel alone. I am sincerely grateful to you for all you did for me. Ten time more, thanks to your care. Your SRE neighbor, Claudia & Dave Foster

Annual Alarm Report - Month & Year

Basic Incident Type Category (FD1.21)

Total Alarms

Basic Incident Year-Month Number (FD1.3): 2018-01

1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	44
4 - Hazardous Condition (No Fire)	2
5 - Service Call	8
7 - False Alarm & False Call	2
9 - Special Incident Type	1

Total: 58**Basic Incident Year-Month Number (FD1.3): 2018-02**

1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	22
4 - Hazardous Condition (No Fire)	1
5 - Service Call	4
6 - Good Intent Call	5

Total: 33**Basic Incident Year-Month Number (FD1.3): 2018-03**

1 - Fire	4
3 - Rescue & Emergency Medical Service Incident	34
5 - Service Call	2
6 - Good Intent Call	9
7 - False Alarm & False Call	2

Total: 51**Basic Incident Year-Month Number (FD1.3): 2018-04**

1 - Fire	3
3 - Rescue & Emergency Medical Service Incident	22
5 - Service Call	8
6 - Good Intent Call	5

Total: 38**Basic Incident Year-Month Number (FD1.3): 2018-05**

1 - Fire	7
3 - Rescue & Emergency Medical Service Incident	30
5 - Service Call	13
6 - Good Intent Call	3
7 - False Alarm & False Call	1

Total: 54**Basic Incident Year-Month Number (FD1.3): 2018-06**

1 - Fire	5
3 - Rescue & Emergency Medical Service Incident	32
5 - Service Call	7
6 - Good Intent Call	3
7 - False Alarm & False Call	1

Total: 48**Basic Incident Year-Month Number (FD1.3): 2018-07**

1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	32
4 - Hazardous Condition (No Fire)	1
5 - Service Call	21
6 - Good Intent Call	7

Total: 63**Basic Incident Year-Month Number (FD1.3): 2018-08**

1 - Fire	6
3 - Rescue & Emergency Medical Service Incident	34
5 - Service Call	7
6 - Good Intent Call	3

Basic Incident Type Category (FD1.21)

Total Alarms

7 - False Alarm & False Call

4

Total: 54

Basic Incident Year-Month Number (FD1.3): 2018-09

3 - Rescue & Emergency Medical Service Incident

41

5 - Service Call

6

6 - Good Intent Call

1

7 - False Alarm & False Call

1

Total: 50

Basic Incident Year-Month Number (FD1.3): 2018-10

3 - Rescue & Emergency Medical Service Incident

38

5 - Service Call

7

6 - Good Intent Call

6

7 - False Alarm & False Call

7

Total: 58

Basic Incident Year-Month Number (FD1.3): 2018-11

1 - Fire

2

3 - Rescue & Emergency Medical Service Incident

27

5 - Service Call

11

6 - Good Intent Call

10

7 - False Alarm & False Call

2

Total: 52

Basic Incident Year-Month Number (FD1.3): 2018-12

1 - Fire

2

3 - Rescue & Emergency Medical Service Incident

44

4 - Hazardous Condition (No Fire)

3

5 - Service Call

8

6 - Good Intent Call

6

Total: 63

Total: 622

For the Year →

Report Filters

Basic Incident Date Time: is equal to 'Last Year'

Agency Name: is in 'Crooked River Ranch RFPD Ambulance'

Aggregate Function Criteria

Total Alarms: Is Greater Than 0

Fire Med Membership for December 2018

New memberships: 3

Number of memberships dropped/expired: 5
(due to moving/death/no pmt rec'd)