



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, May 18, 2023. The Board meeting will start at 6:30 pm and will be held at the fire station, which is located at 6971 SW Shad Road, Terrebonne, Oregon. Virtual access to this meeting can be found through the Zoom platform, by accessing our website, @ www.crrfire.org/meetings. The meeting is accessible to people with disabilities and will be recorded. Requests for other accommodations should be made to Crooked River Ranch Fire & Rescue at 541-923-6776 at least 48 hours before the meeting.

Board of Directors

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

District Staff

Fire Chief, Sean Hartley
Admin. Asst. Dana Schulke

Board Meeting Agenda

1. Call to Order – Director Norberg
 - 1.1 Flag Salute – Director Green
 - 1.2 Roll Call – Director Oakley
2. Review of Agenda – Director Norberg
3. Approval of Board Meeting minutes – Director Norberg
 - 3.1 Approval of Board Meeting minutes from April 20, 2023
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for April 2023
– Director Pahl
 - 4.2 Appointment of Board members to sign checks for Monday, June 12th and Monday, June 26th, 2023 – Director Norberg
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update on steering committee – Fire Chief, Hartley
 - 5.2 Hiring of additional staff update – Fire Chief Hartley
6. New Business (consideration, discussion, and possible action on the following items):
 - 6.1 Oregon State Fire Marshal Grant Update – Fire Chief Hartley
 - 6.2 Civil Service Commission – Fire Chief Sean Hartley
7. Fire Chief's Report - submitted by Fire Chief, Sean Hartley in Board packet
8. Update on CERT program – Linda Kay Widmer

- 9. Comment/Questions:
 - 9.1 Public input on the current agenda topics
 - 9.2 Public input on future agenda topics – (Please limit to one topic)
- 10. Correspondence/ Recognitions/ Good of the Order – Director Norberg
- 11. Adjournment – Director Norberg

(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

April 20, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 20, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

- 1.1 **Flag Salute** by Director Green
- 1.2 **Called to Order** at 6:30 pm. Roll call was taken by Director Wilson and the following individuals were in attendance: Director's Norberg, Wilson, Pahl and Green. Director Oakley was excused from the meeting. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, and Captain Alysha Delorto attended via the Zoom platform. Members of the public in attendance – Bill Burt, Joe Costigan, Linda Kay Widmer, Mike Dries and Randy Peterson.
2. **Review of Meeting Agenda Items** – no changes or additions
3. **Approval of the Public Hearing & Board meeting minutes from March 16, 2023.**
 - 3.1 The minutes were reviewed by the Board. Director Pahl made a motion to approve the Public Hearing & Board meeting minutes from March 16, 2023, as presented. Director Green seconded the motion. All in favor stated "Aye," motion approved, (4-0).
4. **Financial Reports** -
 - 4.1 **Financial reports for March 2023** – the financials were in the Board packet. Director Pahl stated that as of March we had \$1,041,172.54 in the General Fund. He is satisfied with the financials. He did state that for some reason the Balance Sheet did not make it in the Board packet on the Website. Director Wilson made a motion to approve the March 2023 financials as presented. Director Green seconded the motion. All voted by stating "Aye," motion carried, (4-0).
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Oakley will sign the checks on Wednesday, May 10th and Director Norberg and Director Green will sign checks on Thursday, May 25th, 2023.
5. **Unfinished Business** –
 - 5.1 **Update on Steering Committee** - Chief Hartley stated that now that the Union contract is done, he will now be putting some dates together to send out to the Steering Committee to meet. We can now move forward with the District's Strategic Plan and funding. There was no further comment.
 - 5.2 **Update on Wildfire Preparedness Open House** – Dana stated that two presenters backed out, however we are still good with the agenda and current presenters. The Board and Staff will be at the station to give tours and talk to guests, everything is status quo.
 - 5.3 **Update on Union Contract (Executive Session)** - at this time, Director Norberg stated the Board will recess the Board meeting and will be going to Executive Session at 6:35 pm.

The Board came out of Executive Session and Director Norberg stated the Board meeting was back in session at 7:07 pm. She stated the Board and Chief Hartley have discussed the proposed Union Contract for the next three years as of July 1st, 2023. Director Wilson made a motion to allow Chief Hartley to sign and ratify the revised Union Contract with IAFF 3650 Redmond Union and the District, with the information the Board has received in the Executive Session. Director Pahl seconded the motion. All in favor stated "Aye." Motion approved, (4-0).

6. New Business:

6.1 - OSFM Engine Grant – Chief Hartley stated that after last month's Board meeting, he found out that our District was awarded a new Type 3 Wildland engine from the Oregon State Fire Marshal's Office. We should be taking delivery of it in early 2024 and we are waiting for the specs to see what it will look like. Director Norberg asked about the color of it and Chief Hartley clarified that it will be the standard white with red and black, and the OSMF logo on it. We will be able to put our logo on it as well, which will be larger. Some new equipment will be on it as well. Chief Hartley stated that we were one of six agencies awarded this engine in Central Oregon. A discussion ensued regarding the award process and how they made their decision to award the vehicles.

6.2 - Hiring of additional staff – Chief Hartley stated we put the employment ad out twice and have received two applications for the two positions. We will be having a testing assessment center on Monday, along with an interview panel with the two candidates. Depending on how they do, we will move them forward with a Chief's interview.

7. Fire Chief Report - His report was in the Board packet. Chief Hartley stated that March was a busy month for calls. We are at 1.9 calls a day and lots of back-to-back calls. We have had to ask for mutual aid from Redmond Fire on a few of the calls. The Easter Egg hunt was a huge success last month. We did submit the VFA grant to replace some VHF radios which will bring our radio fleet up to par. The Security Camera upgrade is now complete and a week later the cameras were able to catch people taking more cans out of the Lion's collection area. Lastly, he included a breakdown of the expenses on the new 591 command vehicle in the packet for the Board to review. Director Pahl commended the Community Service Volunteers for getting to the lot assessment request quickly. Chief Hartley stated that eighteen applications for the Title 3 Grant funds have been submitted for this program. Out of the eighteen, our District submitted fifteen of them. We do have some funds set aside just for our community and we are waiting to find out the process so we can submit more applications. Chief Hartley stated that Dennis Senko reported he & Jeff Scheetz have done some smoke alarm installations and Dennis is working on finalizing the fall prevention program. We are hoping to get that program off the ground soon.

8. CERT Report - Linda Kay reported that the CERT team had a training session with Sargent Pond from Jefferson County Sheriff's office, which included Drone training. She stated that next week they will be finishing their radio training for traffic control in the future. In May they will be doing Mass Casualty Triage training and in June they will be doing an exercise with the District volunteers in order to keep up the CERT program at the District. Director Pahl asked if there is any progress on setting up a Basic training class for new people that are interested in the program. Linda Kay stated she tried to do one in March, however there were only a couple that were able to do the training. She is looking to have at least ten people in the class to make it worth it and have the trainers come out to do it. She did say that the CERT members would like to have 2-hour training sessions, rather than an hour and have the training be more in depth. She

also stated that the backpacks that were purchased for our current team are very small, and she is looking into getting larger ones for the current team members. A discussion ensued on the Mass Casualty training that will be coming up, as well as clarification on the Central Oregon Swat Team and how they also utilize the acronym CERT for the tri-county team. Linda Kay also stated that Dana found a green tablecloth for the team, and we will be getting the letters CERT embroidered on it.

9. Comments/Questions:

9.1 Public input on the current agenda - Mike Dries stated that he has fully trained Bill Burt in how to make the address signs and he can fly solo now in making them.

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - Bill Burt asked if any of the crew members will be down at the Steel Stampede and Chief Hartley said, "yes, we have a couple that will be down there to staff the ambulance". Chief Hartley stated that Smith Rock Autobody gave the District recognition & support on their reader board. Director Wilson stated that he did an Honor Guard funeral by himself last week. He was able to connect with Brent Goold (one of our prior Fire Chiefs). He stated that the Honor Guard really needs more members to accommodate all the funeral requests, as they are spread pretty thin right now. He stated the OFCA conference is next week, and they will be having their annual business meeting there. He stated that he will not be at the next Board meeting in May. Director Pahl reminded everyone about April 29th, our Open House and Director Norberg reminded everyone about our Budget meeting next week. Dana commented on the Community Service Volunteers and how they are stepping up and really helping in the flow of our lot assessment program and many other programs and tasks that are needed at the District.

11. Adjournment by Director Norberg at 7:33 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of April 30, 2023

Account	Apr 30, 2023
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	31,445.50
Capital Reserve Fund	300,020.67
Chase Business	10,369.69
Chase Payroll	4,804.03
Chase Savings	35,013.94
FIB - Checking	6,873.63
General Fund	312,963.08
Local Option Levv Fund	605,768.39
PayPal	43.27
Total Cash and Cash Equivalents	1,307,302.20
Total Current Assets	1,307,302.20
Total Assets	1,307,302.20
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	1,338.28
A. WILEY	1,238.15
D. MCDONALD	555.70
D. SCHULKE	1,109.19
S. HARTLEY	1,270.13
Payroll Liabilities	(6,186.81)
FIB - Credit Cards	130.55
Total Current Liabilities	(544.81)
Total Liabilities	(544.81)
Equity	
Current Year Earnings	1,307,847.01
Total Equity	1,307,847.01
Total Liabilities and Equity	1,307,302.20
	975,836.03
	(544.81)
Unreconciled transfer from Chase Business to Capital Reserve Fund	976,380.84
General Fund Net Income	12,383.00
	988,763.84
Unreconciled transfer from Chase Business to Capital Reserve Fund	300,020.67
Capital Reserve Fund Net Income	12,383.00
	287,637.67



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
 For the month ended 30 April 2023
 Cash Basis

	April Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Ambulance Revenue	\$38,537.48	\$268,934.15	\$250,000.00	\$18,934.15	7.5737%	\$ 250,000.00
Beginning Fund Balance	\$0.00	\$665,067.68	\$510,000.00	\$155,067.68	30.4054%	\$ 510,000.00
Conflagration Revenue	\$0.00	\$34,661.98	\$21,256.00	\$13,405.98	63.0692%	\$ -
Contractual Income	\$0.00	\$400.00	\$800.00	-\$400.00	-50.0%	\$ 800.00
Emergency Address Signs	\$25.00	\$250.00	\$500.00	-\$250.00	-50.0%	\$ 500.00
FireMed	\$1,170.00	\$11,160.00	\$13,500.00	-\$2,340.00	-17.3333%	\$ 13,500.00
Grant Funds	\$0.00	\$64,172.78	\$113,350.00	-\$49,177.22	-43.3853%	\$ 78,350.00
Interest	\$2,180.68	\$12,804.46	\$5,000.00	\$7,804.46	156.0892%	\$ 5,000.00
Misc. Income	\$1,019.22	\$9,065.11	\$5,000.00	\$4,065.11	81.3022%	\$ 5,000.00
Previously Levied Taxes	\$712.53	\$16,855.88	\$25,000.00	-\$8,144.12	-32.5765%	\$ 25,000.00
Taxes Collected in Year Levied	\$2,620.22	\$1,050,987.45	\$1,027,982.00	\$23,005.45	2.2379%	\$ 1,027,982.00
Training Income	\$0.00	\$140.00	\$500.00	-\$360.00	-72.0%	\$ 500.00
Total Revenue	\$46,265.13	\$2,134,499.49	\$1,972,888.00	\$161,611.49	8.2%	\$ 1,916,632.00
Gross Profit	\$46,265.13	\$2,134,499.49	\$1,972,888.00	\$161,611.49	8.1916%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$37,204.00	-\$37,204.00	-100.0%	\$ 37,204.00
Transfer Out	\$0.00	\$75,000.00	\$75,000.00	\$0.00	0.0%	\$ 75,000.00
Debt Services						
Debt Service:Apparatus Payment	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%	\$ 27,046.00
Total Debt Services	\$0.00	\$27,045.17	\$27,046.00	-\$0.83	0.0%	\$ 27,046.00
Materials & Services						
Administration	\$1,187.04	\$15,858.15	\$20,700.00	-\$4,841.85	-23.3906%	\$20,700.00
Building Maintenance & Supplies	\$7,827.61	\$20,950.31	\$35,000.00	-\$14,049.69	-40.142%	\$35,000.00
CERT Program	\$30.64	\$2,198.31	\$5,000.00	-\$2,801.69	-56.0338%	\$5,000.00
Department Services	\$383.90	\$4,684.74	\$5,000.00	-\$315.26	-6.3052%	\$5,000.00
Dispatch Services	\$0.00	\$67,645.74	\$64,898.00	\$2,747.74	4.2339%	\$64,898.00
EMS Operations	\$4,716.67	\$33,738.87	\$45,000.00	-\$11,261.13	-25.0247%	\$45,000.00
Fire Operations	\$531.03	\$26,913.52	\$39,300.00	-\$12,386.48	-31.5178%	\$39,300.00
Fuel	\$1,391.60	\$16,082.32	\$15,000.00	\$1,082.32	7.2155%	\$15,000.00
Insurance	\$0.00	\$34,122.00	\$37,515.00	-\$3,393.00	-9.0444%	\$37,515.00
Prevention	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	-100.0%	\$2,000.00
Professional Services	\$735.16	\$14,426.99	\$22,000.00	-\$7,573.01	-34.4228%	\$22,000.00
Radios/Communications	\$0.00	\$3,007.37	\$16,000.00	-\$12,992.63	-81.2039%	\$16,000.00
Rope Rescue Operations	\$0.00	\$1,575.53	\$3,000.00	-\$1,424.47	-47.4823%	\$3,000.00
SAFER Grant Expenditures	\$1,063.00	\$13,950.11	\$41,850.00	-\$27,899.89	-66.6664%	\$41,850.00
Training	\$419.52	\$9,195.74	\$30,000.00	-\$20,804.26	-69.3475%	\$30,000.00
Travel	\$0.00	\$1,959.78	\$5,000.00	-\$3,040.22	-60.8044%	\$5,000.00
Tuition Reimbursement	\$6,972.81	\$13,770.61	\$31,500.00	-\$17,729.39	-56.2838%	\$31,500.00
Uniforms	\$18.99	\$7,164.35	\$7,000.00	\$164.35	2.3479%	\$7,000.00
Utilities	\$4,547.28	\$29,265.34	\$29,000.00	\$265.34	0.915%	\$29,000.00
Vehicle/Equipment Maintenance	\$992.64	\$23,040.25	\$35,000.00	-\$11,959.75	-34.1707%	\$35,000.00

Volunteer Incentive Program	\$11,260.00	\$15,220.00	\$22,600.00	-\$7,380.00	-32.6549%	\$22,600.00
Wellness Program	\$0.00	\$581.45	\$10,000.00	-\$9,418.55	-94.1855%	\$10,000.00
Total Materials & Services	\$42,077.89	\$355,351.48	\$522,363.00	-\$167,011.52	-32.0%	\$522,363.00
Personnel Services						
Administrative Assistant	\$5,700.43	\$35,085.66	\$41,045.00	-\$5,959.34	-14.519%	\$41,045.00
Administrative Assistant: O/T	\$34.99	\$889.81	\$2,798.00	-\$1,908.19	-68.1984%	\$2,798.00
Assistant Chief	\$0.00	\$30,074.13	\$68,229.00	-\$38,154.87	-55.9218%	\$68,229.00
Employee Benefits	\$11,219.24	\$122,291.19	\$213,589.00	-\$91,297.81	-42.7446%	\$213,589.00
Fire Chief	\$6,458.34	\$53,522.54	\$87,524.00	-\$34,001.46	-38.8482%	\$87,524.00
Firefighter/Paramedic OT, 40-Hour	\$0.00	\$0.00	\$7,932.00	-\$7,932.00	-100.0%	\$7,932.00
Firefighter/Paramedic, 40-Hour	\$0.00	\$823.35	\$38,777.00	-\$37,953.65	-97.8767%	\$38,777.00
Part-Time Personnel	\$4,126.50	\$51,913.60	\$68,840.00	-\$16,926.40	-24.588%	\$33,840.00
Payroll Taxes	\$2,823.30	\$34,146.18	\$48,671.00	-\$14,524.82	-29.8429%	\$48,671.00
PERS	\$8,820.37	\$101,512.96	\$169,589.00	-\$68,076.04	-40.1418%	\$169,589.00
Shift Personnel Overtime	\$324.87	\$28,296.84	\$46,614.00	-\$18,317.16	-39.2954%	\$46,614.00
Shift Personnel Wages	\$13,447.90	\$156,611.21	\$192,121.00	-\$35,509.79	-18.483%	\$192,121.00
Student Volunteer Stipends	\$540.00	\$4,849.53	\$7,290.00	-\$2,440.47	-33.477%	\$7,290.00
Volunteer Conflag Reimburse.	\$0.00	\$17,323.91	\$21,256.00	-\$3,932.09	-18.4987%	
Volunteer Stipends & Benefits	\$3,100.00	\$35,400.00	\$36,500.00	-\$1,100.00	-3.0137%	\$36,500.00
Workers Comp. & Grp Accident	\$0.00	\$15,598.09	\$15,500.00	\$98.09	0.6328%	\$15,500.00
Total Personnel Services	\$56,595.94	\$688,339.00	\$1,066,275.00	-\$377,936.00	-35.4%	\$1,010,019.00
Total Operating Expenses	\$98,673.83	\$1,145,735.65	\$1,727,888.00	-\$582,152.35	-33.6916%	
Net Income / (Loss) before Tax	-\$52,408.70	\$988,763.84	\$245,000.00	\$743,763.84	303.5771%	
Net Income	-\$52,408.70	\$988,763.84	\$245,000.00	\$743,763.84	303.5771%	
Total Comprehensive Income	-\$52,408.70	\$988,763.84	\$245,000.00	\$743,763.84	303.5771%	



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 30 April 2023
Cash Basis

	April Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Beginning Fund Balance	\$0.00	\$15,919.26	\$12,223.00	\$3,696.26	30.2402%	\$ 12,223.00
Interest	\$67.61	\$586.87	\$300.00	\$286.87	95.6233%	\$ 300.00
Previously Levied Taxes	\$121.32	\$2,914.55	\$3,500.00	-\$585.45	-16.7271%	\$ 3,500.00
Taxes Collected in Year Levied	\$426.67	\$171,142.82	\$184,203.00	-\$13,060.18	-7.0901%	\$ 184,203.00
Total Revenue	\$615.60	\$190,563.50	\$200,226.00	-\$9,662.50	-4.8%	\$ 200,226.00
Gross Profit	\$615.60	\$190,563.50	\$200,226.00	-\$9,662.50	-4.8258%	
Operating Expenses						
Debt Services						
Debt Service: Bond Payment	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.3616%	\$ 181,562.00
Total Debt Services	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.4%	\$ 181,562.00
Total Operating Expenses	\$0.00	\$159,118.00	\$181,562.00	-\$22,444.00	-12.3616%	
Net Income / (Loss) before Tax	\$615.60	\$31,445.50	\$18,664.00	\$12,781.50	68.4821%	
Net Income	\$615.60	\$31,445.50	\$18,664.00	\$12,781.50	68.4821%	
Total Comprehensive Income	\$615.60	\$31,445.50	\$18,664.00	\$12,781.50	68.4821%	



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 30 April 2023
 Cash Basis

	April Actual	YTD Actual	Budget	Var USD	Var %	Original Budget
Revenue						
Beginning Fund Balance	\$0.00	\$377,163.04	\$376,918.00	\$245.04	0.065%	\$ 376,918.00
Grant Funds	\$0.00	\$0.00	\$95,239.00	-\$95,239.00	-100.0%	
Interest	\$809.48	\$5,335.80	\$2,750.00	\$2,585.80	94.0291%	\$ 2,750.00
Misc. Income	\$0.00	\$0.00	\$12,383.00	-\$12,383.00	-100.0%	
Transfer In	\$0.00	\$75,000.00	\$75,000.00	\$0.00	0.0%	\$ 75,000.00
Total Revenue	\$809.48	\$457,498.84	\$562,290.00	-\$104,791.16	-18.6%	\$ 454,668.00
Gross Profit						
	\$809.48	\$457,498.84	\$562,290.00	-\$104,791.16	-18.6365%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$84,500.00	-\$84,500.00	-100.0%	\$ 100,000.00
Capital Outlay						
Capital Outlay & Grant Awards:Apparatus Pur.	\$0.00	\$59,322.21	\$60,000.00	-\$677.79	-1.1297%	\$ 60,000.00
Capital Outlay & Grant Awards:Building Pur.	\$0.00	\$110,538.96	\$155,739.00	-\$45,200.04	-29.0229%	\$ 45,000.00
Total Capital Outlay	\$0.00	\$169,861.17	\$215,739.00	-\$45,877.83	-21.3%	\$ 105,000.00
Total Operating Expenses	\$0.00	\$169,861.17	\$300,239.00	-\$130,377.83	-43.4247%	
Net Income / (Loss) before Tax	\$809.48	\$287,637.67	\$262,051.00	\$25,586.67	9.764%	
Net Income	\$809.48	\$287,637.67	\$262,051.00	\$25,586.67	9.764%	
Total Comprehensive Income	\$809.48	\$287,637.67	\$262,051.00	\$25,586.67	9.764%	

Payable Invoice Detail

Crooked River Ranch Fire & Rescue
For the period April 1, 2023 to April 30, 2023

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Apr 17, 2023	April premiums	April Premiums from staff	434.24	Paid	Payroll Liabilities
Total Aflac			434.24		
All American Truck & SUV Accessory Centers					
Apr 25, 2023	HD 399353960	Replace all gas props on 590 canopy	200.00	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Total All American Truck & SUV Accessory Centers			200.00		
Amy Weddle					
Apr 4, 2023	Cell Phone Reimb. - Amy W	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Amy Weddle			90.00		
BoundTree Medical, LLC					
Apr 3, 2023	PO-0367 / 84909256	EMS Supply Order for Ambulances/Supply Room	792.05	Paid	Materials & Services:EMS Operations:Supplies
Apr 3, 2023	PO-0367 / 8490957	Defib pads	119.78	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			911.83		
Carson Oil Company, Inc.					
Apr 4, 2023	CP-00445885 / EFT	Fuel for all apparatus	675.18	Paid	Materials & Services:Fuel
Apr 17, 2023	CP-00448687 - EFT	Fuel for all appratus	362.86	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			1,038.04		
CoEnergy -Central Oregon					
Apr 24, 2023	462953	Rental of Propane Tank	45.00	Paid	Materials & Services:Utilities:Propane
Total CoEnergy -Central Oregon			45.00		
Colton Steinke					
Apr 4, 2023	Cell Phone Reimb. - Colton S.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Colton Steinke			90.00		
Crooked River Ranch Water Company					
Apr 1, 2023	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Apr 1, 2023	94	Water	11.99	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			46.58		
Crooked River Sanitary					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Apr 1, 2023	00014	Sanitation Services for March	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Damion Hatch					
Apr 4, 2023	Cell Phone Reimb. - Damion H	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Damion Hatch			90.00		
Dan Marsh					
Apr 4, 2023	Cell Phone Reimb. - Dan M	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dan Marsh			90.00		
David McDonald					
Apr 6, 2023	HRA Reimbursement	Medical Expense Reimbursement	1,790.37	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total David McDonald			1,790.37		
Dennis Senko					
Apr 4, 2023	Cell Phone Reimb. - Dennis S.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Dennis Senko			90.00		
Dry Canyon Communications, LLC					
Apr 3, 2023	5392	Avigilon 10.0C-H5DH-DO1R 2x 5mp Dual Head Cameras	2,580.01	Paid	Materials & Services:Building & Maintenance:Maintenance
Apr 3, 2023	5392	Avigilon Junction Box for Cameras	152.93	Paid	Materials & Services:Building & Maintenance:Maintenance
Apr 3, 2023	5392	Installation, aiming and programming of new cameras (Labor)	2,300.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Dry Canyon Communications, LLC			5,032.94		
Elizabeth Ramirez					
Apr 4, 2023	Cell Phone Reimb. - Elizabeth R.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Apr 10, 2023	Tuition Reimb - Elizabeth R.	Tuition Reimbursement for Winter 2023 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Elizabeth Ramirez			1,840.00		
Emma Borlen					
Apr 4, 2023	Cell Phone Reimb - Emma B.	Cell phone reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Emma Borlen			90.00		

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
FirePro, LLC					
Apr 16, 2023	12463565	Replacement Cords #LPI-RC2	20.00	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Total FirePro, LLC			20.00		
Frank Day					
Apr 4, 2023	Cell Phone Reimb. - Frank D	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Frank Day			90.00		
Grant Caudel					
Apr 4, 2023	Cell Phone Reimb. - Grant C.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Grant Caudel			90.00		
High Desert Auto Supply					
Apr 6, 2023	784606	Battery Cable Connector/740236	31.49	Paid	Materials & Services: Vehicle/Equipment Maintenance: 511289
Apr 6, 2023	784606	Battery Cable Connector/740236	31.50	Paid	Materials & Services:Vehicle Equipment/Maintenance:514230
Apr 6, 2023	784606	Solder Pellets for 591	13.96	Paid	Materials & Services: Vehicle/Equipment Maintenance: 511289
Total High Desert Auto Supply			76.95		
HRA VEBA Trust					
Apr 17, 2023	HRA/VEBA - ACH	Contributions for staff	1,250.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,250.00		
IAFF 3650 - Redmond Firefighters Union					
Apr 3, 2023	ACH	Union Dues from Alysha, David and Adam	102.00	Paid	Payroll Liabilities
Apr 3, 2023	PAC Donations - ACH	PAC Donations from staff	16.00	Paid	Payroll Liabilities
Apr 17, 2023	Union Dues - ACH	Union Dues from Alysha, David and Adam	102.00	Paid	Payroll Liabilities
Apr 17, 2023	PAC Donations - ACH	PAC donations from staff	16.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			236.00		
Jeff Scheetz					
Apr 4, 2023	Cell Phone Reimb. - Jeff S.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Jeff Scheetz			90.00		
Kelly Connect					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Pacific Power					
Apr 17, 2023	24712171-001 3 - EFT	Basic Charge, Load Size Charge, Demand Charge, Delivery Charge and Kilowatt Usage	2,372.23	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			2,372.23		
Pamplin Media Group					
Apr 18, 2023	147134	Advertising of Notice of Budget Committee Meeting in Madras Pioneer, 4/19/23	72.00	Paid	Materials & Services:Administration:Advertising
Total Pamplin Media Group			72.00		
Parker English					
Apr 4, 2023	Cell Phone Reimb. - Parker E.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Apr 10, 2023	Tuition Reimb. for Parker E.	Tuition Reimbursement for Winter 2023 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Parker English			1,840.00		
Peterson					
Apr 3, 2023	SW290083691	Maintenance on Building Generator: Faulty Control Switch on Control Panel. Labor	826.49	Paid	Materials & Services:Building & Maintenance:Maintenance
Apr 3, 2023	SW290083691	Freight	8.09	Paid	Materials & Services:Building & Maintenance:Maintenance
Apr 3, 2023	SW290083691	Supplies/Parts & Misc Charges	340.62	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Peterson			1,175.20		
Platt					
Apr 1, 2023	3U81828	BLST, 351 ELE T8 for Bay lighting	69.26	Paid	Materials & Services:Building & Maintenance:Supplies
Total Platt			69.26		
Robert Edwards					
Apr 4, 2023	Cell Phone Reimb.- Bobby E	Cell Phone Reimbursement for Feb & March	60.00	Paid	Materials & Services:Volunteer Incentives
Total Robert Edwards			60.00		
Ryan Rhodes					
Apr 4, 2023	Cell Phone Reimb - Ryan R.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Apr 10, 2023	Tuition Reimb for Ryan R.	Tuition Reimbursement for Winter 2023 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Ryan Rhodes			1,840.00		

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
SeaWestern Fire Fighting Equipment					
Apr 1, 2023	INV22354 - ACH	Utility pocket fix on PPE	23.75	Paid	Materials & Services:Fire Operations:PPE
Apr 18, 2023	CM1267	Return of PPE - (2) Coat and (2) Pant, from PO-0316	(1,481.90)	Approved	Materials & Services:Fire Operations:PPE
Total SeaWestern Fire Fighting Equipment			(1,458.15)		
Smith Rock Auto Body & Paint					
Apr 6, 2023	1938	Repairs on 571	668.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Apr 6, 2023	1938	Business Discount	(468.00)	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Total Smith Rock Auto Body & Paint			200.00		
Special Districts Insurance Services					
Apr 3, 2023	03-0052514 - ACH	May Health Premiums for Staff	7,226.65	Paid	Personnel Services:Employee Benefits:Health Insurance
Apr 3, 2023	03-0052514 - ACH	May Dental Premiums for Staff	657.42	Paid	Personnel Services:Employee Benefits:Dental Insurance
Apr 3, 2023	03-0052514 - ACH	May Long-Term Premiums for Staff	119.80	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			8,003.87		
Streamline					
Apr 3, 2023	41F663CA-0029 - ACH	Mo. Fee for use of Website platform	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline			100.00		
Sureline Broadband					
Apr 6, 2023	26096 - ACH	Telephone & Internet Charges	599.00	Paid	Materials & Services:Utilities:Telecommunications
Total Sureline Broadband			599.00		
Swift Steel					
Apr 17, 2023	1035046	Steel Stakes for Emergency Address Signs	220.80	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Swift Steel			220.80		
Systems Design West					
Apr 17, 2023	20230759	EMS Billing Fee for March	775.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Apr 17, 2023	20230759	Postage	21.42	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Systems Design West			796.42		
Teleflex					
Apr 10, 2023	PO-0369 / 9506797681	EZIO Needle 25mm with stablizer	665.00	Paid	Materials & Services:EMS Operations:Supplies
Apr 10, 2023	PO-0369 / 9506797681	EZIO Needle 45mm with stabilizer	665.00	Paid	Materials & Services:EMS Operations:Supplies
Apr 10, 2023	PO-0369 / 9506797681	Shipping	15.50	Paid	Materials & Services:EMS Operations:Supplies
Apr 10, 2023	PO-0369 / 9506797681	conf # 10041884	-	Paid	
Total Teleflex			1,345.50		
Tom Fast					
Apr 4, 2023	Cell Phone Reimb. - Tom F.	Cell Phone Reimbursement for Jan/Feb/March	90.00	Paid	Materials & Services:Volunteer Incentives
Total Tom Fast			90.00		
Verizon Wireless					
Apr 3, 2023	9930883817	Data Usage for iPads	244.86	Paid	Materials & Services:Utilities:Telecom munications
Total Verizon Wireless			244.86		
Vern Samples Landscaping					
Apr 16, 2023	49339	Turning on of sprinklers for season	95.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Vern Samples Landscaping			95.00		
Vidahlia Baca					
Apr 17, 2023	Tuition Reimb for Vidahlia Baca	Tuition Reimbursement for Winter 2023 Term	1,722.81	Paid	Materials & Services:Tuition Reimbursement
Total Vidahlia Baca			1,722.81		
VISA - Chase					
Apr 3, 2023	XXXX	Hunter Green Tablecloth for CERT program	30.64	Paid	Materials & Services:CERT Program
Apr 5, 2023	XXXX	Dust Cover 175A Power Connectors	8.60	Paid	Materials & Services:Vehicle Equipment/Maintenance:5 14230
Apr 5, 2023	XXXX	Laminator Sheets	10.60	Paid	Materials & Services:Administration:S upplies
Apr 5, 2023	XXXX	Solder Slug for 2 Gauge Terminal	15.22	Paid	Materials & Services:Vehicle/Equipme nt Maintenance:
Apr 5, 2023	HD 392384837	Ambulance and Service Renewal	1,025.00	Paid	Materials & Services:EMS Operations:Ambulance Licensing
Apr 7, 2023	INV196588535	annual Zoom renewal	149.90	Paid	Materials & Services:Professional

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Apr 10, 2023	XXXX	Shipping Charges from UPS	13.45	Paid	Services:Computer Services
Apr 12, 2023	HD 394442770	Sweatshirt for Director Norberg	18.99	Paid	Materials & Services:Administration:Postage & Shipping
Apr 13, 2023	HD 395379584	Food for station cleanup day	104.69	Paid	Materials & Services:Uniforms
Apr 16, 2023	XXXX	Mo. Fee for Stamps.com	17.99	Paid	Materials & Services:Department Services:Events
Apr 17, 2023	5000042908	Grill Spot - 5000042908	22.98	Paid	Materials & Services:Administration:Postage & Shipping
Apr 18, 2023	HD 396536181 Garden Hose Reel	Garden hose Reel	239.98	Paid	Materials & Services:Building & Maintenance:Supplies
Apr 18, 2023	HD 396536181 Garden Hose Reel	Portable scene lights	25.23	Paid	Materials & Services:Building & Maintenance:Equipment
Apr 20, 2023	HD 397816524	Concrete anchors for new hose reels	35.14	Paid	Materials & Services:Fire Operations:Supplies/Equipment
Apr 20, 2023	INV -4490789	Mo. Fee for Accounting Platform	27.75	Paid	Materials & Services:Building & Maintenance:Supplies
Apr 20, 2023	HD 397816516	Windshield replacement for 571 from rock damage	283.25	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Apr 21, 2023	9912319827192114	Pressing of Tablecloths for Open House.	31.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Apr 24, 2023	WB2419262792	Backpacks for CERT members.	299.85	Paid	Materials & Services:Department Services:Events
Apr 24, 2023	XXXX XXXX	Purchase of Stamps	50.00	Paid	Materials & Services:CERT Program
Apr 25, 2023	HD 399283905	Mailbox upgrade to bring to correct height.	158.91	Paid	Materials & Services:Administration:Postage & Shipping
Apr 27, 2023	HD 399764361	Lumber For training building	419.52	Paid	Materials & Services:Building & Maintenance:Supplies
Apr 27, 2023	HD 399811158	Lemonade for Open House	26.91	Paid	Materials & Services:Training
Apr 30, 2023	XXXX	Mo. Fee for Prime Membership	14.99	Paid	Materials & Services:Department Services:Appreciation Dinner
Total VISA - Chase			3,031.09		Materials & Services:Administration:Memberships
WHA Insurance					
Apr 17, 2023		Admin Fee for HRA reimbursement for David McDonald	25.00	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total WHA Insurance			25.00		

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Wright Ford					
Apr 1, 2023	67357	Performed Lube, Oil, Oil Filter Change on 571. Tire Pressure all good, breaks are fine, tested battery and belts and hoses are ok. Topped off all fluid levels. Replaced wiper blades. Labor	31.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Apr 1, 2023	67357	Part s	105.53	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Apr 1, 2023	67357	Oil/Grease	71.37	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Apr 1, 2023	67357	Tax	0.72	Paid	Materials & Services:Vehicle/Equipment Maintenance:518976
Total Wright Ford			208.62		
Zoll Medical					
Apr 3, 2023	PO-0312 / 3695504 - ACH	Zoll Battery	421.00	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical			421.00		
Total			59,453.19		

Notes on forming of CRR Fire Civil Service Commission – Need 3 members

1. Board of Directors to create a form for Residents to apply for the commission.
2. Post ad on Website for residents to apply, as well as in local paper with deadline and process.
3. Board Directors are to choose and interview candidates who have applied for the position, in a Board Meeting for the public to attend. Board Members and Volunteers are not allowed to be on the Commission.
4. Once Commission members are approved by the Board of Directors, all Commission members are to set a date to meet and appoint who will be the Chair of the Commission and who will be Secretary. Whoever is appointed as Secretary of the Commission will have to keep minutes in a notebook for District records.
5. Civil Service Commission members are to meet quarterly to discuss and review the following:
 - Review job descriptions for all positions in the District.
 - Review all testing processes for potential candidates for employment in the District.
 - Once candidates have been tested and all processes have been completed, Commission members are to review testing sheets to see if candidates have been tested fairly and review why candidates were chosen for the position.
 - Maintain and revise Civil Service Commission rules for the District.
6. Civil Service Commission meetings can be held over the phone with the three members at the Station, by phone, or via Zoom.

(SAMPLE APPLICATION)

Crooked River Ranch RFPD (dba Crooked River Ranch Fire & Rescue) is seeking applicants to fill the positions of Civil Service Commission members. Applicants may be a citizen of the District or any political subdivision within the state. Must have knowledge and experience in Civil Service as either an employer or employee. Applications will be accepted until _____ by 5:00 pm by email, mail or in person to Crooked River Ranch Fire & Rescue.

The Board of Directors of Crooked River Ranch RFPD will review, interview, and appoint three applicants to its Civil Service Commission. Civil Service Commission positions will begin on or before July 1, 2023.

Email: admin@crrfire.org

Mail: Crooked River Ranch Fire & Rescue
6971 SW Shad Rd.
Terrebonne, OR 97760

All questions can be directed to 541-923-6776

Civil Service Board Member Application

Name: _____

Address: _____

Phone #: _____

Email: _____

Title/Occupation _____

Please explain why your experience would fit for the position of a Civil Service Board Member in a fire district.

I am applying for appointment to this Commission because:

Signature of Applicant _____ Date: _____



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report May, 2023

➤ Calls for service in April totaled 53. 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.)	1	1	1	0								3
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0								0
3-Rescue & EMS	48	48	45	40								181
4-Hazardous Condition (No Fire)	1	1	0	0								2
5-Service Call	4	6	0	5								15
6-Good Intent Call	5	3	7	8								23
7-False Alarm & False Call	1	0	1	0								2
8-Severe Weather & Natural Disaster	0	0	0	0								0
9-Special/Other Incident	0	0	0	0								0
Total Calls-To-Month End 2023	60	59	54	53	0	0	0	0	0	0	0	0
226												
<i>Total Calls-To-Month End 2022</i>	<i>41</i>	<i>51</i>	<i>50</i>	<i>38</i>	<i>51</i>	<i>45</i>	<i>44</i>	<i>65</i>	<i>54</i>	<i>49</i>	<i>65</i>	<i>60</i>

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

- Auto-Aid Given – 2
- Auto-Aid Received – 2
- Mutual-Aid Given – 7
- Mutual-Aid Received – 5

- Grant Update:
 - OSFM Wildland Fire Staffing (summer seasonal staffing): We were awarded a \$35,000 grant for seasonal staffing. This will allow us to continue the part-time program through the summer.
 - OSFM Fire Service Capacity Grant (three-year staffing assistance): We were awarded the grant in full which totaled \$361,499. This will assist us in moving to our new staffing model for the District.
- The Assessment Center and Fire Chief Interviews have been completed for our two Firefighter/Paramedic applicants. Conditional offers were sent to both candidates, and they have both accepted them. They are now going through their background check and medical physicals.
- The Wildfire Preparedness Workshop went very well. There were a lot of new attendees this year and they had excellent questions on being prepared for wildfire. The presenters included the Oregon State Fire Marshal's Office, Oregon Department of Forestry, Bureau of Land Management, Central Oregon Intergovernmental Council, the Jefferson County Sheriff's Office, and myself.
- We provided a crew and ambulance for both days of the Steel Stampede motocross races. Thank you to Bobby, Tom, Elizabeth, and Jeff for covering the event!
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 27
 - New memberships: 1
 - Non-renewals: 1
 - Total for the year: 295
- Lot Assessments (year-to-date)
 - Number of assessment Requests: 16
 - Number of first assessment done: 13
 - Number of grant applications received: 16
 - Number of grant applications complete: 3

Respectfully submitted,

Sean Hartley
Fire Chief