



# 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](http://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, December 19, 2019. The Board meeting will start at 6:30 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

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

### District Staff

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

---

### Board Meeting Agenda

1. Call to Order – Director Oakley
  - 1.1 Roll Call by Director Wilson
  - 1.2 Flag Salute – Director Pahl
2. Review of Agenda
3. Approval of Board Meeting Minutes & Workshop Minutes
  - 3.1 Approval of November 13, 2019 workshop minutes
  - 3.2 Approval of November 21, 2019 board meeting minutes
4. Financial Reports
  - 4.1 4.2 Acknowledge receipt and approval of the financial reports for November 2019 – Director Green
  - 4.3 Appointment of Board members to sign checks for Thursday, January 9th and Monday, January 27<sup>th</sup>, 2020.
5. Comments from the public on the current meeting agenda – (Please limit your comment 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 Review of Volunteer Stipend program – Fire Chief, Harry Ward / Director Green
7. New Business (consideration, discussion, and possible action on the following items): -
  - 7.1 Attendance of SDAO Conference in Seaside, OR (Feb. 6-9, 2020) – Director Oakley
  - 7.2 Approval of revised Harassment/Retaliation policy for the District – Fire Chief, Harry Ward
  - 7.3 Review of Board Policy Manual – Director Oakley
8. Fire Chief's Report – Fire Chief, Harry Ward

9. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
10. Correspondence & Recognitions – Director Oakley
11. Comments/Questions
  - 11.1 Public input for next month's agenda – (Please limit to one topic)
  - 11.2 Public comments pertaining to this meeting's covered material
  - 11.3 Chief, Staff, and/or Volunteers
  - 11.4 Board of Directors
12. Adjournment – Director Oakley

\*\*\*\*\*

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

**Workshop Meeting Minutes  
13 November 2019**

A Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Wednesday, 13 November 2019 at 6:00 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

**Meeting Minutes:**

1. **Meeting Called to Order at:** Called to order by Director Barbara Oakley who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

**1.1. Flag Salute:** Led by Director Pahl

**1.2. Roll Call by:** Director Wilson: Director Pahl, Director Meredith and Director Green were present. Also at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley and Administrative Assistant Dana Schulke. Also in attendance was: Staff Captains; David McDonald, Tom Fast and Alysha DeLorto. Responding Volunteers: Community Services Officer Dennis Senko, Michael McClellan, Emma Parker, Chase Wilder, Garrett Schweigert, M. Steward and Marta McGovern-Philpot. Support Volunteer: Tina Wilson. Public in attendance was: Bob Bengtson, Kay Norberg,

2. **Purpose of the Workshop:**

Director Oakley stated the purpose of the workshop is Director Wilson had submitted some items that all go along with the budgeting process, and that Chief had started this process with staff, so she thought this would be a good way to get some questions answered or for the Board to have some insight as to what the District is planning, knowing that they are not very far along in the process. Director Oakley brought up the first topic which was "How to increase our personnel both long and short term." Director Wilson brought up that he had been reviewing the strategic plan and from general discussion in our previous meetings that what we hear is we are really busy and we need more people and with volunteerism nationwide currently it is not the best. Director Wilson stated he did hear at the OFDDA conference that it depends on how you go about getting volunteers whether you increase or decrease your numbers. He heard of an organization that can assist you in obtaining volunteers, however they may not all be Responding Volunteers, but they would be what we call our Support Volunteers. Knowing if we get two calls we're done because of limited personnel, because we are scrambling to fill a second ambulance, so he questions what we can do to staff ourselves with more people, what options are out there, part timers year round. So he is asking what options are out there we have to increase our personnel either part time or full

time, what is that going to take and that kind of rolls this whole meeting subjects together of all three topics. Do we change our apparatus plan to allow us to hire more people, do we change our current contracts to allow more people. He stated being in it from a volunteer point of view and now being on the Board and not seeing the whole big picture, what options do we have? Do we feel we need more paid staff to maintain our level of service and as our level of service is being demanded on? What can we do to alleviate those demands? Director Green stated being here through past personnel and our apparatus, our goals and plans have changed multiple times. We have great attack tenders, we have a first out engine that came from TVF&R and is a great unit except it doesn't carry much water and asked Chief if he had ideas on what he would like to see changed in broad terms. Chief replied when he first started as fire chief he wanted to know what it would cost to put on three people, and three years ago it was \$300,000.00 a year and now he is guessing it is closer to \$400,000.00 with benefits and PERS and that's three full time personnel so that's out. So that will never happen just because our tax base will never cover it and he figured it out that we would need to be at \$4.00 dollars per \$1,000.00 for that to happen. He doesn't believe the residents of CRR would ever want it to go to that way. Now down the road, more development and maybe we can add a 40 hour person but right now he doesn't look at a full time person at all. Right now we have a full roster of volunteers, active volunteers and it's pretty easy to staff a second out ambulance right now depending on the day but most of the time we can staff a second ambulance pretty easily and we have enough volunteers now he doesn't have enough helmets for them. We have gear but we don't have helmets. He put together a roster of companies and handed them out to the Board. He put on four or five that were part timers who wanted to be full time volunteers with us. One of them or a lot of them are single role paramedics or EMTs or have changed jobs and are no longer in the fire service as career or they are part time with Redmond and want to keep up their fire certification and they want to help out here and he feels these are the most active volunteers he has seen since he's been here. Part of this is because of our grant we have here for volunteer retention and recruitment and that is an incentive but we also have people who are topped out with the stipends and they are still coming to pull shifts without that. On the subject of apparatus, Chief stated it is very expensive with a new engine being very close to \$500,000.00 like the one we have out there. Without a grant that will pay 90% of it, it is very hard to say we need to buy a new one. His focus is how do we look at the apparatus we have? So right now we can say in ten years or fifteen or twenty years we need to replace it, but if it doesn't go anywhere but two or three times in a month or even one time a month do we really need, or maybe we look at engine hours, so how much has it really ran? Has it been out pumping here or there? The ambulance on the other hand, the more miles we put on it the quicker they're going to wear out, so for us to look at different types of apparatus we need to look at different ways to determine length of service. So on an ambulance we look at how miles they get in a month or a year and is that increasing, but on an engine that don't run near as much are we looking at that as to what is length of service. At some point you have to look at

what we drive and say are we defeating the purpose of by keeping this apparatus because it's twenty years old, technology is old, the suspension and everything is old and a new engine is so much better and safer so what's the tradeoff there, but again we can buy used for \$25,000.00 or we can buy brand new for \$500,000.00. So these are just real big ticket items. The best thing we can do right now is look at it and say we have this stock of apparatus what do we need to keep and what can we do to get by with, can we have three brush engines, of course the tenders are tenders. We need water, and because we don't have a good supply those are ideal. Then we look at the two engines we have, one is an interface and one is a structure engine and I think both work really well, we just had both the pumps tested and they came back and worked on two of the pump vacuum issues but now all the pumps have passed testing and everything is in top notch shape. With the good maintenance program that we've had and we continue to strive for I think we can make them last for a while, but at some point and he thinks Mark said this before that they get old enough you can't find parts for them or they're not going to make parts for them and if you do find parts for them you have to get them from Pierce and they have to go in a back corner somewhere and find this one part we need. So you have to look at all these things and he has read a couple articles and we have to just look at it to see how we're going to measure when it is time to replace, and can we refurbish it or do we have to buy new. So let's look at the chassis, can we put a new body on it or can we refurbish the truck chassis and how much more is it going to take to bring it up to standards that would probably be required to get it done. Those are all the things, I'm not really pushing but I think we have momentum on our grant writing right now, we have all our finances and our items we put in grants, our demographics and our ton of stuff is dialed in and is really good and with the right people looking at it right now I think we can be successful, and that's why I'd like to write the AFG grant for this next coming year for an engine. That engine would be a thirty year engine for us. If we build it right and make it what will serve this community unless there are mandates that come around and say you can't have that anymore. He thinks it can a twenty or thirty year engine. But that is the only way we are going to get a brand new engine. Director Green asked how old 521 was and Chief stated it was 19 years old. Director Wilson stated he talked with the Chief from Coquille and he is so happy because his apparatus is now 15 years old instead of 30 years old. Chief stated a lot of departments will take a 20 year old engine in a heartbeat because they are still driving antiques. He then stated we had talked about water and we have proved it on a couple of fires that if we apply water quick and in the right places we don't need as much. Now if it is fully involved it is going to be a tender shuttle show, so he thinks at least 750 gallons on a new engine. What he has seen is when you get to a 1000 gallons you start losing compartment space. One of the big things he doesn't like about this truck is the ladders are hanging out there and we rip junipers off with them all the time, so having them inside somewhere would be ideal. Director Wilson stated they do make a truck that has the ladders stored inside by notching the tank, they still carry a 1000 gallons of water and plenty of storage but they use the taller cab in the rear so you can

stand up in it. Chief stated we have been bouncing stuff around like that for anticipating finishing writing the grant and they think about the taller but it is going to be hard to get into some places because people don't take care of their driveways and trim back the trees, so we have to kind of look at all those things. He stated we did go look at Cloverdale's Rosenbauer the other day and they let them drive it but it's enormous and it's four wheel drive but it's only 4" taller than Bends so the height wasn't an issue. It's a nice engine but it's massive and he doesn't think you buy anything that's not. Director Wilson stated it is interesting that the U.S. is still going bigger and in Europe everything is going smaller so they can get down their roads and then they send more personnel with two rigs and they are also starting to go electric power. Rosenbauer is making electric powered engines, not hybrid but full electric motor powered units. They said they don't see it coming to the U.S. anytime soon because everyone wants bigger units. Chief said a little bigger for here is good but it's the height that is causing the issue. Director Wilson stated when we add a third axle it effects the turning radius and that can cause an issue of access. Chief stated he wants it to be as tight turning as we can get. Director Wilson stated he knew when they had discussed as an apparatus committee that it would be better to get a four wheel drive structure engine when it was the right time to get a structure engine, but there again Chief had touched on it, if we had the money to purchase one. Director Wilson thinks he has gone through at least five fire chiefs since he has been here and every time there was a new plan we would buy attack tenders and they would be the first out apparatus and they were for a while and then another chief came in and said no we're not going to do that we're going to do this. Then we had the crew cab Freightliner that you needed a football field to turn around on with 1000 gallon tank and it was another one of those one off brand engine makes that you never heard of and then with the previous chief, that was when we are going to get a Pierce because it was cheap and this is what we need but we're forgetting what we have been buying all along for and just because we get a new chief does that mean we need to change our whole apparatus plan every time? That's what Director Wilson wanted to make sure we are looking at why we have what we have and if it was a good plan then is it not still a good plan now and why are we having to change anything. Chief stated he doesn't think he is trying to change anything here, tenders are tenders and if you want a tender to be a firetruck then you need to build it. You have an engine with three thousand gallons of water on it. He looks at it, that we pull up to a fire in a first out tender and we've got somebody hanging out a window and we don't have ladders, we don't have all the rescue equipment, we've got a hose and water. So for it to be a real first out engine it needs to have all that other stuff. So now you're talking \$200,000.00 to \$300,000.00 for a tender, now you're talking \$400,000.00 to \$500,000.00. Director Wilson stated that the last tender we bought has the provisions to add ladder racks and that was the whole idea of that tank design was to be able to mount ladders on it, but they chose not to at the time to save some money and at that time the chief figured we didn't need to haul ladders and if we do decide we can add them later, and Director Wilson stated again that the tank is perfectly capable of

installing ladders on it. Chief then stated if we just maintain the fleet we have and we get chances to get grants so we can update the fleet as we need to that would be great, but keep putting money away, they were talking today that best time to buy is when the bond ends in fourteen years and then go out for another bond to replace large ticket items. That would be the ideal point in time because people's taxes wouldn't change and probably would be less money than what the building cost. That would be his recommendation in 14 years. Keep going for grants. The worse thing that could happen is another downturn. Director Oakley stated at least we have a new ambulance coming. Chief Ward stated that the idea with this body is since it is light we could probably re-chassis it because the way the box is built. There was mention about having two ambulances would be ours and our people can work in until some point you just can't. The white ambulance it would probably cost a ton to bring it up to national safety standards to re-chassis that box, correcting himself that it would be a re-box not a chassis, because the chassis is so old that they would have to bring everything up to today's standards. There was a little discussion on the age and when we purchased 572, Director Wilson stated it is a 1997 chassis and we purchased it in January of 2002. Director Oakley questioned that we are ok on personnel that we are in good shape right now. Chief said we are but, people come and go, he said he looked at a roster that he found in his office the other day and there was three people on it that are still here and four of those are paid staff. Director Wilson asked how many of the names on the list that had been handed out are students? The reply was six. Director Oakley asked if we have a recruitment program currently in place. Chief stated yes and went to talk about a person who is interested in being a volunteer but we are not going to recruit anymore until the spring when they can go right into the wildland academy and then so on and so forth. Director Oakley stated hiring full time staff is almost cost prohibitive and Chief replied yes, and his idea is keep the people we have and what he likes is the people are very active and they want to do good things for the Ranch, they enjoy what they're doing and he has given things to the lieutenants and say this is yours to take care of, like the limb dump he gave to the two lieutenants and said this is yours just tell me what you need and you guys put it together and he thinks they liked that. They like having the authority, but not necessarily the authority but I need you take care of this. We have lots of Support Volunteers who are handed a task, Jeff Sheetz, Dana gets a lot assessment or smoke detector thing she can send Dennis or Jeff an email and when he leaves the station at six he sees them working on a plan to install a smoke alarm and not in just the response stuff. They're excited. I told them the other night that if I could keep this core group I would keep them as long as I can because they're making his life easier. Director Green explained to the public present that the items we are discussing may sound pretty simple but as a Board we cannot sit down and ask Chief a question about something one on one because there has to be two Board Members present and then if they talk to Barb then we just had a meeting. So some of the clarifications and questions in a workshop like this is a simple way to get all of that out of the way and if Brad has a question he can ask the question and we are not violating any laws or regulations.

Director Oakley added we can all hear the answers and are part of the discussion. Director Green continued stating this was just so the public knew why we're doing what we are doing in this workshop. Director Oakley asked Chief if we are coming up on union contract negotiations. Chief stated he thinks we will start this spring. He believes the contract is up in June. Director Wilson stated that was one of the reasons he brought up this was so we could see this stuff and he was hoping to get copies prior to this workshop meeting to allow time to review them and maybe have more questions to avoid having to do another workshop and just for multiple reasons. Director Wilson continued that when the last union contract was negotiated and thought McLaren was chief and they had talked about how they could grow our staff and be able to afford it, because everything goes up, health care goes up, wages go up and so he was wondering if there is a way we can get it under control of like instilling a grandfather clause so that anybody hired after "X" date, and using the terms of the medical carrier he deals with is you have the Cadillac plan, the Chevrolet plan and the Volkswagen plan. So you have been here you get grandfathered in you get the Cadillac plan, you're coming in as an EMT- Firefighter you get the Chevrolet plan and if you are coming in as either an EMT or a Firefighter you get the Volkswagen plan and have the ability to work up but you would never be able to make it to the Cadillac plan to allow us to keep the cost down even when the economy goes up or down. Chief Ward agreed. Director Wilson stated our plan is pretty lucrative because we have had good financial times but in 2007 when it crashed our expenses were not as high as they are now. Obviously medical expenses go up and all that type of stuff, so how do wrap your arms around it to be able to afford to hire more people and he is thinking long term because at some point in time this fire department is going to need more paid staff, period. So we need to figure out how we are going to do that, so it's fair to our citizens / taxpayers, fair to our employees but manageable. He is trying to look at that we are not going to hire three people next year, but what do we do to get to the point that we could hire three people. He added nobody ever wants to talk about cuts and Chief agreed and stated his thought and Director Wilson had brought this up two years ago that we look at the pay structure and say this is what everybody gets and that's that. Now let's look at if you were hired in 2021 this is what you get and added we have been looking at that and discussing that and maybe in five ten years and we are running tons of calls we may have to look at a merger. He thinks at some point there will be a Central Oregon fire department or Deschutes County. Director Green stated that one of the things that concerns him is at CRR we don't have any way to expand our boundaries. Chief Ward agreed adding the best thing that could happen is if they put a bunch of commercial stuff in and around adding he actually asked the HOA board president if they had thought about leasing a piece of property a company to come in and put up a lodge. Director Meredith asked how that would help. Chief stated commercial property brings in more money than residential. Director Wilson replied depending on how it is controlled and Chief agreed and Director Wilson stated he had talked with Chief Huff and was told Madras has been booming but they are not getting any increase in taxes because the incentives to build



there was a promise of no taxes. Chief Ward stated Crook County had run into that when they put in all those big server farms and they were not getting any tax revenue so now they worked out a user fee. Assistant Chief stated it is a service fee. Chief went on to say they have been buying trucks and hiring people right and left, but we're talking multimillion dollar companies there. Director Wilson stated since we are land locked the only way we are going to increase our tax revenue is if people are allowed to subdivide their lots and he doesn't think the HOA is going to go for that. Director Green stated he sees it increasing in commercial and used the property right behind the station as an example and adding more commercial down below and as it ever so slowly changing out here when people are changing house styles and he is seeing a slow increase of new stick built houses or new manufactured homes going in in place of the older homes and this is causing the tax base to increase but in our purposes here those increases are pretty small. Chief agreed. Director Green stated the last thing he would like to see is a merger and anybody here doesn't want to see that. Chief then stated what it may look twenty or thirty years down the road and what is it going to look like here. So if the property behind the station gets developed and they put in a clinic, we won't be able to staff an ambulance enough to go pick up people at that clinic every day. Director Green agreed. Chief said so now do we go to them and say hey, this is awesome and say if you call us and you could have called an Uber then we bill you not the patient. So this is happening in Lapine and they are putting an ordinance together for that in their District. Director Green stated he thinks this is some of the reasons on why we are sitting in this meeting tonight. Using examples of how can we avoid that, and looking down the road fifteen years let's start throwing out the ideas now so something might make sense. Chief said he did not go to a meeting and said they are talking about light commercial here and then maybe a school and then maybe some other stuff. Director Green joked that we need a 7-11 and a minimarket and Chief added a Dollar General would be good. Director Meredith stated they put one at Culver. Director Oakley stated they put one in at Madras too. Chief stated there are lots of things that could happen yet there are a lot of people who live here that don't want anything to change. Director Meredith stated he has heard that time and again. Chief Ward shared a story about his home town and two railroads and how his town didn't want it so they are pretty much dying, yet the town that had the railroad move to them is booming. Director Wilson asked if we could get copies of the contracts. Chief said yes they can get them to us. He added you can also go to the unions web page get the contract and he has it to so he can send it to Director Wilson if he chose. Tom Fast stated that there are tier levels and to go through the process to get raises is spelled out there and if you go to low you are not going to get applicants. He used Redmond for an example that they only had eight applicants for an opening and went on saying something about Sisters Fire but is unintelligible. There was something about them being gone in a year. Director Green stated right now the market is on the employee side and they are in control and that the employer is struggling at this time. Chief stated that some districts are just a revolving door. Director Pahl stated that turnover is a killer. Chief stated that if you look to our neighbors to the

north they have a revolving door and he learned at his management class recently human capital and how much we have invested in those people and to have them leave that takes a big hit and now you have to train new people. We can't give them the world but, Director Meredith added we need to incentivize, Chief continued we have a pretty good benefit package and we were able to look at in the last two years, our insurance as far as health insurance we are in a pool with OFCA so when we got all together we upped and moved to a different insurance carrier and this dropped our premiums and we were looking at an 11 percent increase but we are nowhere near that now. Director Wilson stated that was when the HRA was introduced and this exposed the district instead of the premiums and we would save this much money if the employees did not use the insurance, but that is not the case, because when the employee does use the insurance the district is picking up the deductible difference from \$500.00 to \$3000.00. Chief stated last year we paid out \$3397.00 in that reimbursement, and this year we haven't paid out anything because there have been no surgeries. Director Meredith asked how we are doing as a whole. Chief started to explain about GEMT program that we are trying to get into for reimbursement funds. Assistant Chief started explaining what GEMT is and how we get more money. Chief stated they had looked at our numbers and said we could get between \$20,000.00 to \$30,000.00 a year from the program and the fees for the individual who is presenting it would come out of that money. Chief said a lot of people are not pursuing it because the spread sheet is the size of the table and it is really complicated. Director Wilson stated he had sat in a class about the GEMT program and there are other companies out there who do this so we could do some shopping for a program. There is one particular instructor who spoke and everyone decided he is the person everyone in Central Oregon is using. Lots of discussion about the true amount of money we could see and what has been happening in Central Oregon. Director Green asked if we were already pursuing this and Chief said yes and said this individual also writes grants and would help us with our grants. Director Pahl asked if we needed to look for budget committee people. Chief replied yes and Administrative Assistant stated we need two.

**Adjournment-** With no further business, Director Oakley adjourned the workshop at 6:00 p.m.

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

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

**Board Meeting Minutes  
21 November 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 21 November 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:** Called to order by Director Oakley at 6:31 pm, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

**1.1. Roll Call by:** Director Wilson: Director Pahl, Director Meredith and Director Green were present. Also at the start of the meeting present was: Assistant Chief Hartley, and Administrative Assistant Schulke. Fire Chief Ward was excused. Also in attendance: Staff Captain DeLorto. Responding Volunteers: Community Service Officer Senko, Michael McClellan and Gordon Kelly. Support Volunteers: Tina Wilson and Pat Hayes. Public in attendance: Bill Burt, Kay Norberg, John Hayes, Jerry Davis and Barb Pace.

**1.2. Flag Salute:**

Led by Director Pahl.

- 2. Review of Agenda:** No additions or changes.
- 3. Approval of Workshop and Board Meeting Minutes:**
  - 3.1:** It was decided to approve the Workshop minutes next month since Director Wilson had not provided a copy to be printed in the Board packet but had emailed them to the Board only two days ago.
  - 3.2:** Director Oakley asked for approval of the 17 October 2019 Regular Board meeting minutes. Director Meredith made a motion to approve the minutes and Director Green seconded the motion. A unanimous voice vote approved the motion.
- 4. Financial Reports:**
  - 4.1:** Director Green reported as of 31 October 2019:  
Bond Fund was at \$27,330.23.  
Capital Reserve Fund was at \$99,508.44.  
FIB Checking is at \$16,350.49.  
FIB Credit Card was at \$3,464.24.  
FIB Payroll is at \$3,158.10.  
General Fund is at \$77,534.02.  
Local Option Levy Fund is \$77,373.66.  
PayPal has \$45.00.  
US Bank has \$2,862.00 for a total of Cash and Cash Equivalents of \$303,626.18.

Payroll Liabilities is \$494.63 for a Total Current Liabilities of \$494.63.  
Equity Current Year earnings are \$303,131.55.  
Total Equity is \$303,131.55, for a Total Liabilities and Equity amount of \$303,626.18.  
Director Oakley asked for a motion to approve the October 2019 financial reports as presented. Director Green stated all of the accounts transferred balance to the Balance Sheet and were checked over for this month. Director Wilson had a question on the General Fund, that on the ledger it showed a budgeted amount of \$234,000.00 and we are currently \$94,766.72 over budget. He is wondering where that money came from. Assistant Chief Hartley stated it was carry over from last year being yearend budget to this year. Director Pahl made the motion to accept the financials as presented. Director Wilson seconded the motion. A unanimous voice vote passed the motion.

**4.2:** Board Members to sign checks in December. Monday 9 December 2019 and Monday 23 December 2019. Director Oakley will sign on the 23<sup>rd</sup> and Director Pahl will sign on the 9<sup>th</sup> with Director Green signing both of those days.

5. **Comments from the Public in regards to our current meeting agenda items-** None.

6. **Unfinished Business:**

**6.1** Fencing of the property: Assistant Chief Hartley stated the grant had been submitted to SDAO for Safety and Security Grant for the fencing and we are waiting to hear back if we get approved. He also stated Chief Ward is working on the signs to go on the building. Director Wilson stated he had talked to the Chief after the workshop about the fence project and using volunteer help to cut costs.

**6.2** Flags for the flag pole: The three flags are on the pole and several Directors commented on how good they look.

**6.3** Bonding of Board Members: Assistant Chief Hartley stated Chief Ward and Dana had been talking with SDIS to look at other carrier of our crime policy and bonding coverage. SDIS recommend going with Traveler's for our coverage because it has broader coverage than our current policy as well as save us a little bit of money. The new policy will become effective 1 January 2020 and our current policy will expire 31 December 2019. Director Wilson stated he had talked with a representative from WHA at the OFDDA conference in the vendor area and that gentleman was able to provide the specific language he had been requesting from staff showing the Board is covered fully with definitions, descriptions of members of the District. However it did not show the dollar amount they are covered for.

7. **New Business:**

**7.1** No new business.

8. **Fire Chiefs Report-** Chief Ward had submitted a written report. (Please see the attached report) Director Wilson had a question on the SCBA compressor as in the Chiefs report it states which one they have decided on, to follow up on purchasing and in the Operations report it stated we have ordered one. Assistant Chief Hartley stated they had to send out a representative to verify if we had the proper space and electricity requirements for the unit. Director Pahl asked about the heart monitors. Hartley stated they will hopefully have a decision tomorrow. Director Pahl asked about the college involvement in the training and

Hartley stated Chief has been talking with the college about having their metal lab work on the building project of the training center for things like stairs and other metal needs for their capstone projects to complete their degree.

**9. Operations Report-** (See attached report) Assistant Chief Hartley added October 31<sup>st</sup> we are 25 calls behind from last year but are 3 calls ahead for EMS calls. His guess is we didn't have as busy of a fire season so that is where the discrepancies came from. Director Pahl asked for an explanation of what a "Good Intent" call is. Hartley stated a good intent is when someone calls for a problem and we show up and there is no problem. If they saw a fire and we show up and it is a legal open burn so no problem. Or they smell smoke and there is no issue. Director Wilson asked about rope rescue and Hartley stated that falls into the Rescue category.

**10. Correspondence and Recognitions-** Director Oakley stated she had a thank you letter from Pat and Larry Kelly thanking the department and also letter that was included in the packet was a thank you from someone who had a baby and we can't read the signature. Director Wilson had one from the box from last month. He read the comment which was "Firehouse Breakfast so bad - so cold food- many won't go back - have to change = KEEP FOOD HOT". Director Green stated he was approached by someone who had called the department for help and was very pleased and couldn't say enough about how the personnel treated her in such a difficult time.

**11. Comments / Questions from public on next month's agenda-** Director Oakley asked if there were any questions. There was a question about a brown station wagon that had been sitting out by the can drop for several weeks and they were wondering if it had been towed. Hartley stated they had broken down and were from out of town but had communicated they were trying to get it running to move. It was conveyed it was in a bad spot so the donated cans could not be loaded into a pickup very easily.

**12. Comments from public on this month's agenda material-** None.

**13. Comments from Chief; Staff; Volunteers-** Assistant Chief Hartley stated this Monday 25 November 2019 at 6:00 pm there will be a swearing in ceremony for seven newest volunteers here at the station. Administrative Assistant Schulke stated she would send out an email in regards to the holiday potluck party on Monday 16 December 2019 around 6:00pm, the same day they will be boxing up the food for the Food Drive. Director Pahl asked about the Shop With A Fire Fighter program. Captain Delorto stated it would be on 14 December 2019 at 9:00am. Director Oakley asked how the people who will be wrapping gifts know when to be here. Delorto stated to be here around noon.

**14. Comments from the Board-** Director Meredith wanted to commend Mark on the writing of the minutes, adding he thinks he is spending a lot of time and feels he could condense them to save some of his time, have the essence of the material and not so much detail. Director Wilson thanked Director Meredith, stating he had sent a very condensed version to Barb correcting himself with Director Oakley and Director Meredith corrected himself stating he should have called Mark, Director Wilson. Director Wilson stated they had just gone over this subject at the OFDDA conference about meeting protocols and stated he was fine with first names if everyone else was too since we don't have meeting difficulties. Everyone agreed with first names. Mark then thanked the Board for allowing him to go to the OFDDA conference saying he met a lot of people and met with different vendors including the GEMT and they had a class on it. He also wanted to bring up he had met with a representative of Valic on the LOSAP program and said there is some confusion and said the representative had no idea he had retired and there was

more discussion needed to clarify and if we need to put it on the agenda or have a two on with Chief to clear it up. Last question from Mark was about cellphone stipend criteria. He asked Sean if he had something he used since there were so many volunteers not receiving it on the financials in relation to how many volunteers are on the roster. Sean said they have to have their FF1; EMT or Wildland FF certification. Sean added they have not been issued by DPSST so they are not receiving the stipend. John asked about the number of swearing in participants. Sean said it was three students and four volunteers.

**15. Adjournment-** With no further business, Director Oakley adjourned the meeting at 7:05 pm.

Respectively submitted by,

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

Fire Chiefs Report:

November 21, 2019

I am currently working on a Grant proposal for \$30,000 to complete the training building. This would allow us to finish the building quicker. I met with a representative of DPSST and talked through the process with them. It would not only benefit us, but all agencies in Central Oregon. We have put together a list of training classes that could be hosted here with this new training facility.

I am also working on a partnership with COCC on allowing them to hold their Firefighter I academy course here. The details are currently being worked out. I am hoping the COCC metals program will build the railings and other metal work for the building if we let them use our facility. We are still in the very early stages of talking, but it does seem promising. We have partnered with COCC in the past with wildland fire trainings.

We have gone through all the specifications from four manufactures of compressors, for our breathing apparatus air. We have decided to go with Scott 3M, as it was one of the less expensive units. Crook County Fire and Bend Fire currently use the Scott 3M and they are very happy with it. The cost is right for what we put in for the grant. There are several agencies in the State of Oregon that are looking for a compressor. I do not believe that it will be hard to sell our current one that we have.

This week is our final week to demo the new heart monitors. We have looked at two different brands of monitors. We currently are checking out the LifePak until the end of this week. We should have a decision made by Friday and will get the order in ASAP, as after the end of year our data phones we have for the current monitors will no longer be supported by Verizon.

The new ambulance is well on its way. The box and chassis are together and they are building the inside of the box now. Estimated time for delivery is mid to late April which is just in time to be displayed at the Chiefs conference.

Dana was invited by the Jefferson County Treasury Department to attend a training on the best practices for handling funds and cashiering. The class dealt with procedures for handling cash as well as recognizing counterfeit money and suspicious checks. There are a few changes that we are making to ensure that the Volunteer Association money is kept secure, instead of being left in a bag in the mailboxes.







# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report November 2019

- Calls for service in October totaled 43. 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	0		
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0		
3-Rescue & EMS	21	40	33	26	42	26	37	49	33	27		
4-Hazardous Condition (No Fire)	1	0	1	0	0	0	0	1	0	2		
5-Service Call	5	4	7	4	10	9	6	5	2	6		
6-Good Intent Call	4	4	7	3	6	7	5	5	7	7		
7-False Alarm & False Call	6	1	1	3	1	2	0	1	1	1		
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0		
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0		
<b>Total Calls-To-Month End 2019</b>	<b>38</b>	<b>51</b>	<b>49</b>	<b>36</b>	<b>60</b>	<b>45</b>	<b>51</b>	<b>64</b>	<b>45</b>	<b>43</b>	<b>0</b>	<b>0</b>
<b>482</b>												

- Assistance to Firefighters Grant update. The self-contained breathing apparatus (SCBA) compressor/fill station has been ordered. Zoll demo has been completed. Currently finishing Physio Control demo. Purchase decision to be made soon.
- Annual pump testing has been completed. Two apparatus passed and two required valve repairs before they passed.
- Fire Med Memberships monthly report:
  - New memberships: 3
  - Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief

# Balance Sheet

Crooked River Ranch Fire & Rescue

As of November 30, 2019

Cash Basis

NOV 30, 2019

## Assets

### Current Assets

#### Cash and Cash Equivalents

Bond Fund	160,264.77
Capital Reserve Fund	99,711.12
FIB - Checking	12,855.69
FIB - Credit Cards	3,235.60
FIB - Payroll	1,921.07
General Fund	546,759.47
Local Option Levy Fund	328,552.39
PayPal	88.78
US Bank	114.07
<b>Total Cash and Cash Equivalents</b>	<b>1,153,502.96</b>

**Total Current Assets** 1,153,502.96

**Total Assets** 1,153,502.96

## Liabilities and Equity

### Liabilities

#### Current Liabilities

Payroll Liabilities	494.63
<b>Total Current Liabilities</b>	<b>494.63</b>

**Total Liabilities** 494.63

### Equity

Current Year Earnings	1,153,008.33
<b>Total Equity</b>	<b>1,153,008.33</b>

**Total Liabilities and Equity** 1,153,502.96

893,527.07  
- 494.63  
**893,032.44**





**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**General Fund**  
 For the month ended 30 November 2019  
 Cash Basis

	November Actual	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>					
Ambulance Billing	\$6,470.54	\$85,113.18	\$165,000.00	-\$79,886.82	-48.4163%
Beginning Fund Balance:General/LO Levy Fund	\$0.00	\$328,766.72	\$234,000.00	\$94,766.72	40.4986%
Contractual Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Deschutes County: General Fund	\$49,441.63	\$52,016.55	\$52,671.00	-\$654.45	-1.2425%
Deschutes County: Local Option Levy	\$23,934.77	\$25,184.64	\$24,803.00	\$381.64	1.5387%
Emergency Address Signs	\$20.00	\$160.00	\$500.00	-\$340.00	-68.0%
FireMed	\$1,305.00	\$6,750.00	\$12,600.00	-\$5,850.00	-46.4286%
Interest	\$210.74	\$2,261.21	\$5,000.00	-\$2,738.79	-54.7758%
Jefferson County: General Fund	\$477,736.20	\$544,169.42	\$595,248.00	-\$51,078.58	-8.5811%
Jefferson County: Local Option Levy	\$231,082.09	\$262,276.57	\$277,338.00	-\$15,061.43	-5.4307%
Misc. Income	\$5,789.55	\$9,051.74	\$4,000.00	\$5,051.74	126.2935%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
<b>Grant Revenue</b>					
Grants Funds	\$0.00	\$0.00	\$45,922.00	-\$45,922.00	-100.0%
SAFER Grant Revenue	\$0.00	\$22,932.00	\$0.00	\$22,932.00	
VFA Grant Revenue	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
<b>Total Grant Revenue</b>	<b>\$0.00</b>	<b>\$22,932.00</b>	<b>\$55,922.00</b>	<b>-\$32,990.00</b>	<b>-59.0%</b>
<b>Total Revenue</b>	<b>\$795,990.52</b>	<b>\$1,338,682.03</b>	<b>\$1,428,082.00</b>	<b>-\$89,399.97</b>	<b>-6.2601%</b>
<b>Gross Profit</b>	<b>\$795,990.52</b>	<b>\$1,338,682.03</b>	<b>\$1,428,082.00</b>	<b>-\$89,399.97</b>	<b>-6.2601%</b>
<b>Operating Expenses</b>					
General Fund, Transfer Out	\$0.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
<b>Capital Outlay &amp; Grant Awards</b>					
Capitol Outlay & Grant Awards:Fire Purchases	\$1,121.05	\$9,258.01	\$10,000.00	-\$741.99	-7.4199%
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$1,121.05</b>	<b>\$9,258.01</b>	<b>\$15,000.00</b>	<b>-\$5,741.99</b>	<b>-38.3%</b>
<b>Materials &amp; Services</b>					
Materials & Services:Administration	\$284.84	\$6,569.18	\$15,520.00	-\$8,950.82	-57.6728%
Materials & Services:Building & Maint.	\$534.83	\$3,842.60	\$10,000.00	-\$6,157.40	-61.574%
Materials & Services:Department Services	-\$458.94	\$1,061.76	\$4,000.00	-\$2,938.24	-73.456%
Materials & Services:Dispatch Services	\$436.79	\$1,421.52	\$63,390.00	-\$61,968.48	-97.7575%
Materials & Services:EMS Operations	\$959.28	\$6,843.99	\$29,584.00	-\$22,740.01	-76.8659%
Materials & Services:Fire Suppression	\$2,191.95	\$7,945.84	\$27,180.00	-\$19,234.16	-70.7659%
Materials & Services:Fuel	\$1,109.59	\$5,331.84	\$12,000.00	-\$6,668.16	-55.568%
Materials & Services:Insurance	\$243.00	\$3,668.00	\$27,500.00	-\$23,832.00	-86.6618%
Materials & Services:Prevention	\$99.55	\$780.73	\$1,000.00	-\$219.27	-21.927%
Materials & Services:Professional Services	\$359.65	\$12,559.64	\$22,190.00	-\$9,630.36	-43.3995%
Materials & Services:Radios/Communications	\$0.00	\$1,231.92	\$3,455.00	-\$2,223.08	-64.3438%
Materials & Services:Rope Rescue Operations	\$215.91	\$215.91	\$1,500.00	-\$1,284.09	-85.606%
Materials & Services:SAFER Grant Expenditures	\$0.00	\$2,134.00	\$9,422.00	-\$7,288.00	-77.3509%
Materials & Services:Training	\$0.00	\$3,749.33	\$8,558.00	-\$4,808.67	-56.1892%
Materials & Services:Travel	\$379.02	\$2,860.79	\$12,572.00	-\$9,711.21	-77.2448%
Materials & Services:Tuition Reimbursement	\$0.00	\$1,750.00	\$31,500.00	-\$29,750.00	-94.4444%
Materials & Services:Uniforms	\$1,131.74	\$3,389.71	\$5,713.00	-\$2,323.29	-40.6667%
Materials & Services:Utilities	\$1,680.01	\$5,998.91	\$22,250.00	-\$16,251.09	-73.0386%
Materials & Services:Vehicle/Equipment Maint.	\$5,930.16	\$13,930.06	\$25,000.00	-\$11,069.94	-44.2798%
Materials & Services:Volunteer Incentives	\$810.00	\$5,580.00	\$19,000.00	-\$13,420.00	-70.6316%
Materials & Services:Wellness Program	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
<b>Total Materials &amp; Services</b>	<b>\$15,907.38</b>	<b>\$90,865.73</b>	<b>\$361,334.00</b>	<b>-\$270,468.27</b>	<b>-74.9%</b>

<b>Personnel Services</b>					
Personnel Services:Administrative Asst, / O.T.	\$25.22	\$268.67	\$1,261.00	-\$992.33	-78.6939%
Personnel Services:Administrative Assist: Regular	\$3,093.04	\$14,753.60	\$35,973.00	-\$21,219.40	-58.987%
Personnel Services:Assistant Fire Chief:Salary	\$4,635.00	\$23,107.50	\$57,224.00	-\$34,116.50	-59.6192%
Personnel Services:Employee Benefits	\$12,100.42	\$62,110.44	\$174,477.00	-\$112,366.56	-64.4019%
Personnel Services:Fire Chief	\$6,695.00	\$33,294.17	\$82,194.00	-\$48,899.83	-59.4932%
Personnel Services:Part-Time Employees	\$0.00	\$18,192.25	\$23,520.00	-\$5,327.75	-22.652%
Personnel Services:Payroll Taxes	\$3,035.80	\$16,648.09	\$40,461.00	-\$23,812.91	-58.854%
Personnel Services:PERS	\$9,007.20	\$47,952.81	\$119,051.00	-\$71,098.19	-59.7208%
Personnel Services:Shift Personnel: Reg Wage	\$14,513.70	\$72,492.30	\$180,099.00	-\$107,606.70	-59.7486%
Personnel Services:Shift Personnel:Overtime	\$5,317.15	\$22,225.53	\$43,698.00	-\$21,472.47	-49.1383%
Personnel Services:Student Volunteer Stipends	\$0.00	\$0.00	\$7,290.00	-\$7,290.00	-100.0%
Personnel Services:Volunteer Shift Stipends	\$3,800.00	\$20,900.00	\$36,500.00	-\$15,600.00	-42.7397%
Personnel Services:Workers Comp. & Grp Acc.	\$0.00	\$13,580.49	\$15,000.00	-\$1,419.51	-9.4634%
<b>Total Personnel Services</b>	<b>\$62,222.53</b>	<b>\$345,525.85</b>	<b>\$816,748.00</b>	<b>-\$471,222.15</b>	<b>-57.7%</b>
<b>Total Operating Expenses</b>	<b>\$79,250.96</b>	<b>\$445,649.59</b>	<b>\$1,213,082.00</b>	<b>-\$767,432.41</b>	<b>-63.263%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$716,739.56</b>	<b>\$893,032.44</b>	<b>\$215,000.00</b>	<b>\$678,032.44</b>	<b>315.3639%</b>
<b>Net Income</b>	<b>\$716,739.56</b>	<b>\$893,032.44</b>	<b>\$215,000.00</b>	<b>\$678,032.44</b>	<b>315.3639%</b>
<b>Total Comprehensive Income</b>	<b>\$716,739.56</b>	<b>\$893,032.44</b>	<b>\$215,000.00</b>	<b>\$678,032.44</b>	<b>315.3639%</b>



**Budget Variance**  
 Crooked River Ranch Fire & Rescue  
**Capital Reserve Fund**  
 For the month ended 30 November 2019  
 Cash Basis

	November Actual	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$173,181.57	\$186,500.00	-\$13,318.43	-7.1412%
<b>Jefferson County: Capital Reserve Fund</b>					
Jefferson County: Capital Reserve Fund:Interest	\$202.68	\$1,529.55	\$2,750.00	-\$1,220.45	-44.38%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	-100.0%
<b>Total Jefferson County: Capital Reserve Fund</b>	<b>\$202.68</b>	<b>\$1,529.55</b>	<b>\$27,750.00</b>	<b>-\$26,220.45</b>	<b>-94.5%</b>
<b>Total Revenue</b>	<b>\$202.68</b>	<b>\$174,711.12</b>	<b>\$214,250.00</b>	<b>-\$39,538.88</b>	<b>-18.4546%</b>
<b>Gross Profit</b>	<b>\$202.68</b>	<b>\$174,711.12</b>	<b>\$214,250.00</b>	<b>-\$39,538.88</b>	<b>-18.4546%</b>
<b>Operating Expenses</b>					
<b>Capital Outlay &amp; Grant Awards</b>					
Capitol Outlay & Grant Awards:Apparatus Purchases	\$0.00	\$75,000.00	\$75,000.00	\$0.00	0.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$202.68</b>	<b>\$99,711.12</b>	<b>\$139,250.00</b>	<b>-\$39,538.88</b>	<b>-28.3942%</b>
<b>Net Income</b>	<b>\$202.68</b>	<b>\$99,711.12</b>	<b>\$139,250.00</b>	<b>-\$39,538.88</b>	<b>-28.3942%</b>
<b>Total Comprehensive Income</b>	<b>\$202.68</b>	<b>\$99,711.12</b>	<b>\$139,250.00</b>	<b>-\$39,538.88</b>	<b>-28.3942%</b>



**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Bond Fund**  
 For the month ended 30 November 2019  
 Cash Basis

	November Actual	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>					
Beginning Fund Balance: Bond Fund	\$0.00	\$9,837.30	\$4,213.00	\$5,624.30	133.4987%
Deschutes County: Bond Fund	\$12,466.83	\$13,211.31	\$0.00	\$13,211.31	
<b>Jefferson County: Bond Fund</b>					
Jefferson County: Bond Fund: Current Year Taxes	\$119,880.51	\$134,666.35	\$168,603.00	-\$33,936.65	-20.1281%
Jefferson County: Bond Fund: Interest	\$27.82	\$151.05	\$600.00	-\$448.95	-74.825%
Jefferson County: Bond Fund: Prior Year Taxes	\$559.38	\$2,398.76	\$2,500.00	-\$101.24	-4.0496%
<b>Total Jefferson County: Bond Fund</b>	<b>\$120,467.71</b>	<b>\$137,216.16</b>	<b>\$171,703.00</b>	<b>-\$34,486.84</b>	<b>-20.1%</b>
<b>Total Revenue</b>	<b>\$132,934.54</b>	<b>\$160,264.77</b>	<b>\$175,916.00</b>	<b>-\$15,651.23</b>	<b>-8.897%</b>
<b>Gross Profit</b>	<b>\$132,934.54</b>	<b>\$160,264.77</b>	<b>\$175,916.00</b>	<b>-\$15,651.23</b>	<b>-8.897%</b>
<b>Operating Expenses</b>					
<b>Debt Service</b>					
Debt Service: Bond Payment	\$0.00	\$0.00	\$165,800.00	-\$165,800.00	-100.0%
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165,800.00</b>	<b>-\$165,800.00</b>	<b>-100.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165,800.00</b>	<b>-\$165,800.00</b>	<b>-100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$132,934.54</b>	<b>\$160,264.77</b>	<b>\$10,116.00</b>	<b>\$150,148.77</b>	<b>1484.2702%</b>
<b>Net Income</b>	<b>\$132,934.54</b>	<b>\$160,264.77</b>	<b>\$10,116.00</b>	<b>\$150,148.77</b>	<b>1484.2702%</b>
<b>Total Comprehensive Income</b>	<b>\$132,934.54</b>	<b>\$160,264.77</b>	<b>\$10,116.00</b>	<b>\$150,148.77</b>	<b>1484.2702%</b>



# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period November 1, 2019 to November 30, 2019

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Aflac</b>					
Nov 18, 2019	EFT	November premiums from: Tom, Alysha, Sean, David, Dana and Harry	599.88	Paid	Payroll Liabilities
<b>Total Aflac</b>			<b>599.88</b>		
<b>Amazon</b>					
Nov 5, 2019	XXXX 4382	Locked Security Box for Volunteer Office	24.98	Paid	Materials & Services:Building & Maintenance:Supplies
Nov 18, 2019	XXXX 4382	Fuel Bottles	80.80	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 18, 2019	XXXX 4382	Shipping	7.49	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total Amazon</b>			<b>113.27</b>		
<b>Annas Consultants, Inc.</b>					
Nov 18, 2019	2626	Annual SCBA compressor testing to meet NFPA standards	356.72	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
Nov 18, 2019	2626	Freight	85.00	Paid	Materials & Services:Fire Suppression:Hose/Ladder Testing
<b>Total Annas Consultants, Inc.</b>			<b>441.72</b>		
<b>BendTel</b>					
Nov 20, 2019	0380198	Telephone charges, outbound calls, recurring service charges, taxes	453.07	Paid	Materials & Services:Utilities:Telecommunications
<b>Total BendTel</b>			<b>453.07</b>		
<b>BIOMED</b>					
Nov 18, 2019	73863	Background check for Cody White	29.00	Paid	Materials & Services:Professional Services:Background Checks
<b>Total BIOMED</b>			<b>29.00</b>		
<b>BoundTree Medical, LLC</b>					
Nov 16, 2019	83406092	Dextrose 50%, 50ML	40.80	Paid	Materials & Services:EMS Operations:Supplies
Nov 25, 2019	83419322	Epinephrine 1:10000, 1mg, 10 ml, 10 ea/pk	106.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>146.80</b>		
<b>Carson Oil Company, Inc.</b>					
Nov 4, 2019	CP-00221705	Fuel for all apparatus	671.63	Paid	Materials & Services:Fuel

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Nov 19, 2019	CP-00224881	Fuel for all apparatus	437.96	Paid	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>1,109.59</b>		
<b>Cascade Fire Equipment</b>					
Nov 16, 2019	104075	Balance of Hose Packs purchased with VFA Grant	1,040.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
<b>Total Cascade Fire Equipment</b>			<b>1,040.00</b>		
<b>Coastal</b>					
Nov 1, 2019	XXXX 4382	12VMAX 3/8" Drill Driver Kit to install Smoke Alarms	99.55	Paid	Materials & Services:Prevention
Nov 8, 2019	XXXX 4382	Chainsaw Mix for chainsaws on apparatus	10.49	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total Coastal</b>			<b>110.04</b>		
<b>Crook County Fire &amp; Rescue</b>					
Nov 5, 2019	292	BLS Card	5.00	Paid	Materials & Services:EMS Operations:Supplies
<b>Total Crook County Fire &amp; Rescue</b>			<b>5.00</b>		
<b>Crooked River Ranch Water Company</b>					
Nov 1, 2019	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Nov 1, 2019	94	Water	51.23	Paid	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>85.82</b>		
<b>Crooked River Sanitary</b>					
Nov 6, 2019	00014	Sanitation Services	72.02	Paid	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>72.02</b>		
<b>Deschutes County 911 Service District</b>					
Nov 1, 2019	1226	911 Police-Fire User Fees	250.00	Paid	Materials & Services:Dispatch Services
Nov 25, 2019	1273	911 Police-Fire RMS User Fees	186.79	Paid	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>			<b>436.79</b>		
<b>Digital Employment/Streamline</b>					
Nov 21, 2019	102518	Mo. Fee for Website hosting	100.00	Paid	Materials & Services:Professional Services:Computer Services
<b>Total Digital Employment/Streamline</b>			<b>100.00</b>		
<b>Ethan Brown</b>					
Nov 4, 2019	Tuition Reimbursement - Ethan B	Tuition Reimbursement for 2019 Spring Term	1,750.00	Approved	Misc. Income
Nov 4, 2019	Cell Phone Reimbursement - Ethan Brown	Quarterly Cell Phone Reimbursement for April, May & June	90.00	Approved	Misc. Income
<b>Total Ethan Brown</b>			<b>1,840.00</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Firestoreonline</b>					
Nov 20, 2019	XXXX 4382	Uniform Name Tags	162.00	Paid	Materials & Services:Uniforms
<b>Total Firestoreonline</b>			<b>162.00</b>		
<b>Freightliner Northwest</b>					
Nov 1, 2019	Credit	Refund/Credit of Computer Hookup Fee stated on Invoice SR253005112	(59.95)	Approved	Materials & Services:Vehicle/Equipment Maintenance:516092
		532 Labor repairs: removed/replaced oil filter, filled engine with 15W40, removed/replaced fuel filter, greased chassis, inspected and found potential leak at rear wheels seals, air horn INOP, fan belt was worn - needs replacing, belt tensioner failing - needs replacing. Replaced water/fuel separator, internal seals were failing on park brakes, removed panel to obtain part number. Removed and installed new MV3/Park Brake Valve. Belt to be replaced once part arrives. Removed old serpentine belt, and replaced with new belt.			
Nov 1, 2019	SR253005112:01		678.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 1, 2019	SR253005112:01	Parts	498.51	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 1, 2019	SR253005112:01	Miscellaneous Parts	70.59	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 1, 2019	SR253005112:01	Miscellaneous Charges for freight of air valve and credit for labor to install belt	46.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 1, 2019	SR253005112:01	**Note: Computer Hookup Charge of \$59.95 will be "refunded" to customer as computer was not used during labor repairs. Will be on next invoice.	-	Paid	
		532 Labor repairs: removed/replaced oil filter, filled engine with 15W40, removed/replaced fuel filter, greased chassis, inspected and found potential leak at rear wheels seals, air horn INOP, fan belt was worn - needs replacing, belt tensioner failing - needs replacing. Replaced water/fuel separator, internal seals were failing on park brakes, removed panel to obtain part			
Nov 22, 2019	SR253005112:01		(678.00)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		number. Removed and installed new MV3/Park Brake Valve. Belt to be replaced once part arrives. Removed old serpentine belt, and replaced with new belt.			
Nov 22, 2019	SR253005112:01	Parts	(498.51)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 22, 2019	SR253005112:01	Miscellaneous Parts	(70.59)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 22, 2019	SR253005112:01	Miscellaneous Charges for freight of air valve and credit for labor to install belt	(46.95)	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 22, 2019	SR253005112:01	**Note: Computer Hookup Charge of \$59.95 will be "refunded" to customer as computer was not used during labor repairs. Will be on next invoice.	-	Paid	
<b>Total Freightliner Northwest</b>			<b>(59.95)</b>		
<b>Home Depot</b>					
Nov 13, 2019	XXXX 4382	Bolt snaps for flags on flagpole	12.68	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Home Depot</b>			<b>12.68</b>		
<b>HRA VEBA Trust</b>					
Nov 18, 2019	ACH	Contributions for staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>1,500.00</b>		
<b>Hughes Fire Equipment</b>					
Nov 20, 2019	544513	Repairs on Discharge Valves on 532: Removed Passenger Side discharge valve. Rebuilt using seal kit. Reinstalled Valve. Repeated procedure for Drivers Side Valve and re installed pumphouse cover, pulled vacuum to check seal integrity. Shop supplied	47.05	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 20, 2019	544513	Ball Valve Kit 2.5 No Ball	171.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 20, 2019	544513	Travel Time to Station (round trip)	540.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 20, 2019	544513	Labor	230.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 20, 2019	544513	Freight charges	29.83	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Nov 22, 2019	544663	Repairs on 522: Repair pump issues, tachometer at pump panel is INOP. Rebuilt valve with Seal Kit and new Ball. Total includes travel and labor	3,329.14	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
<b>Total Hughes Fire Equipment</b>			<b>4,347.02</b>		
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Nov 7, 2019	Union Dues - ACH	Union Dues for: Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Nov 7, 2019	PAC Donations - ACH	PAC Donations to Union from: Tom, Alysha, David	12.00	Paid	Payroll Liabilities
Nov 25, 2019	Union Dues - ACH	Union Dues for: Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Nov 25, 2019	PAC Donation to Union - ACH	PAC Donations to Union from: Tom, Alysha, David	12.00	Paid	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>228.00</b>		
<b>Impact Graphix &amp; Signs, Inc.</b>					
Nov 20, 2019	37210	Decal (non reflective) 12" Logo for podium	50.00	Paid	Materials & Services:Department Services
<b>Total Impact Graphix &amp; Signs, Inc.</b>			<b>50.00</b>		
<b>Kay Norberg</b>					
Nov 1, 2019	Reimbursement	Reimbursement to Kay Norberg for purchasing food item for Red Cross Blood Drive on Oct. 30, 2019	9.99	Paid	Materials & Services:Department Services:Events
<b>Total Kay Norberg</b>			<b>9.99</b>		
<b>L.N. Curtis &amp; Sons</b>					
Nov 1, 2019	INV328350	SW2 RH, 4"-6" STZ Spanner Wrench	61.60	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Nov 1, 2019	INV328350	Shipping	19.45	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Nov 1, 2019	INV328501	XX830-KIT TFT, Elevation Swivel Clutch Assembly Repair Kit for Blitzfire	180.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 1, 2019	INV328501	XX910KIT TFT, Safety Shutoff Upgrade Kit	148.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 1, 2019	INV328501	Shipping	11.41	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total L.N. Curtis &amp; Sons</b>			<b>420.46</b>		
<b>Lowes</b>					
Nov 5, 2019	XXXX 4382	Bulbs for all Dorm Rooms	13.96	Paid	Materials & Services:Building & Maintenance:Supplies
Nov 8, 2019	XXXX 4382	Kohler Faucet for Kitchen Sink in Building	245.96	Paid	Materials & Services:Building & Maintenance:Supplies
Nov 11, 2019	XXXX 4382	Various Military Flags to hang on apparatus for Veterans Parade	24.90	Paid	Materials & Services:Department Services:Events
Nov 20, 2019	Return of bulbs	Returned bulbs purchased that did not fit for training room	(10.98)	Approved	Materials & Services:Building & Maintenance:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Nov 20, 2019	XXXX 4382	GE Bulbs for training room	10.98	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Lowes</b>			<b>284.82</b>		
<b>Metolius</b>					
Nov 25, 2019	XXXX 4382	Climbing gear for rope rescue trailer	215.91	Paid	Materials & Services:Rope Rescue Operations
<b>Total Metolius</b>			<b>215.91</b>		
<b>Nationwide Retirement Solutions</b>					
Nov 7, 2019	Deferred Comp - EFT	Deferred Compensation contributions from: Tom, Alysha, David, Sean	200.00	Paid	Payroll Liabilities
Nov 25, 2019	Def Comp - EFT	Deferred Comp contributions from: Tom, Alysha, David & Sean	200.00	Paid	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>400.00</b>		
<b>Norco</b>					
Nov 1, 2019	27767145	S/DEY Oxygen Tank Rental	21.08	Approved	Materials & Services:EMS Operations:Supplies
Nov 1, 2019	27753162	OX DEYM Medical Oxygen USP	73.54	Paid	Materials & Services:EMS Operations:Supplies
Nov 1, 2019	27753162	OX DM - D Medical Oxygen USP	52.86	Paid	Materials & Services:EMS Operations:Supplies
Nov 1, 2019	27753162	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Nov 1, 2019	27767145	Cylinder Rental Charges for Oxygen	21.08	Paid	Materials & Services:EMS Operations:Supplies
Nov 5, 2019	27767145	S/DEY Oxygen Tank Rental	(21.08)	Voided	Materials & Services:EMS Operations:Supplies
Nov 6, 2019	CM27803803	Credit Memo for reversal of Rental charges for Oxygen Cylinders	(21.08)	Approved	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>151.40</b>		
<b>Northwest Safety Clean</b>					
Nov 16, 2019	19-25671	Pant: NFPA Advanced Inspection - Shell/Liner	120.00	Paid	Materials & Services:Fire Suppression:PPE
Nov 16, 2019	19-25671	Coat: NFPA Advanced Inspection - Shell/Liner	120.00	Paid	Materials & Services:Fire Suppression:PPE
Nov 16, 2019	19-25671	General Repairs & Alternations to meet NFPA Standards	871.10	Paid	Materials & Services:Fire Suppression:PPE
Nov 16, 2019	19-25671	Sewing of individual letters on provided nameplates	137.50	Paid	Materials & Services:Fire Suppression:PPE
Nov 16, 2019	19-25671	Shipping for Turnouts	50.65	Paid	Materials & Services:Fire Suppression:PPE
Nov 16, 2019	19-25671	Shipping for Nameplates	12.79	Paid	Materials & Services:Fire Suppression:PPE
<b>Total Northwest Safety Clean</b>			<b>1,312.04</b>		
<b>Oregon PERS</b>					
Nov 7, 2019	PERS - EFT	Employee Contributions	3,721.81	Paid	Personnel Services:PERS
Nov 7, 2019	PERS - EFT	Employee Contributions, Paid by Employer	1,011.36	Paid	Personnel Services:PERS
Nov 25, 2019	PERS - EFT	Employer Contributions for employees	3,847.02	Paid	Personnel Services:PERS

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Nov 25, 2019	PERS - EFT	Employee Contributions, paid by employer	1,045.39	Paid	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>9,625.58</b>		
<b>Pacific Power</b>					
Nov 1, 2019		Basic Charges, Load Size, Demand charges and Kilowatt usage	1,047.80	Paid	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>1,047.80</b>		
<b>Quill Corporation</b>					
Nov 5, 2019	2142645	Office Supplies (Dry Erase Markers, Sharpies, Binder Clips, Copy Paper	118.07	Paid	Materials & Services:Administration:S upplies
Nov 5, 2019	2277558	Box of special pens with foam top for signing iPads	20.49	Paid	Materials & Services:Administration:S upplies
<b>Total Quill Corporation</b>			<b>138.56</b>		
<b>SeaWestern Fire Fighting Equipment</b>					
Nov 4, 2019	INV1305	Lion Deluxe Uniform Trousers, 6.5 oz/yd 2 Twill Weave, Navy - Male	609.75	Paid	Materials & Services:Uniforms
Nov 4, 2019	INV1305	Shipping charges	22.50	Paid	Materials & Services:Uniforms
<b>Total SeaWestern Fire Fighting Equipment</b>			<b>632.25</b>		
<b>Solutions Yes</b>					
Nov 21, 2019	INV215742	B/W Copies	7.69	Paid	Materials & Services:Administration:C opier Expenses
Nov 21, 2019	INV215742	Color Copies	64.80	Paid	Materials & Services:Administration:C opier Expenses
<b>Total Solutions Yes</b>			<b>72.49</b>		
<b>Special Districts Insurance Services</b>					
Nov 8, 2019	03-0052514	December OFCA Health Premium for Staff	9,451.53	Paid	Personnel Services:Employee Benefits:Health Insurance
Nov 8, 2019	03-0052514	December OFCA Dental Premium Staff	876.41	Paid	Personnel Services:Employee Benefits:Dental Insurance
Nov 8, 2019	03-0052514	December Long-Term Premium for Staff	132.48	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Nov 8, 2019	01-0052514	Property/Earthquake Coverage for additional storage connex behind Station	5.00	Paid	Materials & Services:Insurance
<b>Total Special Districts Insurance Services</b>			<b>10,465.42</b>		
<b>Stamps.com</b>					
Nov 12, 2019	XXXX 4382	Purchase of Stamps for mailing	50.00	Paid	Materials & Services:Administration:P ostage & Shipping
Nov 17, 2019	XXXX 4382	Monthly membership for Stamps.com	17.99	Paid	Materials & Services:Administration:P ostage & Shipping
<b>Total Stamps.com</b>			<b>67.99</b>		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>Stryker Medical</b>					
Nov 11, 2019	2833361M	Upgrade Kit for Power Cot on 571	1,576.22	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Nov 11, 2019	2833361M	General Freight/Delivery charge	6.92	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
<b>Total Stryker Medical</b>			<b>1,583.14</b>		
<b>Terrebonne Hardware</b>					
Nov 8, 2019		Plumbing parts purchased to replace kitchen sink in builing	16.35	Paid	Materials & Services:Building & Maintenance:Supplies
<b>Total Terrebonne Hardware</b>			<b>16.35</b>		
<b>Traffic Safety Supply</b>					
Nov 7, 2019	INV015428	SBL0451 5052, 063 12" x 6" RECT 2 sided Green signs	(400.00)	Paid	Materials & Services:Department Services:Emergency Address Signs
Nov 7, 2019	INV015428	DEC-WEG-4C-AN Legend, EG White 4" letters	(125.00)	Paid	Materials & Services:Department Services:Emergency Address Signs
Nov 7, 2019	INV015428	Shipping	(18.83)	Paid	Materials & Services:Department Services:Emergency Address Signs
<b>Total Traffic Safety Supply</b>			<b>(543.83)</b>		
<b>UPS</b>					
Nov 25, 2019	XXXX 4382	Shipping Charges for pick-up	5.80	Paid	Materials & Services:Administration:Postage & Shipping
<b>Total UPS</b>			<b>5.80</b>		
<b>US Bank Equipment Finance</b>					
Nov 18, 2019	399276047 - EFT	Contract Payment	139.99	Paid	Materials & Services:Administration:Copier Expenses
Nov 18, 2019	399276047 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Nov 18, 2019	399276047 - EFT	Annual Property Tax	99.99	Paid	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>264.38</b>		
<b>Verizon Wireless</b>					
Nov 1, 2019	9840700051	Phone line for Zoll Machines	21.30	Paid	Materials & Services:Utilities:Telecommunications
<b>Total Verizon Wireless</b>			<b>21.30</b>		
<b>Vern Samples Landscaping</b>					
Nov 8, 2019	29603	Fall sprinkler system winterization blowout	65.00	Paid	Materials & Services:Building & Maintenance:Maintenance
<b>Total Vern Samples Landscaping</b>			<b>65.00</b>		

VOIDED



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
<b>WHA Insurance</b>					
Nov 21, 2019	761433	Provident Life & Accident Group Insurance Renewal (1/15/2020 - 1/15/2021)	238.00	Paid	Materials & Services:Insurance
<b>Total WHA Insurance</b>			<b>238.00</b>		
<b>Xero</b>					
Nov 19, 2019	XXXX 4382	Monthly subscription for cloud-based accounting platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
<b>Total Xero</b>			<b>22.50</b>		
<b>Total</b>			<b>39,340.10</b>		



SDAO

SPECIAL DISTRICTS  
ASSOCIATION OF OREGON



2020

ANNUAL CONFERENCE

PRE-CONFERENCE - FEBRUARY 6

**CONFERENCE - FEBRUARY 7 - 9**

SEASIDE CIVIC & CONVENTION CENTER



# SDAO

## ANNUAL CONFERENCE

PRE-CONFERENCE - FEBRUARY 6 | CONFERENCE - FEBRUARY 7 - 9  
SEASIDE CIVIC & CONVENTION CENTER

Don't miss the largest training and networking event of the year for special district board members and staff! The 2020 SDAO Annual Conference will take place in Seaside, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, there will be a board training and session on risk management. The conference officially kicks off on Friday with an outstanding keynote address by Emmy Award-winning speaker Mark Scharenbroich

followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and the Awards Banquet. Wrap up the festivities on Saturday with a fun evening of comedy improv entertainment. Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at [www.cvent.com/d/chqzr1](http://www.cvent.com/d/chqzr1). We look forward to seeing you in Seaside!

### HOW TO REGISTER

Registration is now open and is only available online on our conference registration website. For more information and to register, please visit [www.cvent.com/d/chqzr1](http://www.cvent.com/d/chqzr1). Our conference does fill up quickly, so don't delay! If you have any questions about registration, please call member services at 800-285-5461.

[www.cvent.com/d/chqzr1](http://www.cvent.com/d/chqzr1)

*The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not be distributed during the conference.*



**FRIDAY**

## **CONFERENCE HIGHLIGHTS**

### **KEYNOTE SPEAKER: MARK SCHARENBRICH - "NICE BIKE: MAKING MEANINGFUL CONNECTIONS"**

Mix thousands of black leather, bandana-wearing, tattoo-bearing Harley-Davidson riders with a 100<sup>th</sup> Anniversary and a beige rental car. The end result will be the perfect metaphor for connecting with others: *"Nice Bike."*

Join Emmy Award-winning speaker Mark Scharenbroich as he takes you for a fun ride on how to be effective at making meaningful connections in both your professional and personal life. His *Nice Bike* principle is supported by three strong actions: acknowledging, honoring, and connecting.

### **EXHIBITOR TRADE SHOW & RECEPTION**

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors will be honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

### **CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS**

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board of Directors creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon.

**SATURDAY**

### **ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS**

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

### **AWARDS BANQUET & ENTERTAINMENT**

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members. Join us after the banquet for an improv ComedySportz<sup>®</sup> show brought to you by CSz Portland. The show (match) will feature two teams of professional players competing for laughs and points with a referee calling fouls. The conference audience will play a very active role in this fun and exciting improvisational comedy game. You won't want to miss it!

**SUNDAY**

### **BREAKFAST & RAFFLE DRAWING**

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

# SCHEDULE OF EVENTS

## Pre-Conference - Thursday, February 6

- 7 a.m. - 5 p.m. | Registration Desk Open
- 7:30 a.m. | Breakfast
- 8:30 a.m. - 4 p.m. | Full Day Pre-Conference Sessions
- 10:15 - 10:30 a.m. | Morning Break
- noon - 1 p.m. | Lunch
- 3 - 3:15 p.m. | Afternoon Break
- 5 - 6:30 p.m. | Welcoming Reception

## Conference - Friday, February 7

- 7:00 a.m. | Fun Run/Walk
- 7:00 a.m. - 5 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 7:30 a.m. - 6 p.m. | Exhibitor Trade Show
- 8:30 - 10 a.m. | Welcome & Keynote Address
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 5 p.m. | District Caucus Meetings
- 5 - 6 p.m. | Exhibitor Reception

## Conference - Saturday, February 8

- 7:00 a.m. | Fun Run/Walk
- 7 a.m. - 6 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 8:30 - 10 a.m. | Concurrent Sessions
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 4:30 p.m. | Annual Business Meeting & Board Elections
- 6 - 8 p.m. | Awards Banquet
- 8 - 9 p.m. | ComedySportz® Improv Show

## Conference - Sunday, February 9

- 8 a.m. | Breakfast
- 8:30 a.m. | Raffle Drawing

# BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 8<sup>th</sup>. Positions open for nomination and the present representatives include:

## FIRE

• Ben Stange, Polk County Fire District #1

## SANITARY

• Carl Tappert, Rogue Valley Sewer Services

## IRRIGATION

• VACANT

## AT-LARGE

• Doug Waugh, Water Environment Services  
Adam Denlinger, Seal Rock Water District

## TRUE AT-LARGE (Not from Big Six\*)

• Steve Schelb, Klamath 9-1-1 Communications District

Board members are elected for two-year terms extending from July 1, 2020 through June 30, 2022.  
\* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

Interested in serving on the SDAO Board of Directors? The expiration of terms on the SDAO Board creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon. Nominations for these board positions will take place at the district caucus meetings on **Friday, February 7 from 3:15 p.m. to 5:00 p.m.** Elections are subsequently held at the Annual Business Meeting on **Saturday, February 8 from 3:15 p.m. to 4:30 p.m.**

# CONFERENCE APP & HANDOUTS

Print session handouts before you arrive or access them electronically from your device while at the conference. Visit [www.cvent.com/d/chqzr1](http://www.cvent.com/d/chqzr1), and click on session handouts. After **January 10<sup>th</sup>**, visit the Apple App Store or Google Play and search for "**CrowdCompass AttendeeHub**" to download the conference app. Open the app and search for **2020 SDAO Annual Conference**. Tap the download icon. To gain full access to the content, log in to receive a verification code by email. Enter the code in the app.

# HOTEL INFORMATION

*\*Rates and availability subject to change. Room block may expire if sold out before reservation deadline.*

### **Best Western Ocean View Resort**

\$89-\$139/night + tax  
800-234-8439  
Group Name: Special Districts  
Association of Oregon Members

### **Holiday Inn Express**

\$135-\$145/night + tax  
503-717-8000  
Group Name: Special Districts  
Association of Oregon

### **River Inn at Seaside**

\$109/night + tax  
503-717-5744  
Group Name: Special Districts  
Association of Oregon 2020

### **Comfort Inn & Suites**

\$135-\$170/night + tax  
503-738-3011  
Group Name: Special Districts

### **Inn at Seaside**

\$109/night + tax  
503-738-9581  
Group Name: Special Districts  
Association of Oregon 2020

### **Rivertide Suites**

\$119-\$189/night + tax  
503-717-1100  
Group Name: Special Districts  
Association of Oregon Members

# SDAO ACADEMY

## PROFESSIONAL DEVELOPMENT PROGRAM



The SDAO Academy offers current, in-depth training and education opportunities in three specialty areas including district management, human resources/personnel management, and risk management/operations. Knowledge and skills in these subjects are critical elements required for success as a leader at a special district.

*Conference sessions eligible for SDAO Academy credit will be marked with the SDAO Academy logo.*

## PRE-CONFERENCE

**THURSDAY, FEB. 6**

8:30 a.m. - 4 p.m.



15 CREDITS

### *Special District Duties and Obligations: Comprehensive Training for Board Members and Staff*

George Dunkel, SDAO and Eileen Eakins, Law Office of Eileen Eakins

Join attorney Eileen Eakins and SDAO Consulting Services Administrator George Dunkel for this comprehensive overview of laws affecting special districts. It is an essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.

\$100



10 CREDITS

### *Hot Topics in Risk Management*

SDAO Risk Management Staff and Speaker Panel

Join our panel of speakers as we dive into this year's hot topics in risk management. Guests from our SDAO member districts will discuss liability and strategies for providing safety leadership, and our SDAO risk management staff will guide attendees through de-escalation techniques and developing a property loss response plan.

\$100

5 - 6:30 p.m.

### *Welcoming Reception*

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's our chance to celebrate your arrival at the conference.



**FRIDAY, FEB. 7**

7:00 a.m.

***Fun Run/Walk***

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

7:30 a.m. - 6 p.m.

***Exhibitor Trade Show***

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their exhibitor drawing card.

8:30 a.m. - 10:00 a.m.

***Keynote Address***

Join Emmy award-winning speaker Mark Scharenbroich as he takes you for a fun ride on how to be effective at making meaningful connections in both your professional and personal life. His *Nice Bike* principle is supported by three strong actions: acknowledging, honoring, and connecting.

10:30 a.m. - noon

***Navigating the Oregon Government Ethics Law***

Tammy Hedrick, Oregon Government Ethics Commission

Public officials are held to a higher standard than private citizens because service in a public office is a public trust. Join Tammy with the Oregon Government Ethics Commission to learn about restrictions placed on public officials and the provisions in ORS Chapter 244 that restrict some of their choices, decisions, and actions.

***Stress Presumption and First Responders***

Speaker Panel

Join the round table discussion regarding the newly enacted presumption for stress and what it means for the districts and employees impacted by these changes. Discussion topics will include crisis prevention, developing a culture of wellness and resiliency, impacts to the district and other employees when a co-worker is in crisis, and finally, how stress claims will be managed in light of this new law.

***Top Ten Labor and Employment Issues***

Christy Monson and Mark Wolf, Local Government Law Group

If your special district is experiencing labor or employment challenges, you're not alone. Join employment attorney Christy Monson and labor attorney Mark Wolf as they walk you through the top ten labor and employment issues currently dogging special districts throughout Oregon. From useful tips on negotiating your CBAs to concrete steps to implement the new fair workplace legislation, this session focuses on practical and easy steps you can take to avoid liability, keep both management and employees happy, and comply with the law.

***Translation: Healthcare Proposals for the 2020 Candidates***

Katie Peterson, The Partners Group

What does "Medicare for All" mean, and how does it differ from a single payer or public option? Join our healthcare session to get grounded in these concepts, and also gain insight into healthcare around the world. This presentation is intended simply as education and will help individuals follow the national conversation with more understanding confidence.



5 CREDITS

**FRIDAY, FEB. 7**

1:30 - 3 p.m.



5 CREDITS

*Tricky to Navigate – Board/Staff Interactions*  
Judy Clark, HR Answers

Imagine a group of people who all care about the same thing. It could be a watershed, access to books through a library, a sanitary place to live, etc. Some of these people go to work every day to make progress on this interest. Some of these people meet regularly to establish policy and determine how resources should be allocated for the public and the employees. Think there ever might be a conflict in how best to approach the necessary decisions? This session will focus on two aspects of these exchanges – authority and interactions.

*The Public Safety EAP: Benefits, Resources & Solutions*  
Phil Downs, ESI Employee Assistance Group

This year, SDIS began offering an employee assistance program (EAP) to all emergency responders at our member districts free of charge. This EAP is specifically designed for emergency responders and fire professionals and offers 24/7 confidential counseling provided by Masters or PhD-level clinicians. In this session, we will identify and examine the assistance provided for everyday work/life problems including: financial education and coaching; legal issues; caregiver help; child and elder care assistance; and retirement coaching. This is a can't miss session for SDAO member career professional firefighters, emergency responders, 911 dispatchers, and police officers.

*Hot Topics in Liability*  
Jens Jensen and Angela Smith, SDAO

Join Angela and Jens as they explore current liability trends with the SDIS insurance pool. Employment, general, and auto claims affecting special district members will be highlighted during this session. Case studies will be reviewed as examples.



5 CREDITS

*Emerging Cyber Threats: Claims Mitigation Strategies*  
Sean B. Hoar, Lewis Brisbois Bisgaard & Smith, LLP

Malicious hackers continue to wreak havoc in all business sectors, including education and governmental entities. They steal sensitive data, encrypt operating systems, and extort millions of dollars on a daily basis. This presentation will review emerging online threats, including ransomware attacks, business email compromises, social engineering, and the malicious evolution of data monetization. It will also discuss strategies to mitigate the stifling costs associated with these events - from ransom payments, fraudulent wire transfers, business interruption, regulatory enforcement actions and third party litigation.

3:15 - 5 p.m.

*Caucus Meetings*

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

*Exhibitor Reception*

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (Dinner is not provided for attendees on Friday evening.)

**SATURDAY, FEB. 8**

7:00 a.m.

***Fun Run/Walk***

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

8:30 - 10 a.m.

***Life Cycle of a CEO, Recruitment to Retirement***

George Dunkel, SDAO

Governing bodies, district boards, and commissions have many responsibilities. A major one is the hiring and supervision of the CEO. Current administrator of the SDAO Consulting Services Program, retired fire chief, and former fire district board member George Dunkel will review successful processes, procedures and practices that governing bodies use to promote successful careers for their CEO and high standards of performance for their organizations. This interactive presentation will include discussion and examples of successful succession planning, recruitment, hiring process, service agreement, expectations, performance evaluation, corrective action, rewards/recognition, and separation from service.

***Why You Need an Accessible Website & How to Get There***

Sloane Dell'Orto, Streamline

Website accessibility is a requirement for all local government agencies, and with lawsuits on the rise, it's now more important than ever. In this session we'll go over what accessibility really means, experience what it's like to try and navigate a site with your eyes closed, learn how to test your district's site, and the steps you can take to ensure your website is compliant going forward.



5 CREDITS

***Employee Misconduct Investigations – Getting it Right and Making it Stick***

Chandra Hatfield and Dian "Dee" Rubanoff, Peck Rubanoff & Hatfield

Chandra and Dee will guide participants through a hypothetical employee misconduct scenario, from inception of the investigation through completion of a disciplinary action. The interactive presentation will address common issues and legal questions that public employers face in these situations.

***Understanding Urban Renewal and the Role Special Districts Play***  
Speaker Panel

Urban renewal has long been a controversial economic development tool for cities and counties across Oregon, particularly to special districts who end up foregoing property tax revenue as a result of this tool. However, in the long run, urban renewal can also result in tangible benefits, particularly when an urban renewal district attracts private development. Over the last decade SDAO, with other stakeholders, have been successful in securing important reforms to urban renewal that have and will result in greater communication between urban renewal sponsors and impacted taxing jurisdictions. Please join us for a conversation about urban renewal, how to navigate the process, and how, as a special district, you play an important role in the formation and shaping of these plans.

**SATURDAY, FEB. 8**

10:30 a.m. - noon

*Oregon Public Records Law Overview*

Todd Albert, State of Oregon, Office of the Public Records Advocate

Learn what information constitutes a public record, and the obligation of both requesters and records custodians in fulfilling a public records request. Observe how the law balances the public's interest in overseeing its government with the collection of fees to process requests and the application of exemptions to ensure the confidentiality of certain information. Get practice advice for managing public records requests and requesters.



5 CREDITS

*Emergency Operations Plans: Between the Idea and the Reality Falls the Guidance*

Erik Rau, Oregon Office of Emergency Management

Erik Rau with the Oregon Office of Emergency Management will provide a current description of public sector emergency management in Oregon and across the Pacific Northwest. Attendees will increase their familiarity with federal guidance for emergency operations plans (EOPs) and legal requirements for EOPs in Oregon. Erik will provide an opportunity for discussion and questions regarding format and content of local EOPs.

*Buckle Up! The New Labor Laws May Make it a Bumpy Ride*

Monica Harrison and Ron Downs, SDAO and Laurie Grenya, HR Answers

The 2019 Legislative Session was notable for many internal conflicts and staged walkouts. When it was all over, the Oregon Legislature managed to pass a number of labor-related laws that have a significant impact on all members of SDAO as well as all employers throughout the state. This session will provide an overview of those laws that you need to know about, including some that will require immediate action and implementation of policy for everyone.

*Funding Options and Sources: How to Secure Financing for Your District*

David Ulbricht, SDAO Advisory Services and Ann Sherman, Hawkins Delafield & Wood LLP and Speaker Panel

Join our panel discussion led by David Ulbricht, Director of Advisory of Services at SDAO, and Ann Sherman, Partner at the law firm of Hawkins Delafield & Wood LLP, to discuss what funding sources are available to special districts needing to finance a capital project or acquire essential service assets. The panel will consist of individuals from state and federal agencies, financial institutions, and investment banks. The discussion will entail legal aspects, the pros and cons of each funding source, timing considerations, and ultimately which option may be best suited for your district.

1:30 - 3 p.m.

*Financial Awareness for Elected Officials*

Summer Sears, CPA

This session will help district leaders learn the language of public finance. We will cover topics such as reading financial statements, budgeting, and understanding your jurisdiction's financial story.

**SATURDAY, FEB. 8**

1:30 - 3 p.m. (cont.)

***RMIS and Insurance Portal for Risk Management***  
Greg Jackson and Troy DeYoung, SDAO

Explore the resources available to you with the new and improved SDIS Insurance Site. We will review everything you have at your disposal and take an in-depth look at the new Risk Management Information System (RMIS). RMIS takes SDAO risk management reports to an entirely new level, improving communication and addressing potential cyber security risks. You will be amazed by everything you can do with the Insurance Site and RMIS.

***Collective Bargaining 101: Overview of How Bargaining Works for Oregon Public Employers***

Chris Duckworth, Bullard Law

Oregon law sets out specific procedures and rules governing collective bargaining between public employers and unions. In this session, Mr. Duckworth will provide an overview of the processes and structures of the bargaining process from the management perspective along with strategies for negotiating a successful labor agreement for your organization.

***Legislative Summary***

Hasina Wittenberg and Mark Landauer, SDAO

SDAO's government affairs team, Hasina Wittenberg and Mark Landauer, will guide you through the excitement of the 2019 Legislative Session with information about bills that passed, those that failed, and ones that may show up again. Learn about notable actions taken last session and get an overview of the upcoming short session.

3:15 - 4:30 p.m.

***Annual Business Meeting***

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

***Awards Banquet***

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 9 p.m.

***Entertainment - ComedySportz® by CSZ Portland***

Join us after the Awards Banquet for an exciting improv comedy show brought to you by CSZ Portland.

**SUNDAY, FEB. 9**

8:00 a.m.

***Breakfast & Raffle Drawing***

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees. *(Must be present to win.)*

# SDAO

SPECIAL DISTRICT  
ASSOCIATION OF OREGON

*Administrators for SDIS*

PO Box 12613  
Salem OR 97309-0613

Toll-free: 800-285-5461

Phone: 503-371-8667

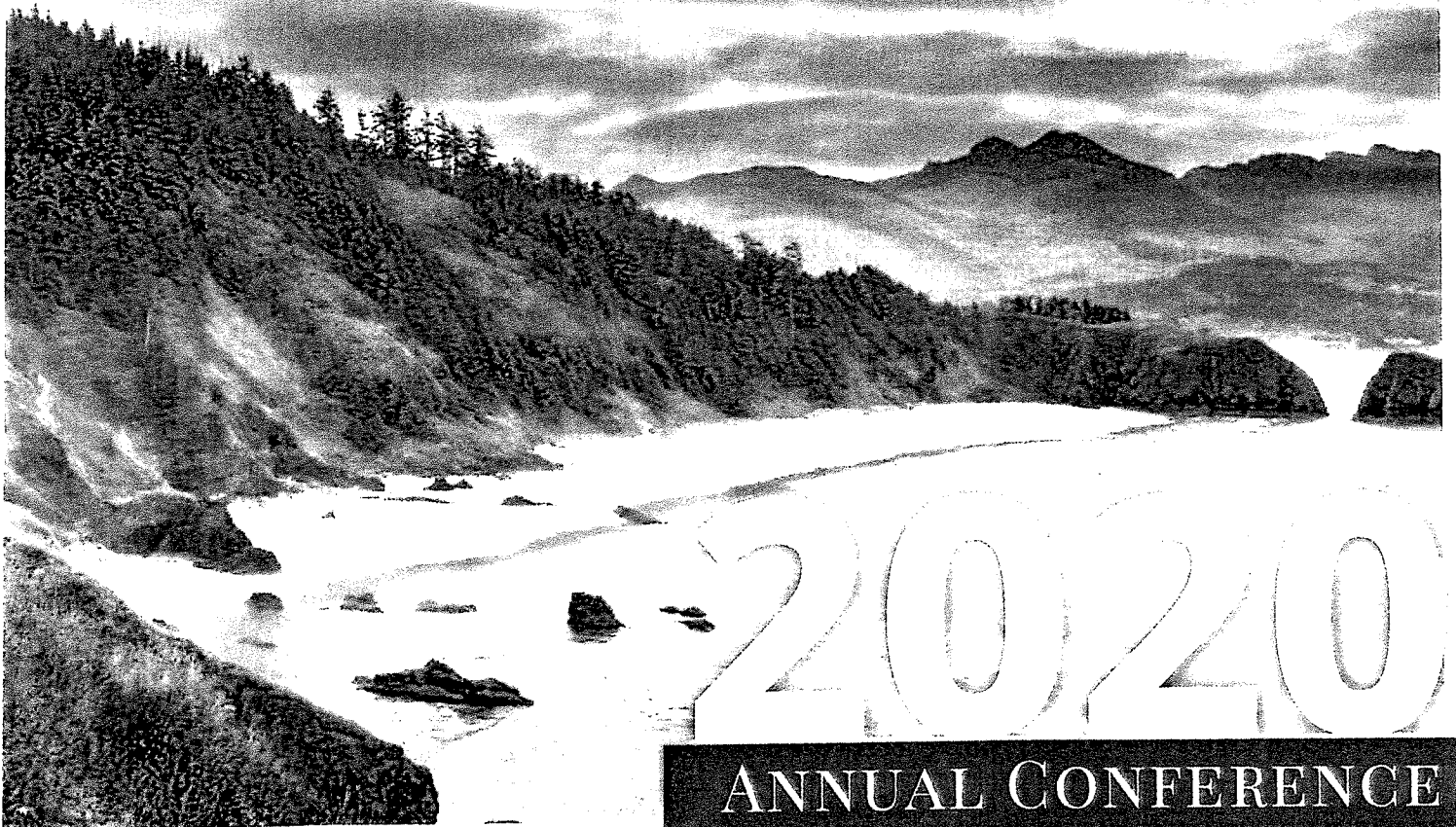
Fax: 503-371-4781

E-mail: [sdao@sdao.com](mailto:sdao@sdao.com)

Web: [www.sdao.com](http://www.sdao.com)

PRSR STD  
U.S. POSTAGE  
PAID  
SALEM, OR  
PERMIT No. 263

**REGISTER TODAY!**



**ANNUAL CONFERENCE**

**CROOKED RIVER RANCH FIRE & RESCUE**  
**BOARD POLICY – WORKPLACE DISCRIMINATION, HARASSMENT,**  
**AND RETALIATION**

---

**PURPOSE:**

Crooked River Ranch Fire & Rescue is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Crooked River Ranch Fire & Rescue expects that all relationships among its personnel will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all personnel, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the District.

Crooked River Ranch Fire & Rescue has developed this policy to ensure that all personnel can work in an environment free from unlawful harassment, discrimination and retaliation. Crooked River Ranch Fire & Rescue will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any individual who has questions or concerns about these policies should talk with the District's primary contact, which is the Fire Chief, and as an alternative you may reach the President of the Board of Directors. A formal report shall include a written statement. If the individual believes he or she is being harassed by the Fire Chief and is uncomfortable in discussing the matter with the Fire Chief, the person involved shall notify the President of the Board of Directors.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

**RETALIATION**

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of Crooked River Ranch Fire & Rescue to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any retaliation will be subject to disciplinary action, up to and including termination.

**CROOKED RIVER RANCH FIRE & RESCUE**  
**BOARD POLICY – WORKPLACE DISCRIMINATION, HARASSMENT,**  
**AND RETALIATION**

---

**SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

**HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer’s premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.



**CROOKED RIVER RANCH FIRE & RESCUE**  
**BOARD POLICY – WORKPLACE DISCRIMINATION, HARASSMENT,**  
**AND RETALIATION**

---

**REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

Crooked River Ranch Fire & Rescue encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Fire Chief, or President of the Board of Directors. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. The individual should not wait for the management follow-up to share related experiences. If the individual would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Fire Chief.

**INTERNAL COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Fire Chief. If you are unable to reach the primary contact please reach out to the President of the Board of Directors.

Crooked River Ranch Fire & Rescue encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage personnel to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Crooked River Ranch Fire & Rescue will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

**CROOKED RIVER RANCH FIRE & RESCUE**  
**BOARD POLICY – WORKPLACE DISCRIMINATION, HARASSMENT,**  
**AND RETALIATION**

---

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action such as written warning, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination as Crooked River Ranch Fire & Rescue believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### **EXTERNAL COMPLAINT PROCEDURES**

We encourage all personnel to bring their concerns and complaints to the District, and understand that, at times, this may not be the choice of the individual. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

### **EMPLOYMENT AGREEMENTS**

Personnel of the District will not be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

### **ADDITIONAL PERSONNEL SUPPORT SERVICES**

Personnel may choose to use other support services throughout and following instances related to concerns and complaints. The District provides the following for additional assistance:

- Legal Resources through Special District Association of Oregon
- Counseling and Support Services and/or Employee Assistance Services

**CROOKED RIVER RANCH FIRE & RESCUE**  
**BOARD POLICY – WORKPLACE DISCRIMINATION, HARASSMENT,**  
**AND RETALIATION**

---

APPROVED:

---

Board President (Sign & Print)

Date

---

Board Secretary (Sign & Print)

Date

---

District Office Administrator (Sign & Print)

Date





# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report December 2019

- Calls for service in November totaled 43. 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	0	3	
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	
3-Rescue & EMS	21	40	33	26	42	26	37	49	33	27	29	
4-Hazardous Condition (No Fire)	1	0	1	0	0	0	0	1	0	2	0	
5-Service Call	5	4	7	4	10	9	6	5	2	6	7	
6-Good Intent Call	4	4	7	3	6	7	5	5	7	7	5	
7-False Alarm & False Call	6	1	1	3	1	2	0	1	1	1	3	
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	1	
	<b>38</b>	<b>51</b>	<b>49</b>	<b>36</b>	<b>60</b>	<b>45</b>	<b>51</b>	<b>64</b>	<b>45</b>	<b>43</b>	<b>48</b>	<b>0</b>

**Total Calls-To-Month End 2019  
530**

- Assistance to Firefighters Grant update.
  - After evaluation of multiple quotes, a determination was made to purchase a Scott Self-contained breathing apparatus compressor and fill station. The tentative delivery date is the end of February.
  - After evaluation of quotes and field testing two heart monitor/defibrillators, a determination was made to purchase two Zoll X-Series units. By choosing this brand we maintain our ability to integrate with our automatic external defibrillators (AEDs) and gain new features in cardiac monitoring.
- Annual services have been completed on both structure engines and water tenders. Wildland apparatus annual services will take place in early spring.

➤ Fire Med Memberships monthly report:

- New memberships: 3
- Non-renewals: 3

Respectfully submitted,

Sean Hartley, Assistant Chief