



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Virtual Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, April 16, 2020. The Board meeting will start at 6:30 pm. The Board meeting will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone number and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. Should you have any questions in accessing this meeting, please contact the Fire District at 541-923-6776.

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)

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
2. Review of Agenda
3. Approval of Board Meeting Minutes
 - 3.1 Approval of February 20, 2020 Board meeting minutes (Please note there are no minutes from March as this meeting was canceled)
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for February 2020 – Director Green
 - 4.2 Acknowledge receipt and approval of the financial reports for March 2020 – Director Green
 - 4.2 Appointment of Board members to sign checks for Monday, May 11th, and Friday, May 22nd, 2020
5. Unfinished business (consideration, discussion, and possible action on the following items): none
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Review of Budget Calendar/Committee/Meeting – Director Oakley
 - 6.2 Discussion/Approval of Resolution 2020-04 for appropriating received revenue from Sale of Assets to Materials and Services – Fire Chief, Harry Ward
7. Fire Chief's Report - submitted by Fire Chief, Harry Ward via email
8. Operations Report – submitted by Assistant Fire Chief, Sean Hartley in Board packet
9. Correspondence & Recognitions – Director Oakley
10. Adjournment – Director Oakley

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

**Board Meeting Minutes
20 February 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 February 2020 at 06:00pm 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:** 6:30pm by Director Oakley 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 Mark Wilson: Director's Pahl, Oakley and Green were all present. Director Meredith was present via phone from Florida. Also at the start of the meeting present was: Fire Chief Ward, Assistant Chief Hartley and Administrative Assistant Schulke. Also in attendance was Captain Delorto and Responding Volunteer Community Services Officer Dennis Senko. Support Volunteers present were Tina Wilson, Pat Hayes and Kay Norberg. Public in attendance was Bill Burt and John Hayes.
 - 1.2. **Flag Salute Led by-** Director Pahl
2. **Review of Agenda:** Director Oakley asked if there were any additions or deletions. Chief Ward stated yes that we had already taken care of item 7.1. He stated that it had been taken care of last month. Director Wilson asked if this was referring to the DPSST Grant funds. Chief Ward stated yes. Assistant Chief Hartley added that this had all been allocated and was completed. The moving of the funds had been taken care of. Director Wilson asked about the other policies that were to be reviewed as far the ones we had talked about in section 8 and section 1. Director Oakley answered that yes they were included in the agenda.
3. **Approval of Board Meeting Minutes:** Director Oakley asked if anyone had any corrections to the minutes. Kay Norberg stated that she wanted to offer her services to Director Wilson. There was a lot of conversation. Director Oakley and Director Wilson thanked her for her offer. Director Green made a motion to accept the minutes as corrected. Director Wilson stated that they were already corrected so Director Green amended his motion to say as presented. Director Meredith seconded the motion. A unanimous voice vote approved the motion.
4. **Financial Reports:**
 - 4.1. Director Green read the financial report into the record. (See attached as Appendix "A") Director Green stated he had balanced each account to the bank statements and everything matches. Kay Norberg asked a question about our Capitol Reserve Fund.

There was lot of explanation from Chief Ward and Assistant Chief Hartley. Director Oakley asked if there were any other questions or comments on the financial reports. Director Wilson asked about an item on the Payable invoice detail under Freightliner that it looks like we have a credit for \$1294.05 but it says paid next to it even though it is showing as a credit. Assistant Chief Hartley stated that there was an error of paying the bill twice and that this was to remove the double payment out of our system. Director Wilson asked if it was a book keeping error and Assistant Chief Hartley stated yes. Director Wilson then asked about another one he had seen which was under Your Care for a physical on the bottom page where there is a split between the lines that there is a physical that does not show a person's name for who it was for. Director Green stated he had checked that and it was good. Director Oakley then asked about Swift Steel 1 ½ by 1 ½ stakes and that they had spelled stakes like a piece of meat steak. Director Oakley then asked if there were any other comments. Director Pahl made a motion to approve the January Financial Reports as presented. Director Wilson instructed Director Meredith to go ahead so Director Meredith seconded the motion. A unanimous voice vote approved the motion.

4.2. Board Members to sign checks in March on the 9th and the 25th. Monday the 9th. Director Oakley clarified that Director Pahl would be on the 9th and Director Meredith would be on the 25th.

5. **Comments from the Public on current meeting agenda:** Director Oakley asked if there were any comments. No comments

6. **Unfinished Business:**

6.1. Anti-harassment Policy: Director Oakley asked this to be presented by Director Pahl. He stated in the packets we have the new policy 8.1 A; B; C; D and E. Director Oakley asked if all of these were for the anti-harassment policy and Director Pahl confirmed that is the case that these all are included in the policy. He then named off each section as titled. A, being Equal Opportunity; B. being the Anti-harassment; C. being the Immigration and Naturalization ; D. being Violence in the Workplace; and E. being the Anti-Bullying. Director Pahl stated these were for the Boards consideration and with the recommendation for being approved. Director Green stated he had talked with Director Wilson on 8.1 C there was a 2.B that had an extra "and". Director Wilson stated that when he had broken up the subtitles to label them he had neglected to remove the "and" words from between them as well as taking off the semicolon. Director Wilson stated he had also proposed a signature sheet previously and showed a copy to the group. He stated this would make the process uniform and would be easily amended in the future without having to change a bunch of stuff to amend a policy. Director Oakley asked if we needed to vote on these policies. Director Wilson and Pahl both stated yes. Director Oakley then asked if there was any more discussion on the policies as presented. Director Pahl stated there was no discussion. Director Green made a motion to accept the Anti-harassment policy numbers 8.1A; 8.1B; 8.1C; 8.1D and 8.1E. Director Meredith seconded the motion. A unanimous voice vote passed the motion. Director Pahl asked Director Wilson to fix the error Director Green had pointed out and Director Wilson stated he would. Director Oakley then stated she would like to

float item 7.2 and that we could move into item 7.3 to discuss Board Workshop to review Board policies. Director Wilson asked if we were going to complete items still in section 6. Director Oakley apologized and moved back to the next item in section 6.

6.2. PERS for Volunteers: Director Wilson wanted to finish the subject and to clarify that any Volunteer that is getting a stipend is now enrolled in the PERS system and then asked how it works for anyone not employed by a PERS employer outside of here, does money go into an account for them. Chief Ward stated only if they meet the requirements. He then explained the program in detail. Director Wilson asked how he is going to track the actual call hours. Chief Ward stated they would use the run report and Assistant Chief Hartley stated it would be tracked by the unit they are assigned to and it is back in quarters available. Director Pahl asked if there could be a possibility of us taking a hit at the end of the year for someone who works elsewhere. Chief Ward stated that those people would be getting it paid throughout the year Assistant Chief Hartley stated that if someone is already a PERS employee elsewhere and they have made it past their 6 months and are now earning their PERS, if they don't tell us PERS will tell us, and then we would know to make the contributions. Director Green stated if they had made their criteria, he wanted to make sure we had a backup besides ourselves. Director Oakley asked if that answered the questions Director Wilson had and if it covered the other item about going backwards. Director Wilson stated yes it answered all those questions except about the going backwards pay for anyone who has already been a PERS employee before this time of how are we paying that. Assistant Chief Hartley stated for the people it effected back the two years it amounted to about \$1200.00. PERS had submitted that invoice to us and they paid it.

6.3. PERS 6% makeup plan for employees: ***This was not discussed.***

6.4. FLSA Director Wilson asked about the paperwork he had found on the desk about WHD Department of Labor labeled fact sheet 17A and he had a copy of fact sheet 8 and is the one he had found. Chief Ward stated he had called them again and they provided him with this sheet dated January 2020. Director Wilson stated he had the sheet that specifically said information about small departments and you have to have more than 5 fire fighting employees. Chief Ward stated that the sheet must be very old because the lady he talked to said to him you pay no matter what. All first responders get paid FLSA. Director Wilson asked if what Chief Ward is saying, is they had done away with the exception of small departments and Chief Ward replied yes. Director Wilson stated he was looking at ways to save money to allow us to hire more people and that is why he was researching this.

7. **New Business:**

7.1. Discussion / Approval to move funds from Capitol Fund to General Fund to complete training grounds project- Fire Chief Ward (This was removed from the agenda due to it being completed last month.)

7.2. Review of Section 1 of Board policies- Director Oakley ***This was no discussed.***

7.3. Discussion on scheduling quarterly Workshops to review Board Policies: Director Oakley stated that Director Pahl had brought this up a while back, and she had talked about doing them in sections or do one at each meeting. Director Pahl stated he would like to see a quarterly Workshop. A discussion ensued by all with it being decided the last

Friday of the month of March being the 27th at 6:30 pm would work. Director Oakley questioned since we are going to start the quarterly Workshops on these, do we want to try to review Policy 1 tonight. Director Wilson stated that he and Director Pahl had reviewed this one and it was more just a format change with no language change. This would be an easy one to sign off and Director Pahl stated he agreed that there were no changes to be made it was merely formatting of it. Director Oakley asked if Director Wilson was planning on using this same format on all of them going forward. Director Wilson stated that he was and explained. There was a lot of discussion between all the Board and Administrative Assistant Schulke with Support Volunteer Kay Norberg adding information from the previous Board experience. Director Pahl stated we should just take the policies to the workshop. Director Oakley stated we will discuss the policies and cover the formatting as well in the Workshop. Director Green agreed he was fine with discussing in the Workshop. Director Pahl stated to make a note of discussing policies 1; 3; 4; 10 and 12. This will happen on the 27th of March at 6:30 pm. Administrative Assistant Schulke asked if Director Wilson was going to be doing the whole thing or if she would be doing it. Director Green asked her if she meant making changes. She replied yes. Director Wilson stated he was planning on doing it by typing it all up and she would be in charge of putting it in the book. Director Green stated it sounded like Director Wilson was volunteering for the task. Assistant Chief Hartley stated they were not used to doing it that way and it is a change for them. Administrative Assistant Schulke stated she needed the clarification.

8. **Fire Chiefs Report:** (See attached as Appendix B) He added a couple things,
 - Open house would be on the 25th and he will be checking into a car seat clinic along with the boat inspection.
 - Saturday will be the burning the limb dump and will be starting very
 - Administrative Assistant Schulke questioned Director Pahl about if the Sheriff's office would be doing the boat inspection on the 25th of April. Director Pahl confirmed yes would.
9. **Operations Report:** (See attached as Appendix C) Assistant Chief Hartley stated the Zoll monitors were in service. He added they are prepared for a new computer dispatching software in some of the iPad's in the apparatus and they have been training on it and it will go live on the 3rd of March. Director Pahl thanked him for putting in last year's call information on the form for comparison.
10. **Correspondence and Recognitions:**
 - Director Oakley stated the correspondence she had was about training classes one of which is budget training on "Budget Law" in Redmond on March 5th.
 - Director Pahl asked if we had Budget Committee members yet. (Unable to hear on recording an answer from anyone.)
 - Director Oakley brought up another training titled "Board Duties and Responsibilities" on March 18th with a dinner at 5:30 p.m. and the training starting at 6:00 p.m. located at the fire department in Jefferson County. Director Wilson stated there was nothing in the box in the lobby and he had a received an email at 10:00 a.m. this morning. It was from Sloan Delorto who is from Streamline which is our webpage company. The email is referencing an

upcoming webinar titled “Engage your community” and Director Wilson read the rest of the email to the group.

11. Comments / Questions: Director Oakley asked if there was any comments or questions from the public in regard to next month’s agenda. Support Volunteer Tina Wilson asked if there was any information on the LOSAP. She stated that she had been questioned from Angela and Todd Nace if she knew anything more after telling them about the meeting last month that Assistant Chief Hartley stated he was working on it. Chief Ward stated all they need to do is come see us because he has the paperwork once it leaves our hands we have nothing to do with it. Support Volunteer Tina Wilson stated again that Assistant Chief Hartley was still working on the allocated amounts. Both Chief Ward and Assistant Chief Hartley stated that was all completed and that they now need to talk to Valic. Director Wilson asked as a former Volunteer not a Board Member, do we as Volunteers get an accounting of what was put in their accounts on behalf of the District. Chief Ward stated we should have gotten statements. Director Wilson stated that the Volunteers never received anything from the District or Valic. Chief Ward repeated the statement would come from Valic. Director Wilson stated he was not talking about statements from Valic, he is questioning the deposit amounts from the District into the system using the matrix. Assistant Chief Hartley stated that they had put a letter stating ‘Thank you for your service and you made your LOSAP’ and how much the amount was. He added that there had been an individual letter in an envelope to each person and they were placed into their mailbox. Director Wilson asked Director Green if he had ever seen those letters. Director Green stated he had never seen one of those letters. Director Wilson stated he did remember one letter that Assistant Chief Hartley had handed out at a drill night and he has that letter but no other information about LOSAP funds. Director Wilson then commented former Volunteers were looking to find out what was being put in on their behalf and referred to Chief Ward about the meeting they had previously, referencing the incorrect information and mentioned seniority was incorrect. Assistant Chief Hartley questioned if Director Wilson was asking for information in regards to what he personally had received. Director Wilson stated that there should be a list of what everyone had received individually. Director Green stated he had just received a statement from Valic and it was the first one he had ever seen. Chief Ward then stated that if an individual did not fill out everything with Valic and finish it then that the money is just sitting there. Director Green had talked with Valic, he said they had only received part of the information that he had sat in a meeting and filled out. The person came back a second time and the funds did not go into the funds he had chosen and they went into a cash fund which is very low risk as to what he had chosen for higher risk but they have just been sitting there doing very little. He again stated that he never received anything from Valic and that he was not listed as a member. He filled out the paperwork he just received from Chief Ward and sent it in via fax and Valic replied to him and sent him his first statement showing his money is sitting in a savings account rather than in the growth funds he had chosen. Director Wilson stated he had just received an email at 5:50 p.m. from Jennifer of Valic of an email that she had cc’d him on that was sent to Genoa of OFDDA back on November 12th. The email referred to an email talking about being a former Volunteer and now being a Board member. Director Wilson asked Director Green if he had questioned them about it. Director Wilson stated it sounded like they were

still trying to find things out. Director Wilson then asked the question of if we went back to stipends then why keep the LOSAP. Chief Ward stated that the Stipend money was going to run out in the next year or so. Director Wilson stated that we budget \$10,000.00 for LOSAP and now it could be allocated back to stipends and explained the only reason they had gotten rid of the system was they were in violation of the law and we had to get rid of it. Director Wilson asked why not just get rid of LOSAP. Director Green stated his vote would be to have nothing to do with Valic. Director Wilson asked Chief Ward if he disagreed with him that the stipend program is a whole lot easier to deal with than LOSAP. Chief Ward replied yes he thinks stipends is easier. Assistant Chief Hartley stated we have no decision on who the vendor is that OFDDA picks for the financial institution to handle the funds. Director Green stated it was up to the Volunteers to what they preferred since when the stipend grant money runs out, there is no money. Chief Ward stated stipend money is going to be a lot smaller, Director Green agreed but stated the LOSAP money is no different, as far as an incentive and since we found a way to use stipends legally. Director Wilson again stated that the \$10,000.00 could be used towards stipends. Director Green stated maybe the Volunteers have something different to do. Support Volunteer Tina Wilson asked when the money will be sent in to the LOSAP account for this year. Assistant Chief Hartley stated the check has already has been sent in to OFDDA. She asked if it was in this month's budget then. Assistant Chief Hartley and Director Green both said it was in last month's budget. Director Green said he remembered seeing it and Assistant Chief Hartley stated the check went to OFDDA. Volunteer Coordinator Dennis Senko stated that the money was not in the LOSAP program because he just checked his account and it was not there. Administrative Assistant Schulke stated they may have just gotten the check last week so it may not have been deposited yet. Chief Ward stated OFDDA gets the check and then it has to go to Valic. Dennis stated he had 32% interest in January and there was no additional money but it would be nice to get it in a timely fashion to take advantage of the market changes. Chief Ward stated that once we send the check we have no control over it. Director Wilson asked about a form being filled out and then the check is cut using the information for who gets how much money into their account. Assistant Chief Hartley stated yes and the check was written on 15th February. Support Volunteer Tina Wilson then stated that was the answer she was looking for of when the check was written and the money is not out of our budget. There was a lot of conversation between Director Green, Administrative Assistant Schulke and Assistant Chief Hartley as to when the money came out of the account. It was decided it would show up on the financials at the March meeting. Chief Ward then stated again to have any former Volunteers come to him to get the paperwork to obtain any money they have in the account. Director Oakley asked if there were any questions about this meeting's agenda. Then asked if the Chief and staff had any questions or comments. She then asked for questions from the Volunteers. Support Volunteer Tina Wilson asked if we have started on Easter yet. Assistant Chief Hartley stated he believes there is an Association meeting coming up saying he needs to look at his calendar. Director Oakley asked if there were any questions from the Board. Director Wilson stated he had one little item from when he, Director Green, Administrative Assistant Schulke and Assistant Chief Hartley were in signing checks Amazon came up and he asked if we could just buy a one year subscription because it is cheaper than paying \$13.00 once a

month. Administrative Assistant Schulke stated she would look into it. Chief Ward stated they could. Administrative Assistant Schulke asked if everyone would be at the meeting next month.

12. Adjournment: With no further business, Director Oakley adjourned the meeting at 08:09 pm.

Respectfully Submitted by,

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

(ATTACHMENT A)

Balance Sheet

Crooked River Ranch Fire & Rescue

As of January 31, 2020

Cash Basis

JAN 31, 2020

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	24,767.01
Capital Reserve Fund	100,074.09
FIB - Checking	18,556.22
FIB - Payroll	2,347.72
General Fund	400,430.54
Local Option Levy Fund	334,725.73
PayPal	305.64
US Bank	2,135.11
Total Cash and Cash Equivalents	883,342.06

Total Current Assets 883,342.06

Total Assets 883,342.06

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	1,580.91
Payroll Liabilities	494.63
Total Current Liabilities	2,075.54

Total Liabilities 2,075.54

Equity

Current Year Earnings	881,266.52
Total Equity	881,266.52

Total Liabilities and Equity 883,342.06

\$758,500.96
-\$ 2,075.54
General Fund YTD Net Income \$756,425.42

(ATTACHMENT B)

Fire Chiefs Report 2/20/2020

- ▶ Captain Delorto and I went to Salt Lake City to inspect the new Ambulance. The visit went well only found one small issue. They will need to install a cable for the rear radio head. Other than that, it is exactly the way our specifications read the truck. Delivery date is April 15th.
- ▶ The Assistance to Firefighters Grant is open and Chief Hartley and Gary White have been working on it over the past two weeks. We are applying for an apparatus grant for this cycle.
- ▶ Lots of training happening this last month as we sent 4 Members of the District to Winter Fire School at DPSST. The courses that were taken were Leadership classes and a safety calls "Who protects Firefighters from Firefighters".
- ▶ We will be doing a lot of Extrication training preparing for the updated auto aid agreement with Redmond Fire, as we will be assisting them more on Lower Bridge west of 43rd.
- ▶ 3 Members of our PEER Support team went to the PEER support conference and the 4th member is attending the basic training.
- ▶ Saturday, March 7th at 4:00 PM is our Annual Banquet and Awards dinner. It will be like last year. We are also thinking about holding a picnic this summer as a fun get together for the District. Saturday, April 25th is our Emergency Preparedness open house and housing ceremony for the new ambulance.

(ATTACHMENT C)



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report February, 2020

➤ Calls for service in January totaled 39. 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-Overpressure Rupture, Explosion, Overheat (No Fire)	0											
3-Rescue & EMS	28											
4-Hazardous Condition (No Fire)	0											
5-Service Call	5											
6-Good Intent Call	5											
7-False Alarm & False Call	0											
8-Severe Weather & Natural Disaster	0											
9-Special/Other Incident	0											
Total Calls-To-Month End 2019	39	0	0	0	0	0	0	0	0	0	0	0
39												
<i>Total Calls-To-Month End 2019</i>	<i>38</i>	<i>51</i>	<i>49</i>	<i>36</i>	<i>60</i>	<i>45</i>	<i>51</i>	<i>64</i>	<i>45</i>	<i>43</i>	<i>48</i>	<i>48</i>

➤ Assistance to Firefighters Grant update.

- The two Zoll X-Series monitor/defibrillators are in-service on both ambulances.

➤ Training on the new CrewForce 911 CAD software for iPads has started. The "go-live" date for the new software is March 3rd. Deschutes County 911 will be out late this month to do a final test of the iPad connections to the main CrewForce server.

Balance Sheet

Crooked River Ranch Fire & Rescue

As of February 28, 2020

Cash Basis

FEB 28, 2020

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	29,016.43
Capital Reserve Fund	114,168.22
FIB - Checking	22,131.63
FIB - Payroll	2,401.29
General Fund	354,046.16
Local Option Levy Fund	343,313.31
PayPal	219.61
US Bank	12,262.49
Total Cash and Cash Equivalents	877,559.14

Total Current Assets 877,559.14

Total Assets 877,559.14

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	3,362.88
Payroll Liabilities	494.63
Total Current Liabilities	3,857.51

Total Liabilities 3,857.51

Equity

Current Year Earnings	873,701.63
Total Equity	873,701.63

Total Liabilities and Equity 877,559.14

\$ 734,374.49
- \$ 3,857.51
<hr/>
\$ 730,516.98



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 29 February 2020
Cash Basis

	February Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$27,755.17	\$148,419.67	\$165,000.00	-\$16,580.33	-10.0487%
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	\$312.24	\$53,176.12	\$52,671.00	\$505.12	0.959%
Deschutes County: Local Option Levy	\$147.71	\$25,729.21	\$24,803.00	\$926.21	3.7343%
Emergency Address Signs	\$20.00	\$240.00	\$500.00	-\$260.00	-52.0%
FireMed	\$900.00	\$9,180.00	\$12,600.00	-\$3,420.00	-27.1429%
Interest	\$1,430.87	\$6,334.76	\$5,000.00	\$1,334.76	26.6952%
Jefferson County: General Fund	\$16,399.62	\$570,770.29	\$595,248.00	-\$24,477.71	-4.1122%
Jefferson County: Local Option Levy	\$7,823.34	\$274,864.63	\$277,338.00	-\$2,473.37	-0.8918%
Misc. Income	\$638.40	\$8,361.14	\$4,000.00	\$4,361.14	109.0285%
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue					
AFG Grant Revenue	\$0.00	\$66,480.24	\$121,818.00	-\$55,337.76	-45.4266%
Grants Funds	\$0.00	\$5,000.00	\$55,922.00	-\$50,922.00	-91.059%
SAFER Grant Revenue	\$4,540.00	\$38,657.00	\$0.00	\$38,657.00	-4.6999%
VFA Grant Revenue	\$9,530.01	\$9,530.01	\$10,000.00	-\$469.99	-4.6999%
Total Grant Revenue	\$14,070.01	\$119,667.25	\$187,740.00	-\$68,072.75	-36.3%
Total Revenue	\$69,497.36	\$1,545,509.79	\$1,559,900.00	-\$14,390.21	-0.9225%
Gross Profit	\$69,497.36	\$1,545,509.79	\$1,559,900.00	-\$14,390.21	-0.9225%
Operating Expenses					
General Fund, Transfer Out	\$13,909.09	\$13,909.09	\$13,909.00	\$0.09	0.0006%
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:EMS Purchase	\$0.00	\$66,480.24	\$0.00	\$66,480.24	-93.0896%
Capitol Outlay & Grant Awards:Fire Purchases	\$0.00	\$9,530.01	\$137,909.00	-\$128,378.99	-93.0896%
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$76,010.25	\$142,909.00	-\$66,898.75	-46.8%
Materials & Services					
Materials & Services:Administration	\$1,566.05	\$12,058.63	\$15,520.00	-\$3,461.37	-22.3026%
Materials & Services:Building & Maint.	\$2,929.38	\$11,660.60	\$10,000.00	\$1,660.60	16.606%
Materials & Services:Department Services	\$112.39	\$1,426.84	\$4,000.00	-\$2,573.16	-64.329%
Materials & Services:Dispatch Services	\$208.65	\$1,840.16	\$63,390.00	-\$61,549.84	-97.0971%
Materials & Services:EMS Operations	\$825.95	\$12,036.59	\$29,584.00	-\$17,547.41	-59.3139%
Materials & Services:Fire Suppression	\$1,444.67	\$11,030.47	\$27,180.00	-\$16,149.53	-59.417%
Materials & Services:Fuel	\$748.60	\$7,760.50	\$12,000.00	-\$4,239.50	-35.3292%
Materials & Services:Insurance	\$0.00	\$29,616.00	\$27,500.00	\$2,116.00	7.6945%
Materials & Services:Prevention	\$0.00	\$780.73	\$1,000.00	-\$219.27	-21.927%
Materials & Services:Professional Services	\$825.09	\$14,709.85	\$22,190.00	-\$7,480.15	-33.7096%
Materials & Services:Radios/Communications	\$0.00	\$1,244.91	\$3,455.00	-\$2,210.09	-63.9679%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,404.75	\$1,500.00	-\$95.25	-6.35%
Materials & Services:SAFER Grant Expenditures	\$0.00	\$4,894.00	\$9,422.00	-\$4,528.00	-48.0577%
Materials & Services:Training	\$480.00	\$6,667.14	\$8,558.00	-\$1,890.86	-22.0946%
Materials & Services:Travel	\$3,595.43	\$7,374.22	\$12,572.00	-\$5,197.78	-41.3441%
Materials & Services:Tuition Reimbursement	\$0.00	\$9,681.49	\$31,500.00	-\$21,818.51	-69.2651%
Materials & Services:Uniforms	\$0.00	\$4,055.36	\$5,713.00	-\$1,657.64	-29.0152%
Materials & Services:Utilities	\$2,856.06	\$14,447.28	\$22,250.00	-\$7,802.72	-35.0684%
Materials & Services:Vehicle/Equipment Maint.	\$1,583.98	\$22,877.11	\$25,000.00	-\$2,122.89	-8.4916%
Materials & Services:Volunteer Incentives	\$10,000.00	\$14,950.00	\$19,000.00	-\$4,050.00	-21.3158%
Materials & Services:Wellness Program	\$210.00	\$3,103.40	\$10,000.00	-\$6,896.60	-68.966%
Total Materials & Services	\$27,386.25	\$193,620.03	\$361,334.00	-\$167,713.97	-46.4%

Personnel Services					
Personnel Services:Admin Asst.: O/T	\$226.94	\$621.68	\$1,261.00	-\$639.32	-50.6994%
Personnel Services:Admin Asst: Reg Wage	\$2,807.27	\$23,847.83	\$35,973.00	-\$12,125.17	-33.7063%
Personnel Services:Assistant Fire Chief:Salary	\$4,635.00	\$37,012.50	\$57,224.00	-\$20,211.50	-35.32%
Personnel Services:Employee Benefits	\$14,750.42	\$102,592.57	\$174,477.00	-\$71,884.43	-41.1999%
Personnel Services:Fire Chief	\$6,695.00	\$53,379.17	\$82,194.00	-\$28,814.83	-35.0571%
Personnel Services:Part-Time Employees	\$135.00	\$18,327.25	\$23,520.00	-\$5,192.75	-22.078%
Personnel Services:Payroll Taxes	\$2,915.73	\$25,666.83	\$40,461.00	-\$14,794.17	-36.564%
Personnel Services:PERS	\$1,295.73	\$68,643.85	\$119,051.00	-\$50,407.15	-42.3408%
Personnel Services:Shift Personnel: Reg Wage	\$15,565.24	\$118,232.74	\$180,099.00	-\$61,866.26	-34.3513%
Personnel Services:Shift Personnel:Overtime	\$74.13	\$31,831.53	\$43,698.00	-\$11,866.47	-27.1556%
Personnel Services:Student Volunteer Stipends	\$810.00	\$4,860.00	\$7,290.00	-\$2,430.00	-33.3333%
Personnel Services:Volunteer Shift Stipends	\$4,200.00	\$30,700.00	\$36,500.00	-\$5,800.00	-15.8904%
Personnel Services:Workers Comp. & Grp Accd.	\$0.00	\$15,737.49	\$15,000.00	\$737.49	4.9166%
Total Personnel Services	\$54,110.46	\$531,453.44	\$816,748.00	-\$285,294.56	-34.9%
Total Operating Expenses	\$95,405.80	\$814,992.81	\$1,334,900.00	-\$519,907.19	-38.9473%
Net Income / (Loss) before Tax	-\$25,908.44	\$730,516.98	\$225,000.00	\$505,516.98	224.6742%
Net Income	-\$25,908.44	\$730,516.98	\$225,000.00	\$505,516.98	224.6742%
Total Comprehensive Income	-\$25,908.44	\$730,516.98	\$225,000.00	\$505,516.98	224.6742%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 29 February 2020
 Cash Basis

	February Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Capital Reserve Fund	\$0.00	\$173,181.57	\$186,500.00	-\$13,318.43	-7.1412%
Other financing sources	\$0.00	\$0.00	\$159,876.00	-\$159,876.00	-100.0%
Grant Revenue					
Grants Funds	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Total Grant Revenue	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Jefferson County: Capital Reserve Fund					
Jefferson County: Capital Reserve Fund: Interest	\$185.04	\$2,077.56	\$2,750.00	-\$672.44	-24.4524%
Jefferson County: Capital Reserve Fund: Transfer In	\$13,909.09	\$13,909.09	\$25,000.00	-\$11,090.91	-44.3636%
Total Jefferson County: Capital Reserve Fund	\$14,094.13	\$15,986.65	\$27,750.00	-\$11,763.35	-42.4%
Total Revenue	\$14,094.13	\$189,168.22	\$419,126.00	-\$229,957.78	-54.866%
Gross Profit	\$14,094.13	\$189,168.22	\$419,126.00	-\$229,957.78	-54.866%
Operating Expenses					
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards: Apparatus Purchases	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.0683%
Capitol Outlay & Grant Awards: Building Purchases	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Capitol Outlay & Grant Awards: Training Purchases	\$0.00	\$0.00	\$40,000.00	-\$40,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.7%
Total Operating Expenses	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.6728%
Net Income / (Loss) before Tax	\$14,094.13	\$114,168.22	\$134,250.00	-\$20,081.78	-14.9585%
Net Income	\$14,094.13	\$114,168.22	\$134,250.00	-\$20,081.78	-14.9585%
Total Comprehensive Income	\$14,094.13	\$114,168.22	\$134,250.00	-\$20,081.78	-14.9585%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 29 February 2020
Cash Basis

	February Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Bond F	\$0.00	\$9,837.30	\$4,213.00	\$5,624.30	133.4987%
Deschutes County: Bond Fund	\$78.11	\$13,502.48	\$0.00	\$13,502.48	
Jefferson County: Bond Fund	\$4,171.31	\$144,258.65	\$171,703.00	-\$27,444.35	-15.9836%
Total Revenue	\$4,249.42	\$167,598.43	\$175,916.00	-\$8,317.57	-4.7%
Gross Profit	\$4,249.42	\$167,598.43	\$175,916.00	-\$8,317.57	-4.7281%
Operating Expenses					
Debt Service					
Debt Service: Bond Payment	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Total Debt Service	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4%
Total Operating Expenses	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Net Income / (Loss) before Tax	\$4,249.42	\$29,016.43	\$10,116.00	\$18,900.43	186.837%
Net Income	\$4,249.42	\$29,016.43	\$10,116.00	\$18,900.43	186.837%
Total Comprehensive Income	\$4,249.42	\$29,016.43	\$10,116.00	\$18,900.43	186.837%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period February 1, 2020 to February 29, 2020

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Feb 19, 2020	EFT	Premiums from: Tom, Alysha, David, Sean, Harry & Dana	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
Alysha Delorto					
Feb 3, 2020	Reimbursement	Reimbursement for coffee purchased for the Station	18.98	Paid	Materials & Services:Building & Maintenance:Supplies
Feb 10, 2020	Reimbursement	Reimbursement for round trip mileage to PEER Support class in Salem (Feb 4,5,6, 2020)	157.55	Paid	Materials & Services:Travel
Total Alysha Delorto			176.53		
BendTel					
Feb 19, 2020	0390904	Phone charges, Internet, Taxes, Surcharges and Fees	458.82	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			458.82		
Bluehost					
Feb 11, 2020	XXXX 4382	Web Domain Registration for 1 yr.	17.99	Approved	Materials & Services:Professional Services:Computer Services
Feb 11, 2020	XXXX 4382	Domain Privacy & Protection plan	14.88	Approved	Materials & Services:Professional Services:Computer Services
Total Bluehost			32.87		
BoundTree Medical, LLC					
Feb 3, 2020	83482180	Gloves, High Five Blaze, Med, 10 boxes	45.64	Paid	Materials & Services:EMS Operations:Supplies
Feb 3, 2020	83482180	Gloves, High Five Blaze, Large, 10 boxes	45.64	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			91.28		
Carson Oil Company, Inc.					
Feb 4, 2020	CP-0237535	Fuel for all apparatus	322.26	Paid	Materials & Services:Fuel
Feb 11, 2020	Over payment from 2016	Over payment of Ck#18218 from 8/15/2016	(65.14)	Paid	Materials & Services:Fuel
Feb 16, 2020	CP-00240336	Fuel for all apparatus	314.16	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			571.28		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
COFCA					
Feb 19, 2020	137	2020 Membership Dues	150.00	Paid	Materials & Services:Administration:Memberships
Total COFCA			150.00		
Crooked River Ranch Water Company					
Feb 1, 2020	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Feb 1, 2020	94	Water	25.07	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			59.66		
Crooked River Sanitary					
Feb 10, 2020	00014	Sanitation Services for January	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Dana Schulke					
Feb 10, 2020	Reimbursement	Reimbursement for mileage to SDAO Conference in Seaside, OR (Feb 6-8, 2020)	289.80	Paid	Materials & Services:Travel
Total Dana Schulke			289.80		
David McDonald					
Feb 18, 2020	Reimbursement	Reimbursement for purchase of new coffee maker for the Station	159.99	Paid	Materials & Services:Building & Maintenance:Supplies
Feb 18, 2020	Reimbursement	Batteries for fire operations	12.99	Paid	Materials & Services:Fire Suppression
Feb 24, 2020	MERP Reimbursement	MERP reimbursement to David	2,650.00	Paid	Personnel Services:Employee Benefits:HRA Reimbursements
Total David McDonald			2,822.98		
Deschutes County 911 Service District					
Feb 1, 2020	1391	911 Police-Fire RMS User Fees	208.65	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			208.65		
Digital Employment/Streamline					
Feb 24, 2020	103769	Mo. Fee for Website	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		
Freightliner Northwest					
Feb 24, 2020	SR253005485:02	Road call to Station: Right Rear Wheel End Smoking. Chocked Tires and Released Brakes. Right side slack adjuster is out of adjustment. Jacked up right side and verified brakes are not locked up. Caged brake can and removed slack adjuster.	325.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
		Was able to turn s-cam without slack adjuster installed. Uncaged right car and installed slack adjuster. Installed clevis pins and cotter pins. Adjusted both rear slack adjusters and actuated service brakes multiple times. Checked adjustment had no change. Test drove unit and re-checked adjustment, no change. Total Labor			
Feb 24, 2020	SR253005485:02	Miscellaneous Parts	19.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Feb 24, 2020	SR253005485:02	Taxes	1.53	Paid	Materials & Services:Vehicle/Equipment Maintenance:510165
Total Freightliner Northwest			346.03		
Home Depot					
Feb 27, 2020	XXXX 4382	Bolts purchased to attach Emergency Address Signs	6.57	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Home Depot			6.57		
HRA VEBA Trust					
Feb 19, 2020	EFT	Contributions for: Tom, Alysha, David, Sean, Harry and Dana	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
Feb 10, 2020	Union Dues - ACH	Union Dues for Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Feb 10, 2020	PAC Donations - ACH	PAC Donations to Union from Captains	12.00	Paid	Payroll Liabilities
Feb 19, 2020	Union Dues - ACH	Union Dues from: Tom, Alysha & David	102.00	Paid	Payroll Liabilities
Feb 19, 2020	PAC Donations - ACH	PAC Donations to Union, from: Tom, Alysha & David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			228.00		
Karin Powers					
Feb 3, 2020	Refund for duplicate transport payment	Refund for duplicate payment made by insurance processing	1,219.60	Paid	Ambulance Billing
Total Karin Powers			1,219.60		
L.N. Curtis & Sons					
Feb 3, 2020	INV357164	443090 Ansul 5 Gal Pain 3% AFFF foam	625.00	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Feb 3, 2020	INV357164	Shipping	104.98	Paid	Materials & Services:Fire Suppression:Supplies/Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Feb 3, 2020	INV356347	434467 ANSUL, 5 gal Pail Fire Control Class A Foam, Silvex	390.00	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Feb 3, 2020	INV356347	Shipping	113.31	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Feb 3, 2020	INV357748	Charger: Vehicle	180.00	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Feb 3, 2020	INV357748	Shipping	18.39	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Feb 13, 2020	Return of wrong item	wrong item ordered - 4500/5500 Quick Connect Adapter	(114.00)	Approved	Materials & Services:Fire Suppression:Supplies/Equ ipment
Total L.N. Curtis & Sons			1,317.68		
Les Schwab Tire Center - Redmond					
Feb 3, 2020	00902179	4 New Tires and Balancing for 590 Chief's Truck	1,259.92	Paid	Materials & Services:Vehicle Equipment/Maintenance:5 14230
Total Les Schwab Tire Center - Redmond			1,259.92		
Nationwide Retirement Solutions					
Feb 10, 2020	Deferred Comp - EFT	Deferred Comp contributions	80.00	Paid	Payroll Liabilities
Feb 19, 2020	Deferred Comp - EFT	Deferred Comp contributions from: Tom, David, Sean	80.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			160.00		
Norco					
Feb 6, 2020	28502300	OX DEYM -DEY Medical Oxygen Cylinder	36.77	Paid	Materials & Services:EMS Operations:Supplies
Feb 6, 2020	28502300	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			61.77		
Oregon Fire District Directors Assoc.					
Feb 3, 2020	20-0708	OFDDA Membership Dues for 2020	1,000.00	Paid	Materials & Services:Administration:M emberships
Total Oregon Fire District Directors Assoc.			1,000.00		
Oregon PERS					
Feb 12, 2020	EFT	Employer Contributions	3,700.46	Approved	Personnel Services:PERS
Feb 12, 2020	EFT	Employee Contributions, paid by Employer	1,005.56	Approved	Personnel Services:PERS
Feb 12, 2020	EFT	Employer Contributions for Volunteers	989.73	Paid	Personnel Services:PERS
Feb 12, 2020	EFT	Contributions for Volunteers, paid by Employer	306.00	Paid	Personnel Services:PERS
Feb 24, 2020	PERS - EFT	Contributions paid by Employer	3,343.85	Approved	Personnel Services:PERS
Feb 24, 2020	PERS - EFT	Contributions by Employee, paid by Employer	908.65	Approved	Personnel Services:PERS
Total Oregon PERS			10,254.25		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Oregon Volunteer Firefighters Assoc.					
Feb 3, 2020	20-2956	OVFA Annual Dues for 2020	112.50	Paid	Materials & Services:Administration:Memberships
Total Oregon Volunteer Firefighters Assoc.			112.50		
Pacific Power					
Feb 14, 2020	24712171-001	Basic Charges, Load Size, Demand Charge, Delivery Charge and Kilowatt Usage	2,265.56	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			2,265.56		
Quill Corporation					
Feb 3, 2020	4404331	Index Tabs for Notebooks, 9 x 12 Clasp Envelopes, 10 x 13 Clasp Envelopes, 8.5 x 11 ruled pads of paper	117.43	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			117.43		
Solutions Yes					
Feb 24, 2020	INV228232	B/W Copies	21.85	Paid	Materials & Services:Administration:Copier Expenses
Feb 24, 2020	INV228232	Color Copies	64.90	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			86.75		
Special Districts Association of Oregon					
Feb 24, 2020	20AC-122019-1612	Fall Conference Feb. 6-8,2020 - Seaside, OR (Registration fee for Dana)	230.00	Paid	Materials & Services:Training
Total Special Districts Association of Oregon			230.00		
Speer Hoyt, LLC					
Feb 16, 2020	54809 & 54810	Services rendered - Phone conference with Chief Ward and review issue and correspond with Dana regarding Salary Information	188.00	Paid	Materials & Services:Professional Services:Legal
Feb 16, 2020	54809 & 54810	Services rendered - Phone call with Chief Ward regarding student personnel matter and volunteer personnel issue	141.00	Paid	Materials & Services:Professional Services:Legal
Total Speer Hoyt, LLC			329.00		
Stamps.com					
Feb 12, 2020	XXXX 4382	Purchase of stamps	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Feb 19, 2020	XXXX 4382	Mo. Fee for use of Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			67.99		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Terrebonne Hardware					
Feb 16, 2020		Double sided tape for use on 522	7.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:510582
Total Terrebonne Hardware			7.99		
Tom Fast					
Feb 1, 2020	Reimbursement	Reimbursement for purchase of Teeter Inversion Table for Fitness/Gym area	125.00	Paid	Materials & Services:Wellness Program
Total Tom Fast			125.00		
Traffic Safety Supply					
Feb 4, 2020	XXXX 4382	Sample Sign items for Emergency Address signs	10.66	Paid	Materials & Services:Department Services:Emergency Address Signs
Feb 9, 2020	XXXX 4382	Crosspiece, Flat, 3.25" Blade for Emergency Address Signs	5.08	Paid	Materials & Services:Department Services:Emergency Address Signs
Feb 9, 2020	XXXX 4382	Crosspiece, Flat 5 1/2" Blade for Emergency Address Signs	5.58	Paid	Materials & Services:Department Services:Emergency Address Signs
Feb 9, 2020	XXXX 4382	Shipping	12.28	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Traffic Safety Supply			33.60		
UPS					
Feb 8, 2020	XXXX 4382	Charge for pickup of package to ship	5.80	Paid	Materials & Services:Administration:Postage & Shipping
Feb 25, 2020	XXXX 4382	Shipping Charges	12.10	Paid	Materials & Services:Administration:Postage & Shipping
Total UPS			17.90		
US Bank Equipment Finance					
Feb 18, 2020	406477109 - EFT	Contract Payment	139.99	Paid	Materials & Services:Administration:Copier Expenses
Feb 18, 2020	406477109 - EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Walmart					
Feb 21, 2020	XXXX 4382	Flash drives to put recordings on	13.48	Paid	Materials & Services:Administration:Supplies
Total Walmart			13.48		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Xero					
Feb 19, 2020	XXXX 4382	Mo. fee for accounting software platform	22.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Feb 6, 2020	Invoice 2020	Hep B shot for Emma Parker	85.00	Paid	Materials & Services:Wellness Program
Total Your Care, LLC			85.00		
Total			26,666.68		

Balance Sheet

Crooked River Ranch Fire & Rescue As of March 31, 2020 Cash Basis

MAR 31, 2020

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	30,086.24
Capital Reserve Fund	114,350.56
FIB - Checking	24,797.78
FIB - Payroll	2,509.18
General Fund	223,818.26
Local Option Levy Fund	345,826.47
PayPal	63.27
US Bank	11,400.49
Total Cash and Cash Equivalents	752,852.25

Total Current Assets 752,852.25

Total Assets 752,852.25

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	1,366.74
Payroll Liabilities	494.63
Total Current Liabilities	1,861.37

Total Liabilities 1,861.37

Equity

Current Year Earnings	750,990.88
Total Equity	750,990.88

Total Liabilities and Equity 752,852.25

\$ 608,415.45

- \$ 1,861.37

\$ 606,554.08



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 March 2020
Cash Basis

	March Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Ambulance Billing	\$18,515.95	\$166,935.62	\$165,000.00	\$1,935.62	1.1731%
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	\$1,643.23	\$54,819.35	\$52,671.00	\$2,148.35	4.0788%
Deschutes County: Local Option Levy	\$791.67	\$26,520.88	\$24,803.00	\$1,717.88	6.9261%
Emergency Address Signs	\$40.00	\$280.00	\$500.00	-\$220.00	-44.0%
FireMed	\$1,305.00	\$10,485.00	\$12,600.00	-\$2,115.00	-16.7857%
Interest	\$1,279.86	\$7,614.62	\$5,000.00	\$2,614.62	52.2924%
Jefferson County: General Fund	\$2,451.46	\$573,221.75	\$595,248.00	-\$22,026.25	-3.7003%
Jefferson County: Local Option Levy	\$1,119.53	\$275,984.16	\$277,338.00	-\$1,353.84	-0.4882%
Misc. Income	\$2,070.50	\$10,431.64	\$4,000.00	\$6,431.64	160.791%
Sale of Assets/Apparatus	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue					
AFG Grant Revenue	\$51,000.00	\$117,480.24	\$121,818.00	-\$4,337.76	-3.5609%
Grants Funds	\$0.00	\$5,000.00	\$55,922.00	-\$50,922.00	-91.059%
SAFER Grant Revenue	\$0.00	\$38,657.00	\$0.00	\$38,657.00	
VFA Grant Revenue	\$0.00	\$9,530.01	\$10,000.00	-\$469.99	-4.6999%
Total Grant Revenue	\$51,000.00	\$170,667.25	\$187,740.00	-\$17,072.75	-9.1%
Total Revenue	\$90,217.20	\$1,635,726.99	\$1,559,900.00	\$75,826.99	4.861%
Gross Profit					
	\$90,217.20	\$1,635,726.99	\$1,559,900.00	\$75,826.99	4.861%
Operating Expenses					
General Fund, Transfer Out	\$0.00	\$13,909.09	\$13,909.00	\$0.09	0.0006%
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:Building Purchases	\$3,585.82	\$3,585.82	\$0.00	\$3,585.82	
Capitol Outlay & Grant Awards:EMS Purchase	\$0.00	\$66,480.24	\$0.00	\$66,480.24	
Capitol Outlay & Grant Awards:Fire Purchases	\$51,000.00	\$60,530.01	\$137,909.00	-\$77,378.99	-56.1087%
Capitol Outlay & Grant Awards:Training Purchases	\$12,850.00	\$12,850.00	\$0.00	\$12,850.00	
Debt Services & Contingency:Contingency	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$67,435.82	\$143,446.07	\$142,909.00	\$537.07	0.4%
Materials & Services					
Materials & Services:Administration	\$611.09	\$12,669.72	\$15,520.00	-\$2,850.28	-18.3652%
Materials & Services:Building & Maint.	\$2,600.53	\$14,261.13	\$10,000.00	\$4,261.13	42.6113%
Materials & Services:Department Services	\$506.41	\$1,933.25	\$4,000.00	-\$2,066.75	-51.6688%
Materials & Services:Dispatch Services	\$57,915.60	\$59,755.76	\$63,390.00	-\$3,634.24	-5.7331%
Materials & Services:EMS Operations	\$7,830.43	\$19,867.02	\$29,584.00	-\$9,716.98	-32.8454%
Materials & Services:Fire Suppression	\$881.01	\$11,911.48	\$27,180.00	-\$15,268.52	-56.1756%
Materials & Services:Fuel	\$1,027.02	\$8,787.31	\$12,000.00	-\$3,212.69	-26.7724%
Materials & Services:Insurance	\$0.00	\$29,616.00	\$27,500.00	\$2,116.00	7.6945%
Materials & Services:Prevention	\$0.00	\$780.73	\$1,000.00	-\$219.27	-21.927%
Materials & Services:Professional Services	\$432.59	\$15,142.44	\$22,190.00	-\$7,047.56	-31.7601%
Materials & Services:Radios/Communications	\$0.00	\$1,244.91	\$3,455.00	-\$2,210.09	-63.9679%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,404.75	\$1,500.00	-\$95.25	-6.35%
Materials & Services:SAFER Grant Expenditures	\$0.00	\$4,894.00	\$9,422.00	-\$4,528.00	-48.0577%
Materials & Services:Training	\$0.00	\$6,667.14	\$8,558.00	-\$1,890.86	-22.0946%
Materials & Services:Travel	\$0.00	\$7,631.45	\$12,572.00	-\$4,940.55	-39.298%
Materials & Services:Tuition Reimbursement	\$0.00	\$9,681.49	\$31,500.00	-\$21,818.51	-69.2651%
Materials & Services:Uniforms	\$435.60	\$4,490.96	\$5,713.00	-\$1,222.04	-21.3905%
Materials & Services:Utilities	\$2,305.68	\$16,752.96	\$22,250.00	-\$5,497.04	-24.7058%
Materials & Services:Vehicle/Equipment Maint.	\$53.56	\$22,930.67	\$25,000.00	-\$2,069.33	-8.2773%
Materials & Services:Volunteer Incentives	-\$60.00	\$14,890.00	\$19,000.00	-\$4,110.00	-21.6316%
Materials & Services:Wellness Program	\$0.00	\$3,103.40	\$10,000.00	-\$6,896.60	-68.966%
Total Materials & Services	\$74,539.52	\$268,416.57	\$361,334.00	-\$92,917.43	-25.7%

Personnel Services					
Personnel Services:Admin Asst.: O/T	\$0.00	\$621.68	\$1,261.00	-\$639.32	-50.6994%
Personnel Services:Admin Asst.: Reg Wage	\$2,699.60	\$26,547.43	\$35,973.00	-\$9,425.57	-26.2018%
Personnel Services:Assistant Fire Chief:Salary	\$4,650.00	\$41,662.50	\$57,224.00	-\$15,561.50	-27.194%
Personnel Services:Employee Benefits	\$13,811.42	\$116,403.99	\$174,477.00	-\$58,073.01	-33.284%
Personnel Services:Fire Chief	\$6,715.00	\$60,094.17	\$82,194.00	-\$22,099.83	-26.8874%
Personnel Services:Part-Time Employees	\$312.00	\$18,639.25	\$23,520.00	-\$4,880.75	-20.7515%
Personnel Services:Payroll Taxes	\$2,944.70	\$28,611.53	\$40,461.00	-\$11,849.47	-29.2862%
Personnel Services:PERS	\$9,199.14	\$88,340.18	\$119,051.00	-\$30,710.82	-25.7964%
Personnel Services:Shift Personnel: Reg Wage	\$14,523.77	\$132,756.51	\$180,099.00	-\$47,342.49	-26.2869%
Personnel Services:Shift Personnel:Overtime	\$2,284.92	\$34,116.45	\$43,698.00	-\$9,581.55	-21.9267%
Personnel Services:Student Volunteer Stipends	\$810.00	\$5,670.00	\$7,290.00	-\$1,620.00	-22.2222%
Personnel Services:Volunteer Shift Stipends	\$3,500.00	\$34,200.00	\$36,500.00	-\$2,300.00	-6.3014%
Personnel Services:Workers Comp. & Grp Acc.	\$0.00	\$15,737.49	\$15,000.00	\$737.49	4.9166%
Total Personnel Services	\$61,450.55	\$603,401.18	\$816,748.00	-\$213,346.82	-26.1%
Total Operating Expenses	\$203,425.89	\$1,029,172.91	\$1,334,900.00	-\$305,727.09	-22.9026%
Net Income / (Loss) before Tax	-\$113,208.69	\$606,554.08	\$225,000.00	\$381,554.08	169.5796%
Net Income	-\$113,208.69	\$606,554.08	\$225,000.00	\$381,554.08	169.5796%
Total Comprehensive Income	-\$113,208.69	\$606,554.08	\$225,000.00	\$381,554.08	169.5796%



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 March 2020
Cash Basis

	March Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance: Bond Fund	\$0.00	\$9,837.30	\$4,213.00	\$5,624.30	133.4987%
Deschutes County: Bond Fund	\$413.88	\$13,916.36	\$0.00	\$13,916.36	
Jefferson County: Bond Fund	\$655.93	\$144,914.58	\$171,703.00	-\$26,788.42	-15.6016%
Total Revenue	\$1,069.81	\$168,668.24	\$175,916.00	-\$7,247.76	-4.1%
Gross Profit					
	\$1,069.81	\$168,668.24	\$175,916.00	-\$7,247.76	-4.12%
Operating Expenses					
Debt Service					
Debt Service: Bond Payment	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Total Debt Service	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4%
Total Operating Expenses	\$0.00	\$138,582.00	\$165,800.00	-\$27,218.00	-16.4162%
Net Income / (Loss) before Tax	\$1,069.81	\$30,086.24	\$10,116.00	\$19,970.24	197.4124%
Net Income	\$1,069.81	\$30,086.24	\$10,116.00	\$19,970.24	197.4124%
Total Comprehensive Income	\$1,069.81	\$30,086.24	\$10,116.00	\$19,970.24	197.4124%



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 31 March 2020
 Cash Basis

	March Actual	YTD Actual	YTD Budget	Var USD	Var %
Revenue					
Beginning Fund Balance:Capital Reserve Fund	\$0.00	\$173,181.57	\$186,500.00	-\$13,318.43	-7.1412%
Other financing sources	\$0.00	\$0.00	\$159,876.00	-\$159,876.00	-100.0%
Grant Revenue					
Grants Funds	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Total Grant Revenue	\$0.00	\$0.00	\$45,000.00	-\$45,000.00	-100.0%
Jefferson County: Capital Reserve Fund					
Jefferson County: Capital Reserve Fund:Interest	\$182.34	\$2,259.90	\$2,750.00	-\$490.10	-17.8218%
Jefferson County: Capital Reserve Fund:Transfer In	\$0.00	\$13,909.09	\$25,000.00	-\$11,090.91	-44.3636%
Total Jefferson County: Capital Reserve Fund	\$182.34	\$16,168.99	\$27,750.00	-\$11,581.01	-41.7%
Total Revenue	\$182.34	\$189,350.56	\$419,126.00	-\$229,775.44	-54.8225%
Gross Profit	\$182.34	\$189,350.56	\$419,126.00	-\$229,775.44	-54.8225%
Operating Expenses					
Capital Outlay & Grant Awards					
Capitol Outlay & Grant Awards:Apparatus Purchases	\$0.00	\$75,000.00	\$234,876.00	-\$159,876.00	-68.0683%
Capitol Outlay & Grant Awards:Building Purchases	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Capitol Outlay & Grant Awards:Training Purchases	\$0.00	\$0.00	\$40,000.00	-\$40,000.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.7%
Total Operating Expenses	\$0.00	\$75,000.00	\$284,876.00	-\$209,876.00	-73.6728%
Net Income / (Loss) before Tax	\$182.34	\$114,350.56	\$134,250.00	-\$19,899.44	-14.8227%
Net Income	\$182.34	\$114,350.56	\$134,250.00	-\$19,899.44	-14.8227%
Total Comprehensive Income	\$182.34	\$114,350.56	\$134,250.00	-\$19,899.44	-14.8227%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period March 1, 2020 to March 31, 2020

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Mar 16, 2020	EFT	Premiums from: Tom, Alysha, David, Sean, Harry & Dana	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
All About You Engraving					
Mar 16, 2020	83537998	Recognition Plaques for Annual Banquet	175.00	Paid	Materials & Services:Department Services:Appreciation Dinner
Total All About You Engraving			175.00		
Amazon					
Mar 1, 2020	XXXX 4382	Mo. Fee for Amazon Prime Membership	12.99	Paid	Materials & Services:Administration:Memberships
Mar 4, 2020	XXXX 4382	Lysol Disinfecting Wipes	11.52	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 4, 2020	XXXX 4382	OdoBan Professional No Rinse PH Floor Cleaner	32.00	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 10, 2020	XXXX 4382	409, Lysol Wipes, Ziploc bags, Napkins, Large Trash Bags	185.55	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 16, 2020	XXXX 4382	GOJO Clear & Mild Hand wash Refills for the Station, 3 to carton	48.20	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 16, 2020	XXXX 4382	GOJO ADX-12 Clear and Mile EcoLogo Foam Hand wash, 3 pack, for the Station	45.28	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 29, 2020	XXXX 4382	Mo. Fee for membership	12.99	Paid	Materials & Services:Administration:Memberships
Total Amazon			348.53		
Bend Alterations					
Mar 30, 2020	0001	Alterations for David, Tom and Sean on pants	79.20	Paid	Materials & Services:Uniforms
Total Bend Alterations			79.20		
BendTel					
Mar 16, 2020	83537998	Telephone Use, Outbound calls, Recurring Service Charges, Taxes and Fees	449.50	Paid	Materials & Services:Utilities:Telecommunications
Total BendTel			449.50		
BoundTree Medical, LLC					
Mar 2, 2020	83521858	MFG B/O Gown, Staff Protection Long Sleeve	20.40	Paid	Materials & Services:EMS Operations:Supplies

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 5, 2020	83523615	EMS Supplies for ambulance: Surgical Tape, Bandages, Gauze Pads, IV Catheter, Blood Glucose Test Strips, Safety Glasses, Muscosal Atomization Device, Electrodes, Sidekick Wipes	502.05	Paid	Materials & Services:EMS Operations:Supplies
Mar 5, 2020	83523615	IV Solutions, Curaplex Endotracheal Tube with Stylette in different sizes, King Supraglottic Airway Kit, O2 Max Bitrac ED Mask	331.92	Paid	Materials & Services:EMS Operations:Supplies
Mar 9, 2020	83525507	Germicidal Solution Trigger Bottle, 16 oz	4.99	Paid	Materials & Services:EMS Operations:Supplies
Mar 9, 2020	83525508	Sani-Cloth Plus Germicidal Disp Wipes, Low Alcohol	19.08	Paid	Materials & Services:EMS Operations:Supplies
Mar 9, 2020	83525506	Diltiazem, 25mg, 5 mo Vial, 10ea/box	50.30	Paid	Materials & Services:EMS Operations:Supplies
Mar 16, 2020	83530800	Germicidal Solution Trigger Bottle 16 oz Sanizide	4.99	Paid	Materials & Services:EMS Operations:Supplies
Mar 16, 2020	83537999	Ipratropium Bromide/Albuterol	12.60	Paid	Materials & Services:EMS Operations:Supplies
Mar 16, 2020	83537999	Albuterol Sulfate, Inhalation Solution Nebulizer Vials	18.99	Paid	Materials & Services:EMS Operations:Supplies
Mar 16, 2020	83537999	Smart Capnoline Plus Non Intubated, Oral Nasal w/O2, Adult/Intermediate	90.00	Paid	Materials & Services:EMS Operations:Supplies
Mar 16, 2020	83537998	Various sizes of Gloves	114.10	Paid	Materials & Services:EMS Operations:Supplies
Mar 25, 2020	83545668	Albuterol 2.5 Mg	6.15	Paid	Materials & Services:EMS Operations:Supplies
Mar 25, 2020	83545668	Curaplex Manual Blood Pressure Cuff, Adult Size (50ea/cs)	14.18	Paid	Materials & Services:EMS Operations:Supplies
Mar 25, 2020	83545668	Curaplex Sprague Rappaport Style Stethoscope (50 ea/cs)	9.14	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			1,198.89		
Carson Oil Company, Inc.					
Mar 2, 2020	CP-00242000	Fuel for all apparatus	623.08	Paid	Materials & Services:Fuel
Mar 16, 2020	CP-00245068	Fuel for all apparatus	403.94	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			1,027.02		
Cascade Fire Equipment					
Mar 16, 2020	105843	Simple-Air, 6000 PSI, 10 HP SCBA Compressor	23,900.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Mar 16, 2020	105843	Revolviar, 4 Bank Cascade	12,110.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Mar 16, 2020	105843	4 Bank 6000 PSI ASME	13,190.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Mar 16, 2020	105843	with Sensor Calibration Kit, Simple Air 50 Air Service, on site simple air 100 hr service, quarterly air, sample report	-	Paid	
Mar 16, 2020	105843	Freight to Station	1,800.00	Paid	Capitol Outlay & Grant Awards:Fire Purchases
Total Cascade Fire Equipment			51,000.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Coastal					
Mar 17, 2020	XXXX 4382	Grinding shields, Emergency Poncho gear for Coronavirus	76.83	Paid	Materials & Services:EMS Operations:Supplies
Total Coastal			76.83		
Crooked River Ranch Water Company					
Mar 1, 2020	94	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Mar 1, 2020	94	Water	26.16	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			60.75		
Crooked River Sanitary					
Mar 9, 2020		Sanitation Services for February	72.02	Paid	Materials & Services:Utilities:Sanitatio n
Total Crooked River Sanitary			72.02		
David McDonald					
Mar 24, 2020	Reimbursement	Reimbursement of items purchased for install of SCBA Compressor (cable ties, PVC Bushing, PVC 2" Coupling, etc)	10.91	Paid	Materials & Services:Fire Suppression:Supplies/Equ ipment
Total David McDonald			10.91		
Dell Computers USA LP					
Mar 27, 2020	XXXX 4382	2 monitors for computers (includes shipping)	593.86	Paid	Materials & Services:Administration:Of fice Equipment
Mar 29, 2020	PO-0187	Dell 24 Monitor - P2421D, 23.8"	543.88	Deleted	Materials & Services:Administration:Of fice Equipment
Mar 29, 2020	PO-0187	Shipping	49.98	Deleted	Materials & Services:Administration:Of fice Equipment
Total Dell Computers USA LP			1,187.72		
Deschutes County 911 Service District					
Mar 1, 2020	1448	911 Police-Fire RMS User Fees	208.65	Paid	Materials & Services:Dispatch Services
Mar 25, 2020	1512	911 Police-Fire RMS User Fees	208.65	Paid	Materials & Services:Dispatch Services
Mar 25, 2020	1482	911 User Fee for fiscal year 2019/2020	57,498.30	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			57,915.60		
Digital Employment/Streamline					
Mar 23, 2020	104233	Monthly membership for website	100.00	Paid	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			100.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dr. Matthew Eschelbach					
Mar 3, 2020	Medical Director Fee	Physician Advisory Fee for Medical Director/Malpractice Insurance for 2019/2020	4,000.00	Paid	Materials & Services:EMS Operations:Medical Director
Total Dr. Matthew Eschelbach			4,000.00		
Eagle Engraving					
Mar 24, 2020	XXXX 4382	Items purchased for name badges	15.95	Paid	Materials & Services:Uniforms
Total Eagle Engraving			15.95		
East Cascade Emergency Medical Services					
Mar 3, 2020		Membership Dues for ECEMS	150.00	Voided	Materials & Services:EMS Operations:Fees/Dues
Total East Cascade Emergency Medical Services			150.00		
Home Depot					
Mar 19, 2020	XXXX 4382	Purchase of Face Shields for COVID-19 Breakout Decon Equipment/Face Shields for COVID-19 Breakout	59.88	Paid	Materials & Services:EMS Operations:Supplies
Mar 20, 2020	XXXX 4382		14.97	Paid	Materials & Services:EMS Operations:Supplies
Total Home Depot			74.85		
Hoss Electric					
Mar 18, 2020	1366	Removed existing SCBA compressor 90 Amp feeders. Added new ground up to 200'. Reuse existing feeders to feed the new 60 amp SCBA compressor supplied by CRRRFPD with New 60 amp I-line breaker.	1,497.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Mar 18, 2020	1366	2nd Day of Labor requested for vendor support and hook up	85.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Mar 18, 2020	1366	Additional charge for new breaker	400.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Mar 18, 2020	1366	New Wire needed	275.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Hoss Electric			2,257.00		
HRA VEBA Trust					
Mar 16, 2020	EFT	Contributions for: Tom, Alysha, David, Harry, Sean and Dana	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
Mar 2, 2020	Union Dues - ACH	Union Dues for: Tom, Alysha and David	102.00	Paid	Payroll Liabilities
Mar 2, 2020	PAC Donation to Union - ACH	PAC Donations to Union from: Tom, Alysha and David	12.00	Paid	Payroll Liabilities
Mar 16, 2020	Union Dues - ACH	Union Dues for: Tom, Alysha and David	102.00	Paid	Payroll Liabilities

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Mar 16, 2020	PAC Donations - ACH	PAC Donations to Union from: Tom, Alysha & David	12.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			228.00		
Life Flight Network					
Mar 16, 2020	Renewal of Membership	Membership for 29 (volunteers/staff)	1,711.00	Paid	Personnel Services:Employee Benefits
Total Life Flight Network			1,711.00		
Life-Assist					
Mar 1, 2020	975471	Succinylcholine Chloride 200mg, 10ml	261.00	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2020	975471	Shipping	109.13	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2020	975583	Epinephrine 1:1000 1 mg, 1 ml vial	156.00	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2020	975583	Epinephrine 1: 10,000 10 mo LUER-JET	122.00	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2020	975583	Naloxone, 2 mg 2ml LUER-JET Syringe	199.96	Paid	Materials & Services:EMS Operations:Supplies
Mar 2, 2020	975875	Norepinephrine Bitartrate, 4mg, 4ml vial	119.70	Paid	Materials & Services:EMS Operations:Supplies
Mar 9, 2020	978055	Succinylcholine Chloride 200 mg, 10ml	174.00	Paid	Materials & Services:EMS Operations:Supplies
Total Life-Assist			1,141.79		
Lowes					
Mar 6, 2020	XXXX 4382	FM Performax Complete Kit for Toilet in Men's Room	20.98	Paid	Materials & Services:Building & Maintenance:Supplies
Mar 21, 2020	XXXX 4382	Decon Equipment for COVID-19 Breakout	20.96	Approved	Materials & Services:EMS Operations:Supplies
Total Lowes			41.94		
Mill Co. Manufacturing					
Mar 25, 2020	66	Steel Handrail, 1.5 tube with two rail and toe kick	10,400.00	Approved	Capitol Outlay & Grant Awards:Training Purchases
Mar 25, 2020	66	Custom Stairs with hand rail, 8" channel stringers, and steel trends 36" wide	12,000.00	Approved	Capitol Outlay & Grant Awards:Training Purchases
Mar 25, 2020	66	Steel 4x8 Landing at stairs	1,500.00	Approved	Capitol Outlay & Grant Awards:Training Purchases
Mar 25, 2020	66	Machine rental boom forklift	1,800.00	Approved	Capitol Outlay & Grant Awards:Training Purchases
Mar 25, 2020	66	Total due at project start \$12,850.00	-	Approved	
Total Mill Co. Manufacturing			25,700.00		
Nationwide Retirement Solutions					
Mar 2, 2020	Deferred Comp - EFT	Deferred Comp contributions from Tom, David & Sean	80.00	Paid	Payroll Liabilities
Mar 16, 2020	Deferred Comp - EFT	Deferred Comp for: Tom, David and Sean	80.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			160.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Norco					
Mar 1, 2020	28649116	OX DM Medical Oxygen USP	52.86	Paid	Materials & Services:EMS Operations:Supplies
Mar 1, 2020	28649116	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Mar 25, 2020	28879860	OX DEYM Oxygen for Ambulance	36.77	Paid	Materials & Services:EMS Operations:Supplies
Mar 25, 2020	28879860	Handling Charge	25.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			139.63		
Oregon PERS					
Mar 9, 2020	PERS - EFT	Employer Contribution	3,889.68	Paid	Personnel Services:PERS
Mar 9, 2020	PERS - EFT	Employee Contribution, paid by Employer	1,056.98	Paid	Personnel Services:PERS
Mar 23, 2020	PERS - EFT	Contributions paid by Employer	3,245.10	Approved	Personnel Services:PERS
Mar 23, 2020	PERS - EFT	Employee contributions, paid by Employer	881.82	Approved	Personnel Services:PERS
Total Oregon PERS			9,073.58		
Pacific Power					
Mar 5, 2020	24712171-001	Basic charges, Load size, Demand Charges and Kilowatt usage	1,723.41	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,723.41		
Quill Corporation					
Mar 1, 2020	4901152	Index tabs, hole punch and pencil sharpener	74.77	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			74.77		
Redmond Fencing					
Mar 30, 2020	2117-1	1/3 down for materials and scheduled start work, balance due upon completion of fencing along Quail Rd.	3,585.82	Paid	Capitol Outlay & Grant Awards:Building Purchases
Total Redmond Fencing			3,585.82		
Savvik					
Mar 26, 2020	XXXX 4382	Job shirts for staff/volunteers	274.95	Paid	Materials & Services:Uniforms
Total Savvik			274.95		
SeaWestern Fire Fighting Equipment					
Mar 1, 2020	PO-0180/ Invoice 51112	MSA Quick Connect adapter	855.90	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Mar 1, 2020	PO-0180/ Invoice 51112	Shipping	14.20	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total SeaWestern Fire Fighting Equipment			870.10		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Smart Food Service					
Mar 4, 2020	XXXX 4382	Food items purchased for Awards Banquet on March 7th, 2020	169.54	Paid	Materials & Services:Department Services:Appreciation Dinner
Total Smart Food Service			169.54		
Solutions Yes					
Mar 24, 2020		Black/White Copies	11.10	Paid	Materials & Services:Administration:Copier Expenses
Mar 24, 2020		Color Copies	82.35	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			93.45		
Special Districts Insurance Services					
Mar 4, 2020	03-0052514	Health Premium for April	9,451.53	Paid	Personnel Services:Employee Benefits:Health Insurance
Mar 4, 2020	03-0052514	Dental Premium for April	876.41	Paid	Personnel Services:Employee Benefits:Dental Insurance
Mar 4, 2020	03-0052514	Long-Term Premium for April	132.48	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,460.42		
Stamps.com					
Mar 17, 2020	XXXX 4382	Mo. fee for Stamps.com subscription	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Mar 23, 2020	XXXX 4382	Purchase of Stamps for District	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Total Stamps.com			67.99		
Systems Design West					
Mar 18, 2020	20200512	EMS Billing for February	875.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Mar 18, 2020	20200512	Postage	9.90	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Systems Design West			884.90		
Traffic Safety Supply					
Mar 10, 2020	XXXX 4382	Sample Sign items for Emergency Address signs	(10.66)	Paid	Materials & Services:Department Services:Emergency Address Signs
Total Traffic Safety Supply			(10.66)		
Uniform Insignias LLC					
Mar 26, 2020	XXXX 4382	Uniform attire for staff/volunteers	65.50	Paid	Materials & Services:Uniforms
Total Uniform Insignias LLC			65.50		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
UPS					
Mar 9, 2020	Y121Y8100	Shipping charges	20.12	Paid	Materials & Services:Administration:Postage & Shipping
Total UPS			20.12		
US Bank Equipment Finance					
Mar 16, 2020	EFT	Contract payment	139.99	Paid	Materials & Services:Administration:Copier Expenses
Mar 16, 2020	EFT	Property Damage Surcharge	24.40	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			164.39		
Walmart					
Mar 5, 2020	XXXX 4382	Foil Pans, etc purchased for Awards Banquet on March 7th, 2020	32.47	Paid	Materials & Services:Department Services:Appreciation Dinner
Mar 5, 2020	XXXX 4382	Frames purchased for Award Certificates, for Awards Banquet on March 7, 2020	58.62	Paid	Materials & Services:Department Services:Appreciation Dinner
Mar 9, 2020	XXXX 4382	Sprayer to decon the Ambulances	7.82	Paid	Materials & Services:EMS Operations:Supplies
Mar 17, 2020	XXXX 4382	Rainsuits for Decon Equipment for Ambulance Decon	50.76	Paid	Materials & Services:EMS Operations:Supplies
Mar 20, 2020	XXXX 4382	Equipment/Rainsuits and Tarps for Covid-19 Breakout	88.16	Paid	Materials & Services:EMS Operations:Supplies
Mar 21, 2020	XXXX 4382	Decon Equipment/Raingear for COVID-19 Breakout	49.68	Paid	Materials & Services:EMS Operations:Supplies
Mar 22, 2020	XXXX 4382	Decon PPE for Staff - COVID-19 Breakout	77.76	Paid	Materials & Services:EMS Operations:Supplies
Total Walmart			365.27		
Webrestaurant					
Mar 11, 2020	XXXX 4382	Replenish popcorn for popcorn machine for events	64.21	Paid	Materials & Services:Department Services:Events
Total Webrestaurant			64.21		
WHA Insurance					
Mar 5, 2020		Administration Fee for processing (4) claims	100.00	Paid	Materials & Services:Professional Services
Total WHA Insurance			100.00		
Wright Ford, Inc.					
Mar 23, 2020		Oil Change and inspection of tires, brakes and battery on 590	53.56	Paid	Materials & Services:Vehicle/Equipment Maintenance:516092
Total Wright Ford, Inc.			53.56		
Xero					
Mar 19, 2020		Monthly fee for accounting platform	22.43	Paid	Materials & Services:Professional

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
					Services:Accounting/Payroll Services
Total Xero			22.43		
Zoll Medical Corporation					
Mar 9, 2020	3028383 / PO-186	Paper, Thermal, 80MM Roll for Zoll Machine	39.36	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical Corporation			39.36		
Total			179,585.12		

Budget Checklist for 2020/2021

Appoint Budget Officer at Board Meeting	By: 1/2/2020
Appoint Budget Committee	By: 2/1/20
Budget Committee	
Kay Norberg (2018-2020) Mike Knoke (2018-2020) Bill Sundin (2018-2020) Bill Burt (2020-2023) Robert Bengtson (2020-2023)	
Departments to prepare proposed budget	By: 3/30/2020
District to complete Budget	By: 4/30/2020
Publish 1 st Notice of Budget Committee Meeting	By: 4/30/2020
Budget Committee Meeting with Board	On: 5/7/2020
Publish 2 nd Notice of Budget Committee Meeting	
*If 2 nd Meeting is necessary, Budget Committee/Board meet	On: 5/14/2020
Post LB-1 for Notice of Budget Hearing with Media Outlet/Newspaper if 1 st meeting goes well	On: 5/14/2020
Hold Budget Hearing prior to Board Meeting	On: 5/21/2020
Enact Resolution to adopt budget, etc.	On: 6/18/2020
Submit tax certifications and all budget documents To the County Clerks (Deschutes/Jefferson)	By: 6/30/2020



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District **RESOLUTION:** 2020-04

WHEREAS, Oregon Budget Law, under ORS 294.338(3), provides that money from funded unforeseen conditions may be lawfully expended after enactment of an appropriate resolution;

WHEREAS, Crooked River Ranch Rural Fire Protection District has received funds in the amount of \$10,000 from the sale of an existing SCBA Compressor (referring to Resolution No. 2020-03) and

WHEREAS, Oregon Budget Law, under ORS 294.338(3) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money, and

WHEREAS, the Board of Directors of Crooked River Ranch Rural Fire Protection District approves the received funds as revenue and appropriates said funds to the Materials and Services category.

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

General Fund	Budget Appropriation	Increase	Adjusted Budget
Sale of Assets	-0-	\$10,000.	\$ 10,000.
Materials and Services	\$361,334.	\$10,000.	\$371,334.

INTRODUCED and ADOPTED Thursday, April 16, 2020

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Barbara Oakley, Board Director

By: _____
Jeff Green, Board Director

By: _____
Bradley Pahl, Board Director

By: _____
John Meredith, Board Director

By: _____
Mark W. Wilson, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report February & March, 2020

- Calls for service in February totaled 66 and in March totaled xx. 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	3										
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0										
3-Rescue & EMS	28	42										
4-Hazardous Condition (No Fire)	0	0										
5-Service Call	5	11										
6-Good Intent Call	5	9										
7-False Alarm & False Call	0	1										
8-Severe Weather & Natural Disaster	0	0										
9-Special/Other Incident	0	0										
	39	66	0	0	0	0	0	0	0	0	0	0
Total Calls-To-Month End 2019												
105												
<i>Total Calls-To-Month End 2019</i>	<i>38</i>	<i>51</i>	<i>49</i>	<i>36</i>	<i>60</i>	<i>45</i>	<i>51</i>	<i>64</i>	<i>45</i>	<i>43</i>	<i>48</i>	<i>48</i>

- February
 - Assistance to Firefighters Grant update.
 - The two Zoll X-Series monitor/defibrillators are in-service on both ambulances.

- Training on the new CrewForce 911 CAD software for iPads has started. The “go-live” date for the new software is March 3rd. Deschutes County 911 will be out late this month to do a final test of the iPad connections to the main CrewForce server.
- Captain Fast, Lieutenant Day, EMT Davey, and Assistant Chief Hartley attended the Department of Public Safety Standards and Training (DPSST) Winter Fire School this month. They took classes involving leadership development and fire service safety.

➤ March

- District staff have been attending meetings and planning for the COVID-19 pandemic. We currently have a limited reserve of PPE and will be reporting them to the Office of Emergency Management to ensure we will be able to obtain PPE from the state. Response plans are in place and being updated routinely as new information is presented.

➤ FireMed Memberships report February & March:

- New memberships: 10
- Non-renewals: 4

Respectfully submitted,

Sean Hartley, Assistant Chief

Office of the Secretary of State

Bev Clarno
Secretary of State

Jeff Morgan
Interim Deputy Secretary of State



Audits Division

Kip R. Memmott, MA, CGAP, CRMA
Director

255 Capitol St. NE, Suite 500
Salem, OR 97310

503-986-2255

March 2, 2020

Board of Directors
Crooked River Ranch Rural Fire Protection District
6971 SW Shad Rd
Terrebonne, Oregon 97760

When significant deficiencies, material weaknesses or other recommendations for improvements have been reported by auditors in association with a financial statement audit, the governing body of the municipality is required to file a corrective action plan with the Secretary of State within 30 days of delivery the report by the independent auditor (ORS 297.466). Significant deficiencies and material weaknesses are typically communicated in a separate letter to management or in a report issued in accordance with Government Auditing Standards.

The Summary of Revenues and Expenditures filed for Crooked River Ranch Rural Fire Protection District's 2019 annual filing noted that one or more deficiencies were reported. However, we have not received a copy of the corrective action plan as adopted by the governing body, as required.

Please file a copy of the 2019 corrective action plan with our office as soon as possible. We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

A handwritten signature in black ink, appearing to read "Sarah Anderson".

Sarah Anderson, CPA
Principal Auditor



Plan of Action

When a municipality's financial audit results in deficiencies (findings) communicated by the auditor, the municipality must adopt a plan of action to address those deficiencies. A copy of that plan must be filed with the Secretary of State (ORS 297.466(2)).

The plan must:

1. Address all financial audit deficiencies communicated by the auditor.
2. Include the estimated period of time necessary to complete the planned actions.
3. Be adopted by the governing body.
4. Be filed with our office within 30 days of filing the audit report.



Plans filed with the Secretary of State that have not been signed by an elected or appointed member of the governing body will not be accepted as fulfillment of this requirement.

An adopted plan is required for all financial statement audit deficiencies. At a minimum, the plan must include actions addressing all deficiencies classified by the auditor as either a material weakness or a significant deficiency. Single Audit findings related to federal compliance, and not part of the financial statement audit results, are not required to be included in the Plan of Action filed with the Oregon Secretary of State.

Documenting the plan and its adoption to comply with the requirements may still be confusing. Refer to the following table for acceptable documentation.



Acceptable

- » Governing body adopts the plan through motion or resolution and signs a copy of the plan
- » Official copy of approved meeting minutes where the plan was adopted with clear indication of adoption



Not Acceptable

- » Management's response to auditor findings
- » Acceptance of the audit report by the governing body
- » A plan signed by management or superintendent who is not an elected or appointed member of the governing body

Frequently Asked Questions

How do I know whether I have deficiencies or findings that apply to this requirement?

Auditors may report deficiencies as follows:

1. In the auditor's report on compliance with state regulations
2. In the auditor's report on internal controls over financial reporting in accordance with Government Auditing Standards
3. In the financial findings section of the schedule of findings and questioned costs issues as part of a single audit, or
4. They may make reference to deficiencies and other matters that are communicated in a separate management letter.

If you are unsure, ask your auditor if there are any deficiencies subject to this requirement.

What format should the plan take and how can I ensure it will be accepted by the Secretary of State?

A template is available on our website; [select Plan of Action Information](#). Tailor the template to your specific entity and deficiencies reported. The plan must include:

1. The deficiency
2. Planned corrective actions
3. The timeline for implementation, and
4. Clear demonstration it was adopted by the governing body.

What if the government does not plan to correct the deficiency?

The governing body may choose to accept responsibility for the risks and deficiencies noted by the auditor and not take corrective action. For example, smaller entities may struggle to adequately segregate key functions of cash handling, record keeping, and related duties. In this case, the governing body's plan of action can be an acknowledgement of the deficiency and statement that no action will be taken. This statement should be accompanied by the reason no action will be taken and this matter must still be approved by the governing body through motion or resolution.

What if the deficiency reported is a repeat from prior years?

If the deficiency is repeated in following years, the plan of action, or indication that no action will be taken, is still required to be adopted and filed with the Secretary of State each year.

Who is the governing body?

The governing body includes elected (or appointed) officials who serve as oversight for the municipality. Examples include county commissioners, city counselors, elected Mayors and Fire Chiefs who serve as a member of city council or board of directors, and board members. It does not include school district superintendent, city administrator, or county clerk unless those are elected positions that also serve as a voting member of the governing body.

Questions? Get in touch:

(503) 986-2255

municipalfilings.sos@oregon.gov



Accuity, LLC
CERTIFIED PUBLIC ACCOUNTANTS

Rep Letter Date, 2019

Board of Directors
Crooked River Ranch Fire & Rescue
Terrebonne, Oregon 97760

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the remaining fund information of Crooked River Ranch Fire & Rescue as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered Crooked River Ranch Fire & Rescue's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the District's internal control to be significant deficiencies:

Segregation of Duties

Due to the limited number of staff, many critical accounting duties have been combined.

While the District has procedures in place to monitor areas where there is a lack of segregation of duties, we noted in the instance of payroll, there is inherently higher risk due to the nature of the payroll cycle. To the extent possible, duties should be segregated and the board should strive to maintain a high level of monitoring in order to ensure appropriate checks and balances are in place to mitigate assumed risks.

This communication is intended solely for the information and use of management, the board of directors, and others within the District, and is not intended to be, and should not be used by anyone other than these specified parties.

Very truly yours,


Accuity, LLC

DRAFT



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

March 12, 2020

Sarah Anderson, CPA
Office of the Secretary of State
Audits Division
255 Capitol St. NE, Suite 500
Salem, OR 97310-0720

Re: Response to Audit Findings

Dear Ms. Anderson:

This is in response to your letter dated March 2, 2020, requesting an action plan or letter detailing the actions taken by the Crooked River Ranch Rural Fire Protection District Board of Directors to correct or address findings of our auditors. In their letter dated 2019, Accuity, LLC, noted a lack of segregation of duties, primarily in payroll.

The Board of Directors discussed the Audit report at our October, 2019 board meeting, and noted the findings. The recommendation from the auditors was "To the extent possible, duties should be segregated and the board should strive to maintain a high level of monitoring in order to ensure appropriate checks and balances are in place to mitigate assumed risks."

We as a board are aware of the lack of segregation of duties issue that exists within our organization, and has been noted by our auditors. We have taken steps to mitigate the risks to our organization by implementing additional review and approval steps, however due to a lack of available resources, we are unable to add the additional staff necessary to remove this deficiency.

For example, two members of the Board of Directors sign all checks. This includes the Treasurer of the Board, and one other board member, which we rotate each month. This allows all Board members to be aware of the financial situation. In addition, the Treasurer, or another board member, does the bank deposits. We have an outside agency that processes all payroll and issues payroll payments.

In a department with 6 paid employees, it is impossible to provide all the safety measures that auditors would like to see. Every audit, we receive the same comments regarding segregation of duties. But, we do not have a budget that would allow us to hire the number of staff that would be required.

The Board of Directors will continue to monitor the financial situation of our department, and have full confidence in the staff in the measures they have taken to try to meet the auditor requirements.

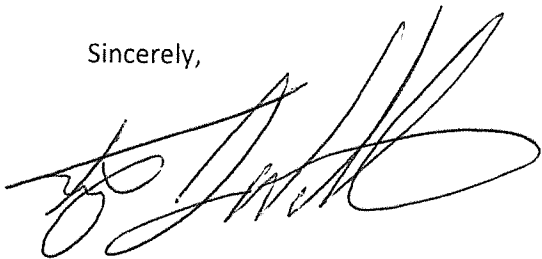
Sincerely,

Barbara Oakley, President
Crooked River Ranch RFPD Board of Directors

To All Whom It Concerns,

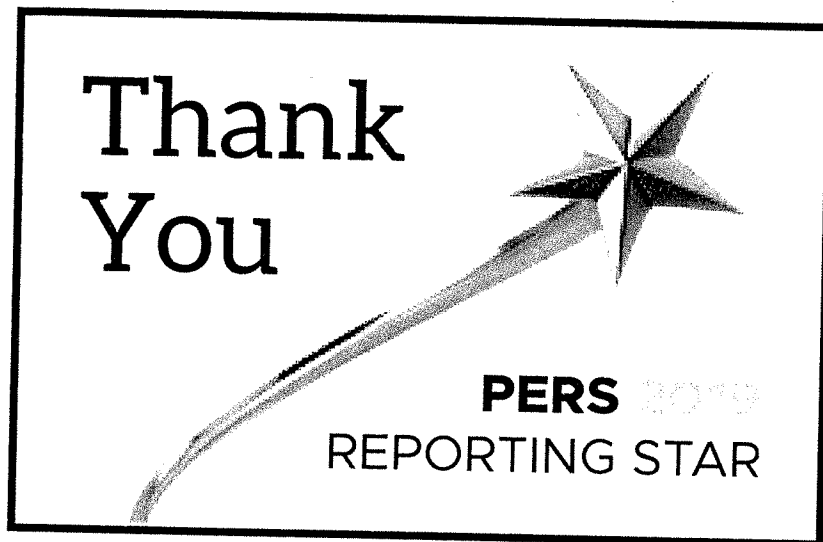
I would like to take the time to thank you for the monumental task that you folks are facing with this Coronavirus issue. We as a church are very grateful that you have volunteered to stand in harm's way to be the heroes of our community. We have postponed our services to protect our church family do our part to slow the spread of this the best we can. Please know that you are in our prayers daily for your safety in this trying time and always. If we can pray for your needs individually, please let us know, whether it is health issues, family troubles, or whatever it is, we wish to stand with you in Christ. May God Bless you and keep you safe now and always.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kip Walter', written in a cursive style.

Kip Walter, Board Member

Tumalo Community Church, Tumalo, Oregon



You submitted 100% of your 2019 reports on or before their due dates. This is a huge accomplishment that I truly appreciate.

Thank you for your partnership with PERS and a great reporting year!

Don Abbott

2020

BEST PRACTICES PROGRAM



Deadline: November 6, 2020

Receive up to a 10% discount on your general liability, auto liability, and property insurance contributions.

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2020 general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. These opportunities include the following:

1. Affiliate Organization Membership | Credit: 2%

Done

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals/Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- ✓ • Oregon Fire Chiefs Association
- ✓ • Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito & Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling at jkeeling@sdao.com.

2. Harassment Checklist | Credit: 2%

To receive credit in this category, you must complete the harassment checklist available within the Best Practices Survey on the SDIS Insurance Site. To access the Insurance Site, visit the SDAO website (www.sdao.com) and sign in. Next, click the Insurance Site button. If you do not have user access, please contact Member Services at 800.285.5461 or email memberservices@sdao.com for assistance.

3. Harassment Policy | Credit: 2%

✓ Done 2/20/20

In order to receive the 2% credit, your district must have adopted a harassment policy that includes the new changes in the law. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.docx> for a sample policy.

4. Online Training (Not Available Until Spring 2020) | Credit: 2%

To receive credit for this category, you must complete the following online course:

- **Harassment Training** (Click on Extra Training and search "Harassment Training".)

This course will be available in Spring 2020. Trainings are not accessible through the SDAO website. SDAO uses SafePersonnel to facilitate the online training program where a personalized training website is created for each member district to access the training library and take online courses. **If your district does not have a training website already set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to SafePersonnel.**

If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel directly at 800-434-0154.

5. SDAO/SDIS Training | Credit: 2%

✓ Done / Done

One board member or district staff member must attend **one** SDAO/SDIS webinar, SDAO/SDIS regional training, the 2020 SDAO Annual Conference, or any onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2020). Done 1/21/20

A list of upcoming trainings is available at www.sdao.com/events.

Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. **Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is Nov. 6, 2020.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461 ext. 122.
