



# CROOKED RIVER RANCH FIRE & RESCUE

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

## **Notice of Virtual Board Meeting**

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, November 19th, 2020. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at [www.crrfire.org](http://www.crrfire.org). This meeting is accessible to people with disabilities and will be recorded. Any public comments may be emailed to [admin@crrfire.org](mailto:admin@crrfire.org) and will be forwarded to the Board of Directors, prior to the date of this meeting.

### **Board of Directors**

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

### **District Staff**

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

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### **Board Meeting Agenda**

1. Call to Order – Director Pahl
  - 1.1 Roll Call by Director Wilson
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting/Workshop Minutes – Director Pahl
  - 3.1 Approval of October 15, 2020 Board meeting minutes
  - 3.2 Approval of October 20, 2020 Board workshop minutes
4. Financial Reports
  - 4.1 Acknowledge receipt and approval of the financial reports for October 2020 – Director Green
  - 4.2 Appointment of Board members to sign checks for Thursday, December 10th and Monday, December 28th 2020. – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
  - 5.1 Approval of revised Schedule of Fees (Board Policy 26.01) to add the increased Fee of Emergency Address Sign, etc. – Director Pahl
  - 5.2 Discussion/Approval of Board members \$50 monthly compensation (per ORS 198.190) – Director Wilson

- 5.3 Performance review of Fire Chief - **by Executive Session, per ORS 192.660(2) (i)** to review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request an open hearing. This is a closed session not open to the public. Any media requesting access, please email [admin@crrfire.org](mailto:admin@crrfire.org), prior to the date of this meeting. – Director Pahl
- 6. New Business (consideration, discussion, and possible action on the following items): -
  - 6.1 Discussion/Approval of revised Board Policy 9.01 – 9.08/Fire Chief Role and Board Policy 10.0 Safety and Loss Prevention – Director Pahl
  - 6.2 Discussion/Approval of Resolution 2020-10 accepting and receiving unanticipated revenue from the Coronavirus Relief Fund to the District’s general fund – Director Pahl
  - 6.3 New COVID-19 protocol for staff – Fire Chief, Harry Ward
- 7. Fire Chief’s Report – submitted by Fire Chief, Harry Ward in Board packet
- 8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
- 9. Correspondence & Recognitions – Director Pahl
- 10. Adjournment – Director Pahl

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

**Board Meeting Minutes (Virtual Style Meeting)  
15 October 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 15 October 2020 at 6:30 PM online using "ZOOM" meeting platform.

**Board Meeting Minutes**

1. **Meeting Called to Order at:** 6:30 pm By Director Pahl.
  - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, David McDonald, Bill Burt, Kay Norberg, and Tina Wilson.
2. **Review of Agenda:** There was an error and an omission in the agenda of items 3.1 which was labeled incorrectly and item 3.2 had been left off. These were corrected. (See below.)
3. **Approval of Board Meeting Minutes:**
  - 3.1. Motion for 20 September 2020 Supplemental Hearing Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
  - 3.2. Motion for 20 September 2020 Board Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
4. **Financial Report:**
  - 4.1. Director Green read the August financials into the record. (See October's Board packet for information.) Motion to accept the corrected financials made by Director Oakley. Seconded by Director Meredith. Assistant Chief Hartley reported the problem had been caused by Jefferson County who had not posted the August funds until September so it caused everything to be out of balance on the financials.
  - 4.2. Director Green read the September financials into the record. (See October's Board packet for information.) Motion made to accept the September financials as presented by Director Meredith. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
  - 4.3. Check signing for October: Board Members to sign checks in November on Monday the 9<sup>th</sup> and Tuesday the 24<sup>th</sup>. Director's Pahl & Green will sign on the 9<sup>th</sup>. Director's Green and Meredith will sign on the 24<sup>th</sup>.
5. **Unfinished Business:**
  - 5.1. Update on Fire Chief Evaluation form and evaluation- Director Oakley stated Chief had completed his own evaluation with his goals and accomplishments. When Director Pahl returns from vacation and the rest of the Directors meet with their assigned personnel from around the Ranch to meet with, then they (Directors Pahl and Oakley) will meet with the Staff and Volunteers to go over the questionnaire that was prepared previously. Then the Board will meet with the Chief in executive session to complete the process. Director Wilson asked if the questions that were asked of all Directors to submit were included in the questionnaires. Director Oakley stated she did not have a list of questions. Director Pahl stated he also has some questions he wants to use on the questionnaire in the future. He said they will have it done by the Chiefs review for the

rest of the Board. Director Pahl stated he was trying to speed the process up and may have gone too quickly.

**6. New Business:**

- 6.1. Discussion / Approval on \$50 monthly compensation for Board Members (per ORS 198.190) – Director Pahl / Director Wilson Director Pahl directed Director Wilson to research this subject and report back to the Board.
- 6.2. District Fee Schedule / Approval of changes- Director Pahl stated a copy of the schedule of fees was presented in the packet but was missing the sign price that had been approved by the Board previously to \$25.00 per sign. Director Pahl also stated the conflagration section was different and Chief Ward reported that this had changed from the State Fire Marshal's office. Since the document was missing some data it was decided to fix it and we would approve it next month.
- 6.3. Discussion / Approval of Resolution 2020-09 accepting and receiving unanticipated revenue from the Federal CARES Coronavirus Relief Fund to the General Fund-(See October Board packet for the document.) Director Pahl asked Assistant Chief Hartley to explain where this money is actually coming from. He reported he had contacted the individual who has been filing on our behalf for the funds and was informed this is not CARES Act program money. It is Oregon Coronavirus Relief Fund which is administered by Oregon Department of Administrative Services and this ultimately comes from the US Treasury. In the email document he forwarded, it was highlighted in that document that for "Administrative convenience a state can presume that all payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID 19 public health emergency and thus can be covered by the Coronavirus Relief Fund." He added to reflect the different language of removing the words CARES Act and substituting the Coronavirus Relief Fund. Director Pahl asked for questions. Director Meredith asked where the money was actually coming from the state or the federal government. Assistant Chief Hartley stated this is money coming from the US Treasury but is being dispersed from the State through their program. Director Wilson then explained he had read the documents from the US Treasury department that had been provided from SDAO in their newsletter, which included the same information but added the language about only unbudgeted money not all payroll. Director Pahl stated objection noted. Chief Ward then stated he had talked to Blake (The person who fills out the document for the funds for us.) and with our legal which he believes is the same legal group Sunriver uses and since their Board had the same question as Director Wilson and this document he has given the Board. He was told it is on the up and up and this is the Federals document not the state of Oregon. Director Pahl then read the Resolution Motion to accept the Resolution 2020-09. Motion made by Director Green. Director Meredith seconded. Roll call vote: Directors Pahl, Oakley, Green and Meredith voted "Yes". Director Wilson voted "No". Motion passed Resolution 2020-09 4-1 vote. Director Green then stated he believes this money should be left in the reserve funds for a length of time of a year or more and not spend it on anything in case these funds are needed to be returned. Director Pahl asked what the statute of limitations would be. Director Green then reaffirmed his statement. Chief

Ward stated he wants to keep the money in case funds do not come in for the 2021-2022 budget since we have not felt an impact yet from this.

7. **Chiefs Report:** (See October's Board Packet for the report.) Submitted by Chief Ward in Board packet. Chief asked if there were any questions. Director Oakley asked about what OSHA was doing that it was causing an issue with training. Chief Ward stated they are going back to the regulations of being together like it was back in March. He then explained how it would affect the department personnel. He also said SDAO and OFCA have been in OSHA's office to try to get them to relax the rules against the fire service departments. Director Oakley asked if there was anything the Board could do to help and Chief said not at this time. Director Wilson asked about the letter mentioned in Chiefs report. Chief said it has not been drafted yet.
8. **Operations Report:** (See October's Board Packet for the report.) Assistant Chief Hartley stated he had been asked to submit some data from our website which he had Dana send out to the Board. The information was sent to the Board but the website data information was not on the website at this time in the Board packet. Administrative Assistant Schulke said she would get it on there.
9. **Correspondence and Recognitions:** Director Wilson indicated he had asked Assistant Chief Hartley to move the suggestion box out to the open area so the public can reach it when the door is locked. He purposely left it unlock so it could be moved. There was nothing in it now.
10. **Comments and questions:** Director Pahl also asked if we had any good of the order. Director Wilson said he had two questions he had not been able to ask during the reports. In the Chiefs report it was mentioned Captain Fast had found a new way to clean the apparatus so he was wondering what the process was. Chief Ward explained the process to everyone how it was using chemicals rather than using so much brush action so it will cut down on scratching the vehicles. The second question was about the fire signs showing "Extreme" and was asking if these were accurate. Chief said they will be changing those on Saturday and went on to explain the regulations will be on the website. Director Meredith asked about the disposal of the 5 ton fire truck as he had seen some discussion in emails of something. Chief explained he had been talking with Director Pahl and Oakley about donating to someone on the west side of the mountains. Chief explained more about different conversations with different people and decided now was not the time to donate it but wait to see what the other people really needed. Director Meredith indicated he felt the vehicle could be used here in a bad fire situation and was hesitant to get rid of it. Director Wilson asked if it had been repaired yet. Chief said he contacted someone about a rebuilt fuel pump or rebuilt pumps. Chief then said they can't use the foam system on the unit inside the building because it has a crack. Director Wilson said those tanks have lifetime warranties. Director Pahl confirmed the donation was on hold then. Director Wilson stated he had read in the SDAO newsletter about the state relaxing a lot of regulations for the cleanup at the fire locations. Chief confirmed this information.
11. **Adjournment:** Meeting adjourned at 7:37 pm.

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



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

**Workshop Meeting Minutes  
20 October 2020**

A Virtual Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 October 2020 at 6:30 PM online using "ZOOM" meeting platform.

**Meeting Minutes:**

1. **Meeting Called to Order at:** 6:32 pm by Director Brad Pahl who also announced for the record that our meeting is being held through Zoom and is accessible to persons with disabilities and will be recorded.

**1.1. Roll Call by:** Director Wilson: Directors Pahl, Oakley, Green; Chief Ward, Assistant Chief Hartley, Administrative Assistant Schulke. Also present was Tina Wilson. Director Meredith was absent.

2. **Purpose of the Workshop:**

Director Pahl stated the purpose of the workshop is to review Board policies 9 and 10 only and also the Cross training of the staff.

Item 1 Policy reviews are as follows:

- Policy 9.01 Director Pahl stated he had questions on the ORS and how it was addressing the policy. There was discussion and it was decided to leave the policy as it is written.
- Policy 9.02 Director Wilson wanted to add in section under letter A, he would like to add "Volunteer Membership". After discussion this was approved.
- Policy 9.03 Director Wilson stated he had questions on the timeline listed Director Pahl agreed and after much discussion it was decided to change the timeline to reflect what actually needs to be done. The changes will be reflected in the new document to be voted on during the November meeting. Director Wilson also noted the spelling error showing the word moral instead of morale under 6.2. This too will be corrected.
- Policy 9.04 No changes.
- Policy 9.05 No changes.
- Policy 9.06 Director Wilson questioned the language of the Chief only talking to the Board president and proposed a change to make it the Chief would use a chain of command approach to reach more than one Director. After discussion Director Green suggested to change the one small portion of the language to read the Fire Chief will reach out to two Board Members rather than just the

Board President. Director Oakley stated that the word "Absense" was spelled incorrectly. The new wording will be presented for a vote in November.

- Policy 9.07 Director Wilson noted the word "Objections" will be changed to "Objectives". Also in section C. the word "serves" needs to be "serve".
- Policy 9.08 No changes.
- Policy 9.09 This policy was eliminated as it was the signature page in essence.
- Policy 10.01 Director Pahl stated he was informed the letter A. was needing correction of where it could be found in the administrative policy. Director Wilson suggested we remove the exact location so if the policy has to change it will not require a change to the Board policy. The new language will be reflected in the policy for approval at the November meeting.

Director Pahl then stated we will be doing polices 11, 12 and 13 and that will be next year.

Item 2. The discussion was Cross Training of the staff to be able to perform each other's jobs when necessary.

Chief Ward explained the proposed process and would like to start in late November or early December when the updated financial training for the Xero system starts. He also wants the Captains to write out their duties that they manage so they can share it with others and someone can step in and take over at any time. Director Wilson suggested that Chief put everything in writing on some sort of calendar so everyone has a date to be sure they complete their duties and there are expectations. Director Pahl questioned about if there is a District calendar. More discussion followed. Director Pahl stated his goal is we do not have to contact any member when they are on vacation to ask them questions to complete a task.

Administrative Assistant Schulke stated there is an office manual in Chiefs office and she will be changing it slightly to reflect the payroll changes. Director Wilson questioned Chief if he has any expected date to lay out a plan and to provide it to the Board. Director Green stated he believes the Board is looking for a general outline of the Chiefs Process to accomplish the training. Director Pahl stated we will revisit this at our December meeting.

Chief stated the building is being painted.

Director Pahl stated Director Oakley and himself will be starting the interviews for the Chiefs review tomorrow. He went on to explain he will have the paperwork to all Board Members prior to the November meeting.

**Adjournment-** Director Pahl adjourned the workshop at 7:25 p.m.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board



# Balance Sheet

## Crooked River Ranch Fire & Rescue

As of October 31, 2020

### Cash Basis

OCT 31, 2020

#### Assets

##### Current Assets

##### Cash and Cash Equivalents

|  |                   |
|--|-------------------|
| Bond Fund                              | 24,419.53         |
| Capital Reserve Fund                   | 345,003.06        |
| FIB - Checking                         | 44,721.72         |
| FIB - Payroll                          | 2,807.63          |
| General Fund                           | 58,472.22         |
| Local Option Levy Fund                 | 186,598.80        |
| PayPal                                 | 415.44            |
| US Bank                                | 5,326.48          |
| <b>Total Cash and Cash Equivalents</b> | <b>667,764.88</b> |

**Total Current Assets** 667,764.88

**Total Assets** 667,764.88

#### Liabilities and Equity

##### Liabilities

##### Current Liabilities

|                                  |                 |
|----------------------------------|-----------------|
| FIB - Credit Cards               | 3,938.29        |
| Payroll Liabilities              | 432.70          |
| <b>Total Current Liabilities</b> | <b>4,370.99</b> |

**Total Liabilities** 4,370.99

##### Equity

|                       |                   |
|-----------------------|-------------------|
| Current Year Earnings | 663,393.89        |
| <b>Total Equity</b>   | <b>663,393.89</b> |

**Total Liabilities and Equity** 667,764.88

\$ 298,342.29

-\$ 4,370.99

\$ 293,971.30

-\$ 12,932.24

\$ 281,039.06

This amount is the latest CRF payment which was deposited in the FIB Checking account. It is not accounted for in the budget and therefore isn't reflected on the Budget Variance reports.





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

|  | October<br>Actual  | YTD Actual          | Budget                | Var USD                | Var %            |
|--|--------------------|---------------------|-----------------------|------------------------|------------------|
| <b>Revenue</b>                                 |                    |                     |                       |                        |                  |
| Ambulance Billing                              | \$21,496.42        | \$71,293.52         | \$165,000.00          | -\$93,706.48           | -56.7918%        |
| Beginning Fund Balance:General/LO Levy Fund    | \$0.00             | \$434,009.42        | \$441,703.00          | -\$7,693.58            | -1.7418%         |
| Conflagration Revenue                          | \$0.00             | \$0.00              | \$5,829.00            | -\$5,829.00            | -100.0%          |
| Contractual Income                             | \$0.00             | \$800.00            | \$400.00              | \$400.00               | 100.0%           |
| Deschutes County: General Fund                 | \$0.10             | \$45.28             | \$52,612.00           | -\$52,566.72           | -99.9139%        |
| Deschutes County: Local Option Levy            | \$0.05             | \$21.93             | \$25,477.00           | -\$25,455.07           | -99.9139%        |
| Emergency Address Signs                        | \$50.00            | \$175.00            | \$500.00              | -\$325.00              | -65.0%           |
| FireMed  | \$1,755.00         | \$5,130.00          | \$13,680.00           | -\$8,550.00            | -62.5%           |
| Interest                                       | \$332.12           | \$1,947.34          | \$7,500.00            | -\$5,552.66            | -74.0355%        |
| Jefferson County: General Fund                 | \$48,635.86        | \$48,635.86         | \$577,381.00          | -\$528,745.14          | -91.5765%        |
| Jefferson County: Local Option Levy            | \$23,551.83        | \$23,551.83         | \$279,596.00          | -\$256,044.17          | -91.5765%        |
| Misc. Income                                   | -\$4,470.74        | \$4,502.05          | \$5,000.00            | -\$497.95              | -9.959%          |
| Prior Year Taxes                               | \$2,117.23         | \$15,201.67         | \$20,000.00           | -\$4,798.33            | -23.9917%        |
| Sale of Assets/Apparatus                       | \$0.00             | \$13,002.00         | \$7,500.00            | \$5,502.00             | 73.36%           |
| Training Income                                | \$0.00             | \$0.00              | \$500.00              | -\$500.00              | -100.0%          |
| <b>Grant Funds</b>                             |                    |                     |                       |                        |                  |
| AFG Grant Revenue                              | \$0.00             | \$4,337.85          | \$0.00                | \$4,337.85             |                  |
| Grants Funds                                   | \$0.00             | \$0.00              | \$84,555.00           | -\$84,555.00           | -100.0%          |
| SAFER Grant Revenue                            | \$0.00             | \$29,638.00         | \$59,422.00           | -\$29,784.00           | -50.1229%        |
| <b>Total Grant Funds</b>                       | <b>\$0.00</b>      | <b>\$33,975.85</b>  | <b>\$143,977.00</b>   | <b>-\$110,001.15</b>   | <b>-76.4%</b>    |
| <b>Total Revenue</b>                           | <b>\$93,467.87</b> | <b>\$652,291.75</b> | <b>\$1,746,655.00</b> | <b>-\$1,094,363.25</b> | <b>-62.6548%</b> |
| <b>Gross Profit</b>                            | <b>\$93,467.87</b> | <b>\$652,291.75</b> | <b>\$1,746,655.00</b> | <b>-\$1,094,363.25</b> | <b>-62.6548%</b> |
| <b>Operating Expenses</b>                      |                    |                     |                       |                        |                  |
| General Fund, Transfer Out                     | \$0.00             | \$0.00              | \$135,217.00          | -\$135,217.00          | -100.0%          |
| <b>Capital Outlay &amp; Grant Awards</b>       |                    |                     |                       |                        |                  |
| Capital Outlay & Grant Awards:EMS Purchase     | \$0.00             | \$10,502.00         | \$10,502.00           | \$0.00                 | 0.0%             |
| Debt Services & Contingency:Contingency        | \$0.00             | \$0.00              | \$44,096.00           | -\$44,096.00           | -100.0%          |
| <b>Total Capital Outlay &amp; Grant Awards</b> | <b>\$0.00</b>      | <b>\$10,502.00</b>  | <b>\$54,598.00</b>    | <b>-\$44,096.00</b>    | <b>-80.8%</b>    |
| <b>Materials &amp; Services</b>                |                    |                     |                       |                        |                  |
| Materials & Services:Administration            | \$5,624.86         | \$11,243.19         | \$14,608.00           | -\$3,364.81            | -23.034%         |
| Materials & Services:Building & Maint.         | \$538.55           | \$4,311.75          | \$35,000.00           | -\$30,688.25           | -87.6807%        |
| Materials & Services:Department Services       | \$81.92            | \$713.20            | \$3,000.00            | -\$2,286.80            | -76.2267%        |
| Materials & Services:Dispatch Services         | \$254.93           | \$1,017.11          | \$69,619.00           | -\$68,601.89           | -98.539%         |
| Materials & Services:EMS Operations            | \$2,155.40         | \$7,289.37          | \$29,866.00           | -\$22,576.63           | -75.5931%        |
| Materials & Services:Fire Suppression          | \$3,346.13         | \$5,726.13          | \$28,080.00           | -\$22,353.87           | -79.6078%        |
| Materials & Services:Fuel                      | \$600.94           | \$3,478.43          | \$12,000.00           | -\$8,521.57            | -71.0131%        |
| Materials & Services:Insurance                 | \$1,919.00         | \$1,919.00          | \$30,000.00           | -\$28,081.00           | -93.6033%        |
| Materials & Services:Prevention                | \$0.00             | \$0.00              | \$1,000.00            | -\$1,000.00            | -100.0%          |
| Materials & Services:Professional Services     | \$11,514.64        | \$33,562.57         | \$44,302.00           | -\$10,739.43           | -24.2414%        |
| Materials & Services:Radios/Communications     | \$0.00             | \$0.00              | \$3,000.00            | -\$3,000.00            | -100.0%          |
| Materials & Services:Rope Rescue Operations    | \$0.00             | \$0.00              | \$1,500.00            | -\$1,500.00            | -100.0%          |
| Materials & Services:SAFER Grant Expenditures  | \$0.00             | \$697.00            | \$9,422.00            | -\$8,725.00            | -92.6024%        |
| Materials & Services:Training                  | \$42.66            | \$567.67            | \$15,227.00           | -\$14,659.33           | -96.272%         |
| Materials & Services:Travel                    | \$0.00             | \$144.90            | \$10,488.00           | -\$10,343.10           | -98.6184%        |
| Materials & Services:Tuition Reimbursement     | \$0.00             | \$0.00              | \$31,500.00           | -\$31,500.00           | -100.0%          |
| Materials & Services:Uniforms                  | \$0.00             | \$343.30            | \$5,713.00            | -\$5,369.70            | -93.9909%        |
| Materials & Services:Utilities                 | \$1,112.50         | \$4,379.79          | \$22,500.00           | -\$18,120.21           | -80.5343%        |
| Materials & Services:Vehicle/Equipment Maint.  | \$2,372.49         | \$5,044.76          | \$31,785.00           | -\$26,740.24           | -84.1285%        |
| Materials & Services:Volunteer Incentives      | \$1,860.00         | \$3,480.00          | \$20,800.00           | -\$17,320.00           | -83.2692%        |

|  |                    |                     |                       |                        |                  |
|--|--------------------|---------------------|-----------------------|------------------------|------------------|
| Materials & Services:Wellness Program          | \$0.00             | \$909.00            | \$10,000.00           | -\$9,091.00            | -90.91%          |
| <b>Total Materials &amp; Services</b>          | <b>\$31,424.02</b> | <b>\$84,827.17</b>  | <b>\$429,410.00</b>   | <b>-\$344,582.83</b>   | <b>-80.2%</b>    |
| <b>Personnel Services</b>                      |                    |                     |                       |                        |                  |
| Personnel Services:Admin. Asst.: O/T           | \$64.02            | \$192.06            | \$1,280.00            | -\$1,087.94            | -84.9953%        |
| Personnel Services:Admin. Asst.: Reg Wage      | \$3,072.60         | \$13,301.78         | \$37,554.00           | -\$24,252.22           | -64.5796%        |
| Personnel Services:Assistant Fire Chief:Salary | \$4,866.76         | \$19,351.16         | \$63,854.00           | -\$44,502.84           | -69.6947%        |
| Personnel Services:Employee Benefits           | \$12,796.18        | \$50,804.72         | \$183,359.00          | -\$132,554.28          | -72.2922%        |
| Personnel Services:Fire Chief                  | \$6,695.00         | \$26,780.01         | \$84,975.00           | -\$58,194.99           | -68.4848%        |
| Personnel Services:Part-Time Employees         | \$0.00             | \$17,941.25         | \$23,520.00           | -\$5,578.75            | -23.7192%        |
| Personnel Services:Payroll Taxes               | \$2,882.52         | \$12,872.53         | \$42,783.00           | -\$29,910.47           | -69.912%         |
| Personnel Services:PERS                        | \$9,356.30         | \$38,671.84         | \$122,725.00          | -\$84,053.16           | -68.489%         |
| Personnel Services:Shift Personnel: Reg Wage   | \$14,758.50        | \$58,640.55         | \$181,300.00          | -\$122,659.45          | -67.6555%        |
| Personnel Services:Shift Personnel:Overtime    | \$4,250.46         | \$13,149.98         | \$44,571.00           | -\$31,421.02           | -70.4966%        |
| Personnel Services:Student Volunteer Stipends  | \$810.00           | \$1,350.00          | \$7,290.00            | -\$5,940.00            | -81.4815%        |
| Personnel Services:Volunteer Conflag Reimbur.  | \$0.00             | \$0.00              | \$1,173.00            | -\$1,173.00            | -100.0%          |
| Personnel Services:Volunteer Shift Stipends    | \$2,800.00         | \$10,700.00         | \$50,000.00           | -\$39,300.00           | -78.6%           |
| Personnel Services:Workers Comp. & Grp Acc.    | \$0.00             | \$12,167.64         | \$16,000.00           | -\$3,832.36            | -23.9523%        |
| <b>Total Personnel Services</b>                | <b>\$62,352.34</b> | <b>\$275,923.52</b> | <b>\$860,384.00</b>   | <b>-\$584,460.48</b>   | <b>-67.9%</b>    |
| <b>Total Operating Expenses</b>                | <b>\$93,776.36</b> | <b>\$371,252.69</b> | <b>\$1,479,609.00</b> | <b>-\$1,108,356.31</b> | <b>-74.9087%</b> |
| <b>Operating Income / (Loss)</b>               | <b>-\$308.49</b>   | <b>\$281,039.06</b> | <b>\$267,046.00</b>   | <b>\$13,993.06</b>     | <b>5.2399%</b>   |
| <b>Other Income and Expense</b>                |                    |                     |                       |                        |                  |
| Debt Service:Apparatus Payment                 | \$0.00             | \$0.00              | -\$27,046.00          | \$27,046.00            | 100.0%           |
| <b>Total Other Income and Expense</b>          | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>-\$27,046.00</b>   | <b>\$27,046.00</b>     | <b>100.0%</b>    |
| <b>Net Income / (Loss) before Tax</b>          | <b>-\$308.49</b>   | <b>\$281,039.06</b> | <b>\$240,000.00</b>   | <b>\$41,039.06</b>     | <b>17.0996%</b>  |
| <b>Net Income</b>                              | <b>-\$308.49</b>   | <b>\$281,039.06</b> | <b>\$240,000.00</b>   | <b>\$41,039.06</b>     | <b>17.0996%</b>  |
| <b>Total Comprehensive Income</b>              | <b>-\$308.49</b>   | <b>\$281,039.06</b> | <b>\$240,000.00</b>   | <b>\$41,039.06</b>     | <b>17.0996%</b>  |



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

|   | October<br>Actual | YTD Actual          | Budget              | Var USD              | Var %             |
|---|-------------------|---------------------|---------------------|----------------------|-------------------|
| <b>Revenue</b>                                      |                   |                     |                     |                      |                   |
| Coronavirus Relief Funds from State of OR           | \$0.00            | \$237,067.76        | \$0.00              | \$237,067.76         |                   |
| <b>Grant Funds</b>                                  |                   |                     |                     |                      |                   |
| Grants Funds  | \$0.00            | \$0.00              | \$171,851.00        | -\$171,851.00        | -100.0%           |
| <b>Total Grant Funds</b>                            | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$171,851.00</b> | <b>-\$171,851.00</b> | <b>-100.0%</b>    |
| <b>Jefferson County: Capital Reserve Fund</b>       |                   |                     |                     |                      |                   |
| Beginning Fund Balance:Capital Reserve Fund         | \$0.00            | \$94,858.04         | \$115,000.00        | -\$20,141.96         | -17.5147%         |
| Jefferson County: Capital Reserve Fund:Interest     | \$303.23          | \$738.42            | \$2,750.00          | -\$2,011.58          | -73.1484%         |
| Jefferson County: Capital Reserve Fund:Transfer In  | \$0.00            | \$0.00              | \$55,000.00         | -\$55,000.00         | -100.0%           |
| <b>Total Jefferson County: Capital Reserve Fund</b> | <b>\$303.23</b>   | <b>\$95,596.46</b>  | <b>\$172,750.00</b> | <b>-\$77,153.54</b>  | <b>-44.7%</b>     |
| <b>Total Revenue</b>                                | <b>\$303.23</b>   | <b>\$332,664.22</b> | <b>\$344,601.00</b> | <b>-\$11,936.78</b>  | <b>-3.4639%</b>   |
| <b>Gross Profit</b>                                 | <b>\$303.23</b>   | <b>\$332,664.22</b> | <b>\$344,601.00</b> | <b>-\$11,936.78</b>  | <b>-3.4639%</b>   |
| <b>Operating Expenses</b>                           |                   |                     |                     |                      |                   |
| <b>Capital Outlay &amp; Grant Awards</b>            |                   |                     |                     |                      |                   |
| Capital Outlay & Grant Awards:Training Purchases    | \$159.94          | -\$12,338.84        | \$15,000.00         | -\$27,338.84         | -182.2589%        |
| <b>Total Capital Outlay &amp; Grant Awards</b>      | <b>\$159.94</b>   | <b>-\$12,338.84</b> | <b>\$15,000.00</b>  | <b>-\$27,338.84</b>  | <b>-182.3%</b>    |
| <b>Total Operating Expenses</b>                     | <b>\$159.94</b>   | <b>-\$12,338.84</b> | <b>\$15,000.00</b>  | <b>-\$27,338.84</b>  | <b>-182.2589%</b> |
| <b>Net Income / (Loss) before Tax</b>               | <b>\$143.29</b>   | <b>\$345,003.06</b> | <b>\$329,601.00</b> | <b>\$15,402.06</b>   | <b>4.6729%</b>    |
| <b>Net Income</b>                                   | <b>\$143.29</b>   | <b>\$345,003.06</b> | <b>\$329,601.00</b> | <b>\$15,402.06</b>   | <b>4.6729%</b>    |
| <b>Total Comprehensive Income</b>                   | <b>\$143.29</b>   | <b>\$345,003.06</b> | <b>\$329,601.00</b> | <b>\$15,402.06</b>   | <b>4.6729%</b>    |



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

|                                       | October<br>Actual  | YTD Actual         | Budget              | Var USD              | Var %            |
|---------------------------------------|--------------------|--------------------|---------------------|----------------------|------------------|
| <b>Revenue</b>                        |                    |                    |                     |                      |                  |
| Deschutes County: Bond Fund           | \$25.52            | \$162.57           | \$0.00              | \$162.57             |                  |
| Jefferson County: Bond Fund           | \$13,080.78        | \$24,256.96        | \$189,953.00        | -\$165,696.04        | -87.23%          |
| <b>Total Revenue</b>                  | <b>\$13,106.30</b> | <b>\$24,419.53</b> | <b>\$189,953.00</b> | <b>-\$165,533.47</b> | <b>-87.1%</b>    |
| <b>Gross Profit</b>                   | <b>\$13,106.30</b> | <b>\$24,419.53</b> | <b>\$189,953.00</b> | <b>-\$165,533.47</b> | <b>-87.1444%</b> |
| <b>Operating Expenses</b>             |                    |                    |                     |                      |                  |
| <b>Debt Service</b>                   |                    |                    |                     |                      |                  |
| Debt Service: Bond Payment            | \$0.00             | \$0.00             | \$172,948.00        | -\$172,948.00        | -100.0%          |
| <b>Total Debt Service</b>             | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$172,948.00</b> | <b>-\$172,948.00</b> | <b>-100.0%</b>   |
| <b>Total Operating Expenses</b>       | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$172,948.00</b> | <b>-\$172,948.00</b> | <b>-100.0%</b>   |
| <b>Net Income / (Loss) before Tax</b> | <b>\$13,106.30</b> | <b>\$24,419.53</b> | <b>\$17,005.00</b>  | <b>\$7,414.53</b>    | <b>43.6021%</b>  |
| <b>Net Income</b>                     | <b>\$13,106.30</b> | <b>\$24,419.53</b> | <b>\$17,005.00</b>  | <b>\$7,414.53</b>    | <b>43.6021%</b>  |
| <b>Total Comprehensive Income</b>     | <b>\$13,106.30</b> | <b>\$24,419.53</b> | <b>\$17,005.00</b>  | <b>\$7,414.53</b>    | <b>43.6021%</b>  |

# Payable Invoice Detail

Crooked River Ranch Fire & Rescue  
 For the period October 1, 2020 to October 31, 2020

| INVOICE DATE                  | REFERENCE                   | DESCRIPTION  | GROSS           | STATUS | ACCOUNT  |
|-------------------------------|-----------------------------|--|-----------------|--------|--|
| <b>Accuity, LLC</b>           |                             |  |                 |        |  |
| Oct 22, 2020                  | 7063                        | Progress bill for year end Audit, June 30,2020                       | 2,500.00        | Paid   | Materials & Services:Professional Services:Auditor           |
| <b>Total Accuity, LLC</b>     |                             |  | <b>2,500.00</b> |        |  |
| <b>Adam Wiley</b>             |                             |  |                 |        |  |
| Oct 8, 2020                   | Cell Phone Reimb. - Adam W  | Cell Phone Reimbursement   | 90.00           | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Adam Wiley</b>       |                             |  | <b>90.00</b>    |        |  |
| <b>Aflac</b>                  |                             |  |                 |        |  |
| Oct 26, 2020                  | AFLAC - EFT                 | Employee premiums  | 599.88          | Paid   | Payroll Liabilities  |
| <b>Total Aflac</b>            |                             |  | <b>599.88</b>   |        |  |
| <b>Amazon</b>                 |                             |  |                 |        |  |
| Oct 12, 2020                  | XXXX 4382                   | Kitchen and Janitorial items for the Station                         | 128.31          | Paid   | Materials & Services:Building & Maintenance:Supplies         |
| Oct 13, 2020                  | XXXX 4382                   | Odor Eliminator Spray for Station                                    | 15.40           | Paid   | Materials & Services:Building & Maintenance:Supplies         |
| Oct 20, 2020                  | XXXX 4382                   | Replacement Filters for Heater                                       | 83.88           | Paid   | Materials & Services:Building & Maintenance:Supplies         |
| Oct 30, 2020                  | XXXX 4382                   | Mo. membership for Prime   | 12.99           | Paid   | Materials & Services:Administration:M emberships             |
| <b>Total Amazon</b>           |                             |  | <b>240.58</b>   |        |  |
| <b>Amy Weddle</b>             |                             |  |                 |        |  |
| Oct 5, 2020                   | Cell Phone Reimb/Amy Weddle | Cell Phone Reimbursement for July/Aug/Sept. 2020                     | 90.00           | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Amy Weddle</b>       |                             |  | <b>90.00</b>    |        |  |
| <b>BendTel</b>                |                             |  |                 |        |  |
| Oct 19, 2020                  | 0411832                     | Phone charges, recurring service charges, taxes, surcharges and fees | 480.50          | Paid   | Materials & Services:Utilities:Telecom munications           |
| <b>Total BendTel</b>          |                             |  | <b>480.50</b>   |        |  |
| <b>BIOMED</b>                 |                             |  |                 |        |  |
| Oct 7, 2020                   | 78371                       | Background check on Manisha Khatewoda                                | 29.00           | Paid   | Materials & Services:Professional Services:Background Checks |
| <b>Total BIOMED</b>           |                             |  | <b>29.00</b>    |        |  |
| <b>BoundTree Medical, LLC</b> |                             |  |                 |        |  |

Payable Invoice Detail

| INVOICE DATE                                   | REFERENCE                       | DESCRIPTION                                      | GROSS         | STATUS | ACCOUNT   |
|--|---------------------------------|--|---------------|--------|---|
| Oct 1, 2020                                    | 83779594                        | Sterile Bandage Roll - 1/4 inch                  | 5.46          | Paid   | Materials & Services:EMS<br>Operations:Supplies             |
| Oct 1, 2020                                    | 83779594                        | Sterile Bandage Roll - 1/2 inch                  | 6.32          | Paid   | Materials & Services:EMS<br>Operations:Supplies             |
| Oct 1, 2020                                    | 83779594                        | Kerlix roll 3/4 inch                             | 4.44          | Paid   | Materials & Services:EMS<br>Operations:Supplies             |
| Oct 26, 2020                                   | 83812351                        | N95 Particulate Respirator<br>50/Bx 20 BX/CS     | 97.99         | Paid   | Materials & Services:EMS<br>Operations:Supplies             |
| <b>Total BoundTree Medical, LLC</b>            |                                 |  | <b>114.21</b> |        |   |
| <b>Brodie Blok</b>                             |                                 |  |               |        |   |
| Oct 5, 2020                                    | Cell Phone Reimb/Brodie Blok    | Cell Phone Reimbursement for July/Aug/Sept 2020  | 90.00         | Paid   | Materials & Services:Volunteer<br>Incentives                |
| <b>Total Brodie Blok</b>                       |                                 |  | <b>90.00</b>  |        |   |
| <b>Carson Oil Company, Inc.</b>                |                                 |  |               |        |   |
| Oct 1, 2020                                    | CP-00275902                     | Fuel for all apparatus                           | 335.62        | Paid   | Materials & Services:Fuel                                   |
| Oct 19, 2020                                   | CP-00278967                     | Fuel for all apparatus                           | 265.32        | Paid   | Materials & Services:Fuel                                   |
| <b>Total Carson Oil Company, Inc.</b>          |                                 |  | <b>600.94</b> |        |   |
| <b>Cascade Fire Equipment</b>                  |                                 |  |               |        |   |
| Oct 8, 2020                                    | 110566                          | Shipping charges from a prior invoice submitted  | 13.37         | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equipment |
| Oct 16, 2020                                   | PO-0216 / Invoice 111359        | Old style brake mechanism ( Pack of 2)           | 82.00         | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equipment |
| Oct 16, 2020                                   | PO-0216 / Invoice 111359        | Shipping   | 19.51         | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equipment |
| <b>Total Cascade Fire Equipment</b>            |                                 |  | <b>114.88</b> |        |   |
| <b>Coaxsher</b>                                |                                 |  |               |        |   |
| Oct 21, 2020                                   | PO-0210 / Inv. 36696            | Coaxsher stowable hip case                       | 592.52        | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equipment |
| <b>Total Coaxsher</b>                          |                                 |  | <b>592.52</b> |        |   |
| <b>Colton Steinke</b>                          |                                 |  |               |        |   |
| Oct 5, 2020                                    | Cell Phone Reimb/Colton Steinke | Cell Phone Reimbursement for July/Aug/Sept. 2020 | 90.00         | Paid   | Materials & Services:Volunteer<br>Incentives                |
| <b>Total Colton Steinke</b>                    |                                 |  | <b>90.00</b>  |        |   |
| <b>Crooked River Ranch Water Company</b>       |                                 |  |               |        |   |
| Oct 1, 2020                                    | 94                              | Base Rate  | 34.59         | Paid   | Materials & Services:Utilities:Water                        |
| Oct 1, 2020                                    | 94                              | Water  | 93.74         | Paid   | Materials & Services:Utilities:Water                        |
| <b>Total Crooked River Ranch Water Company</b> |                                 |  | <b>128.33</b> |        |   |
| <b>Crooked River Sanitary</b>                  |                                 |  |               |        |   |



Payable Invoice Detail

| INVOICE DATE                                       | REFERENCE                     | DESCRIPTION  | GROSS         | STATUS | ACCOUNT  |
|--|-------------------------------|--|---------------|--------|--|
| Oct 7, 2020  | 00014                         | Sanitation Services for September                      | 72.02         | Paid   | Materials & Services:Utilities:Sanitation                    |
| <b>Total Crooked River Sanitary</b>                |                               |  | <b>72.02</b>  |        |  |
| <b>Dan Marsh</b>                                   |                               |  |               |        |  |
| Oct 5, 2020  | Cell Phone Reimb/Dan Marsh    | Cell Phone Reimbursement for July/Aug/Sept. 2020       | 90.00         | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Dan Marsh</b>                             |                               |  | <b>90.00</b>  |        |  |
| <b>Dennis Senko</b>                                |                               |  |               |        |  |
| Oct 5, 2020  | Cell Phone Reimb/Dennis Senko | Cell Phone Reimbursement for July/Aug/Sept. 2020       | 90.00         | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Dennis Senko</b>                          |                               |  | <b>90.00</b>  |        |  |
| <b>Deschutes County 911 Service District</b>       |                               |  |               |        |  |
| Oct 22, 2020                                       | 1989                          | 911 Police-Fire User Fees for October 2020             | 254.93        | Paid   | Materials & Services:Dispatch Services                       |
| <b>Total Deschutes County 911 Service District</b> |                               |  | <b>254.93</b> |        |  |
| <b>Digital Employment/Streamline</b>               |                               |  |               |        |  |
| Oct 22, 2020                                       | 107495                        | Monthly fee for website layout                         | 100.00        | Paid   | Materials & Services:Professional Services:Computer Services |
| <b>Total Digital Employment/Streamline</b>         |                               |  | <b>100.00</b> |        |  |
| <b>Frank Day</b>                                   |                               |  |               |        |  |
| Oct 5, 2020  | Cell Phone Reimb/Frank Day    | Cell Phone Reimbursement for July/Aug/Sept 2020        | 90.00         | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Frank Day</b>                             |                               |  | <b>90.00</b>  |        |  |
| <b>Garrett Schweigert</b>                          |                               |  |               |        |  |
| Oct 5, 2020  | Cell Phone Reimb/Garrett S.   | Cell Phone Reimbursement for July/Aug/Sept. 2020       | 90.00         | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Garrett Schweigert</b>                    |                               |  | <b>90.00</b>  |        |  |
| <b>Gary White</b>                                  |                               |  |               |        |  |
| Oct 5, 2020  | Cell Phone Reimb/Gary White   | Cell Phone Reimbursement for July/Aug/Sept. 2020       | 90.00         | Paid   | Materials & Services:Volunteer Incentives                    |
| <b>Total Gary White</b>                            |                               |  | <b>90.00</b>  |        |  |
| <b>Home Depot</b>                                  |                               |  |               |        |  |
| Oct 27, 2020                                       | XXXX 4382                     | Foam & Polystyrene for gaps on building (for painting) | 17.96         | Paid   | Materials & Services:Building & Maintenance:Supplies         |
| Oct 30, 2020                                       | XXXX 4382                     | Contractor Nozzle Pack                                 | 19.94         | Paid   | Materials & Services:Building & Maintenance:Supplies         |
| <b>Total Home Depot</b>                            |                               |  | <b>37.90</b>  |        |  |

Payable Invoice Detail

| INVOICE DATE  | REFERENCE                                   | DESCRIPTION   | GROSS           | STATUS | ACCOUNT   |
|---|---|---|-----------------|--------|---|
| <b>HRA VEBA Trust</b>                               |   |   |                 |        |   |
| Oct 26, 2020  | HRA/VEBA - EFT                              | Contributions for Staff   | 1,500.00        | Paid   | Personnel<br>Services:Employee<br>Benefits:HRA VEBA             |
| <b>Total HRA VEBA Trust</b>                         |   |   | <b>1,500.00</b> |        |   |
| <b>IAFF 3650 - Redmond Firefighters Union</b>       |   |   |                 |        |   |
| Oct 9, 2020   | Union Dues - ACH                            | Union Dues for: Tom,<br>Alysha, David   | 102.00          | Paid   | Payroll Liabilities   |
| Oct 9, 2020   | PAC Donations - ACH                         | PAC Donations to Union<br>from Staff  | 20.00           | Paid   | Payroll Liabilities   |
| Oct 26, 2020  | Union Dues - ACH                            | Union Dues for Tom,<br>Alysha, David  | 102.00          | Paid   | Payroll Liabilities   |
| Oct 26, 2020  | PAC Donations - ACH                         | PAC Donations from Staff  | 20.00           | Paid   | Payroll Liabilities   |
| <b>Total IAFF 3650 - Redmond Firefighters Union</b> |   |   | <b>244.00</b>   |        |   |
| <b>Jeff Scheetz</b>                                 |   |   |                 |        |   |
| Oct 5, 2020   | Cell Phone Reimb/Jeff<br>Scheetz            | Cell Phone<br>Reimbursement for<br>July/Aug/Sept. 2020                        | 90.00           | Paid   | Materials &<br>Services:Volunteer<br>Incentives                 |
| <b>Total Jeff Scheetz</b>                           |   |   | <b>90.00</b>    |        |   |
| <b>L.N. Curtis &amp; Sons</b>                       |   |   |                 |        |   |
| Oct 19, 2020  | INV431743                                   | Mobile Hydro static testing<br>on bottles, service<br>performed at Station    | 1,890.00        | Paid   | Materials & Services:Fire<br>Suppression:Hose/Ladder<br>Testing |
| <b>Total L.N. Curtis &amp; Sons</b>                 |   |   | <b>1,890.00</b> |        |   |
| <b>Lowes</b>  |   |   |                 |        |   |
| Oct 22, 2020  | XXXX 4382                                   | Sawblades and different<br>size nails for Training<br>facility behind station | 159.94          | Paid   | Capital Outlay & Grant<br>Awards:Training<br>Purchases          |
| <b>Total Lowes</b>                                  |   |   | <b>159.94</b>   |        |   |
| <b>Mallory Safety &amp; Supply LLC</b>              |   |   |                 |        |   |
| Oct 14, 2020  | 4925132                                     | Viper Shutoff Ball/ seat<br>repair parts                                      | 398.75          | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equ<br>ipment |
| Oct 14, 2020  | 4925132                                     | C&S 1" Nozzle repair kit  | 55.50           | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equ<br>ipment |
| Oct 14, 2020  | 4925132                                     | Shipping  | 15.00           | Paid   | Materials & Services:Fire<br>Suppression:Supplies/Equ<br>ipment |
| <b>Total Mallory Safety &amp; Supply LLC</b>        |   |   | <b>469.25</b>   |        |   |
| <b>Marta McGovern-Philpott</b>                      |   |   |                 |        |   |
| Oct 5, 2020   | Cell Phone Reimb/Marta<br>McGovern-Philpott | Cell Phone<br>Reimbursement for<br>July/Aug/Sept. 2020                        | 90.00           | Paid   | Materials &<br>Services:Volunteer<br>Incentives                 |
| <b>Total Marta McGovern-Philpott</b>                |   |   | <b>90.00</b>    |        |   |
| <b>National Business Furniture</b>                  |   |   |                 |        |   |
| Oct 1, 2020   | MK550692-TDQ                                | Faux Leather Conference<br>Chairs   | 712.80          | Paid   | Materials &<br>Services:Administration:Of<br>fice Equipment     |

Payable Invoice Detail

| INVOICE DATE   | REFERENCE           | DESCRIPTION  | GROSS           | STATUS   | ACCOUNT  |
|--|---------------------|--|-----------------|----------|--|
| Oct 1, 2020  | MK550692-TDQ        | Shipping   | 144.00          | Paid     | Materials & Services:Administration:Office Equipment |
| <b>Total National Business Furniture</b>             |                     |  | <b>856.80</b>   |          |  |
| <b>Nationwide Retirement Solutions</b>               |                     |  |                 |          |  |
| Oct 9, 2020  | Deferred Comp - EFT | Deferred Compensation contributions from staff           | 230.00          | Paid     | Payroll Liabilities                                  |
| Oct 26, 2020   | Deferred Comp - EFT | Deferred Compensation Contributions from Staff           | 230.00          | Paid     | Payroll Liabilities                                  |
| <b>Total Nationwide Retirement Solutions</b>         |                     |  | <b>460.00</b>   |          |  |
| <b>Norco</b>   |                     |  |                 |          |  |
| Oct 1, 2020  | 30298807            | Large Cylinder of Oxygen - DEY                           | 36.77           | Paid     | Materials & Services:EMS Operations:Supplies         |
| Oct 1, 2020  | 30298807            | Small Bottles of Osygen - D                              | 70.48           | Paid     | Materials & Services:EMS Operations:Supplies         |
| Oct 1, 2020  | 30298807            | Handling Charge  | 25.00           | Paid     | Materials & Services:EMS Operations:Supplies         |
| <b>Total Norco</b>                                   |                     |  | <b>132.25</b>   |          |  |
| <b>Oregon PERS</b>                                   |                     |  |                 |          |  |
| Oct 9, 2020  | PERS - EFT          | Employer Paid Contributions                              | 3,839.09        | Paid     | Personnel Services:PERS                              |
| Oct 9, 2020  | PERS - EFT          | Employee Paid Contributions, paid by Employer            | 1,043.23        | Paid     | Personnel Services:PERS                              |
| Oct 26, 2020   | PERS - EFT          | Employer Contributions                                   | 3,724.93        | Approved | Personnel Services:PERS                              |
| Oct 26, 2020   | PERS - EFT          | Employee Contributions, paid by Employer                 | 1,012.21        | Approved | Personnel Services:PERS                              |
| <b>Total Oregon PERS</b>                             |                     |  | <b>9,619.46</b> |          |  |
| <b>Pacific Power</b>                                 |                     |  |                 |          |  |
| Oct 5, 2020  | 24712171-001 3      | Basic Charges, Load Size, Demand Charges, Kilowatt Usage | 431.65          | Paid     | Materials & Services:Utilities:Electric              |
| <b>Total Pacific Power</b>                           |                     |  | <b>431.65</b>   |          |  |
| <b>Solutions Yes</b>                                 |                     |  |                 |          |  |
| Oct 21, 2020   | INV253101           | Black/White copies                                       | 6.66            | Paid     | Materials & Services:Administration:Copier Expenses  |
| Oct 21, 2020   | INV253101           | Color Copies   | 62.70           | Paid     | Materials & Services:Administration:Copier Expenses  |
| <b>Total Solutions Yes</b>                           |                     |  | <b>69.36</b>    |          |  |
| <b>Special Districts Association of Oregon</b>       |                     |  |                 |          |  |
| Oct 19, 2020   | Annual Dues         | SDAO Membership Dues                                     | 1,643.34        | Paid     | Materials & Services:Administration:Memberships      |
| <b>Total Special Districts Association of Oregon</b> |                     |  | <b>1,643.34</b> |          |  |
| <b>Special Districts Insurance Services</b>          |                     |  |                 |          |  |

Payable Invoice Detail

| INVOICE DATE                                      | REFERENCE  | DESCRIPTION  | GROSS            | STATUS | ACCOUNT   |
|---|------------|--|------------------|--------|---|
| Oct 5, 2020                                       | 03-0052514 | Employee Health Premiums for November                  | 9,924.15         | Paid   | Personnel Services:Employee Benefits:Health Insurance               |
| Oct 5, 2020                                       | 03-0052514 | Employee Dental Premiums for November                  | 893.97           | Paid   | Personnel Services:Employee Benefits:Dental Insurance               |
| Oct 5, 2020                                       | 03-0052514 | Employee Long-Term Premium for November                | 138.06           | Paid   | Personnel Services:Employee Benefits:Long Term Disability Insurance |
| <b>Total Special Districts Insurance Services</b> |            |  | <b>10,956.18</b> |        |   |
| <b>Stamps.com</b>                                 |            |  |                  |        |   |
| Oct 18, 2020                                      | XXXX 4382  | Monthly subscription fee for Stamps.com                | 17.99            | Paid   | Materials & Services:Administration:Postage & Shipping              |
| Oct 21, 2020                                      | XXXX 4382  | Purchase of Stamps                                     | 50.00            | Paid   | Materials & Services:Administration:Postage & Shipping              |
| <b>Total Stamps.com</b>                           |            |  | <b>67.99</b>     |        |   |
| <b>Stryker Medical</b>                            |            |  |                  |        |   |
| Oct 16, 2020                                      | 3166538M   | Smart Battery Pack Option for Power Cot on Ambulance   | 834.30           | Paid   | Materials & Services:EMS Operations:Supplies                        |
| Oct 16, 2020                                      | 3166538M   | Shipping   | 5.84             | Paid   | Materials & Services:EMS Operations:Supplies                        |
| <b>Total Stryker Medical</b>                      |            |  | <b>840.14</b>    |        |   |
| <b>Terminix</b>                                   |            |  |                  |        |   |
| Oct 1, 2020                                       | 156954     | Quarterly spraying of building for rodents and spiders | 98.00            | Paid   | Materials & Services:Building & Maintenance:Maintenance             |
| <b>Total Terminix</b>                             |            |  | <b>98.00</b>     |        |   |
| <b>The Printing Post</b>                          |            |  |                  |        |   |
| Oct 16, 2020                                      | XXXX 4382  | Rubber Stamp for endorsing Mobile Deposits             | 21.00            | Paid   | Materials & Services:Administration:Supplies                        |
| <b>Total The Printing Post</b>                    |            |  | <b>21.00</b>     |        |   |
| <b>UPS</b>  |            |  |                  |        |   |
| Oct 5, 2020                                       | XXXX 4382  | Shipping Charges                                       | 20.07            | Paid   | Materials & Services:Administration:Postage & Shipping              |
| Oct 12, 2020                                      | XXXX 4382  | Fee for pick up of shipment of turnouts                | 5.80             | Paid   | Materials & Services:Administration:Postage & Shipping              |
| <b>Total UPS</b>                                  |            |  | <b>25.87</b>     |        |   |
| <b>US Bank Equipment Finance</b>                  |            |  |                  |        |   |
| Oct 16, 2020                                      | EFT        | Contract Payment for Copier                            | 139.99           | Paid   | Materials & Services:Administration:Copier Expenses                 |

Payable Invoice Detail

| INVOICE DATE                            | REFERENCE    | DESCRIPTION  | GROSS           | STATUS | ACCOUNT   |
|---|--------------|--|-----------------|--------|---|
| Oct 16, 2020                            | EFT          | Property Damage Surcharge  | 24.40           | Paid   | Materials & Services:Administration:Copier Expenses       |
| <b>Total US Bank Equipment Finance</b>  |              |  | <b>164.39</b>   |        |   |
| <b>Walmart</b>                          |              |  |                 |        |   |
| Oct 8, 2020                             | HD 143092388 | Vehicle cleaning supplies  | 39.68           | Paid   | Materials & Services:Vehicle/Equipment Maintenance:       |
| <b>Total Walmart</b>                    |              |  | <b>39.68</b>    |        |   |
| <b>WHA Insurance</b>                    |              |  |                 |        |   |
| Oct 19, 2020                            | 792908       | 3rd Installment for Provident Life & Accident Group Insurance  | 1,919.00        | Paid   | Materials & Services:Insurance                            |
| <b>Total WHA Insurance</b>              |              |  | <b>1,919.00</b> |        |   |
| <b>Witmer Public Safety Group</b>       |              |  |                 |        |   |
| Oct 19, 2020                            | E1993100     | Steck Big Easy Public Safety Lockout Took Kit  | 93.98           | Paid   | Materials & Services:Fire Suppression:Supplies/Equipment  |
| Oct 19, 2020                            | E1993100     | Shipping   | 9.99            | Paid   | Materials & Services:Fire Suppression:Supplies/Equipment  |
| <b>Total Witmer Public Safety Group</b> |              |  | <b>103.97</b>   |        |   |
| <b>Wright Ford, Inc.</b>                |              |  |                 |        |   |
| Oct 16, 2020                            | 572          | Customer states on 572 the A/C blows warm, diagnostic found A/C compressor came apart and is leaking at housing seal. Replaced A/C compressor, replaced accumultaor and fixed ORFICE tube, flushed all A/C lines, and recharged A/C retest. Labor & Parts                                      | 1,778.10        | Paid   | Materials & Services:Vehicle/Equipment Maintenance:516001 |
| Oct 16, 2020                            | 572          | Tax  | 6.05            | Paid   | Materials & Services:Vehicle/Equipment Maintenance:516001 |
| Oct 19, 2020                            | 572          | Investigated Oil Leak coming from Bed Plate, Investigated and repaired Evac for A/C, customer requested and performed Lube, Oil and Filter changes, and brake check. Recommended to customer colling system service soon, all belts and hoses are good, as well as tires and visual of brakes. | 548.66          | Paid   | Materials & Services:Vehicle/Equipment Maintenance:516001 |
| <b>Total Wright Ford, Inc.</b>          |              |  | <b>2,332.81</b> |        |   |
| <b>Xero</b>                             |              |  |                 |        |   |
| Oct 19, 2020                            | XXXX 4382    | Monthly subscription fee for accounting platform   | 22.50           | Paid   | Materials & Services:Professional                         |

Payable Invoice Detail

| INVOICE DATE              | REFERENCE | DESCRIPTION                     | GROSS            | STATUS | ACCOUNT                                      |
|---------------------------|-----------|---------------------------------|------------------|--------|--|
|                           |           |                                 |                  |        | Services:Accounting/Payroll Services         |
| <b>Total Xero</b>         |           |                                 | <b>22.50</b>     |        |  |
| <b>Zoll Medical</b>       |           |                                 |                  |        |  |
| Oct 1, 2020               | 90046102  | Annual Preventative Maintenance | 510.00           | Paid   | Materials & Services:EMS Operations:Supplies |
| <b>Total Zoll Medical</b> |           |                                 | <b>510.00</b>    |        |  |
| <b>Total</b>              |           |                                 | <b>41,433.27</b> |        |  |

- DRAFT -

# Crooked River Ranch RFPD Schedule of Fees

REVISED: 10/19/2020, ADOPTED: 11/19/2020

## Board Policy - (26.01)

| EMERGENCY MEDICAL SERVICES FEES:              |                                 |
|---|---------------------------------|
| Ambulance Transport - Base Rate (ALS/BLS)     |                                 |
| Resident of Crooked River Ranch (In District) | \$1,000.00                      |
| Non-Resident (Out-of-District)                | \$1,200.00                      |
| Pre-schedule non-emergency BLS transport      | \$500.00 + \$18.00 per mile     |
| Non-Transport                                 |                                 |
| Treatment, no-transport rate                  | \$250.00                        |
| Mileage Rates                                 |                                 |
| BLS, ALS, and SCS Transport                   | \$18.00 per patient loaded mile |

| FireMed Membership                                  |                  |
|---|------------------|
| Fire Med members - Residents of Crooked River Ranch | \$45.00 per year |

| Special Events (Standby & Rescue) |                      |
|-----------------------------------|----------------------|
| Wait Time                         | \$20.00 per 1/2 hour |
| Stand-by                          | \$85.00 per hour     |

| Special Events (Standby & Rescue) |                      |
|-----------------------------------|----------------------|
| Wait Time                         | \$20.00 per 1/2 hour |
| Stand-by                          | \$85.00 per hour     |

### Hazard Materials

Rates are determined by the State of Oregon's "Intergovernmental Agreement for Regional Hazardous Materials Emergency Response Teams Services." Actual Costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

### Fire Suppression

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

### Rescue

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

### Conflagration

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

(Continued on back side)

Fire Administration

**Document Request**

|   |  |
|---|--|
| Fax                                       | \$1.00 per page                                      |
| Copies                                    | .25 each   |
| Staff time (gather, research, copy, send) | \$25.00 per hour                                     |
| Fire/Ambulance Report                     | \$10.00 for first 10 pages, .25 per page there after |
| CD  | \$17.00 per CD                                       |

Miscellaneous

|                         |              |
|-------------------------|--------------|
| Emergency Address Signs | \$25.00 each |
|-------------------------|--------------|



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CROOKED RIVER RANCH FIRE & RESCUE

**BOARD POLICY- FIRE CHIEF ROLE & EXECUTIVE  
FUNCTIONS**

**(9.00)**

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**(9.01) ADMINISTRATIVE FUNCTIONS**

**(9.02) SELECTION OF THE FIRE CHIEF**

**(9.03) EVALUATION OF THE FIRE CHIEF**

**(9.04) SELECTION OF PERSONNEL**

**(9.05) POSITION DESCRIPTIONS OF MANAGEMENT PERSONNEL**

**(9.06) ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY**

**(9.07) DISTRICT GOALS AND OBJECTIVES**

**(9.08) INTERAGENCY AGREEMENTS**

**BOARD POLICY- ADMINISTRATIVE FUNCTIONS**

**(9.01)**

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**(9.01) ADMINISTRATIVE FUNCTIONS**

The administration of the Fire District in all of its aspects shall be delegated to the Fire Chief, who shall carry out the administrative functions according to the policies adopted by the Board. At a minimum, the Fire Chief shall:

1. Initiate, administer, and supervise the fire protection, fire prevention, emergency medical and emergency management programs of the District.
2. Initiate, administer, and supervise all functions and programs of the District.
3. Supervise the maintenance and upkeep of the current facility and equipment owned or maintained by the District, and recommend to the Board the acquisitions of new, or sale of used equipment.
4. Keep and maintain proper fiscal records for the District.
5. Hire and, when necessary, terminate, promote and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 478.260.
6. Provide assistance or services to other fire agencies when reasonable and practical.
7. Function as the District Elections Authority as defined in ORS 255.005(4).

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**BOARD POLICY- SELECTION OF FIRE CHIEF**

**(9.02)**

**(9.02) SELECTION OF FIRE CHIEF**

1. The Board of Directors shall initiate processes that will facilitate transfer of command. These processes shall be initiated six months in advance of a planned vacancy.
2. In the event the Board appoints an Interim Fire Chief, the term of that appointment shall be limited to six months. If the Board deems it necessary to extend the term of an Interim Fire Chief, the extension may occur without further action by the Board.
3. The Board shall confer on the following:
  - A. The timeline for the selection process
  - B. The process to retain a search firm or recruiter
  - C. The desired management skills and leadership characteristics, including but not limited to:
    - i. Industry and Special District experience and expertise
    - ii. Operational and strategic planning, and implementation experience and abilities
    - iii. Public policy development and proven ability to influence local, state, and national outcomes
    - iv. Long-range fiscal planning and management
    - v. Involvement and good relations with the community
    - vi. Moral character
  - D. Consideration should also be given to:
    - i. Education and continued professional development
    - ii. Professional accomplishments
    - iii. Experience related to organizational complexity
    - iv. Professional credentials and affiliations
  - E. Analysis of internal and external compensations factors
4. Candidates for Fire Chief may be solicited both internally and externally.

**BOARD POLICY- EVALUATION OF THE FIRE CHIEF (9.03)**

**(9.03) EVALUATION OF THE FIRE CHIEF**

- 1. The Fire Chief shall undergo a physical examination annually.
  - A. The cost of the physical examination shall be borne by the District.
- 2. The Fire Chief shall receive an annual performance evaluation by the Board of Directors. At a minimum, the evaluation will consider the Chief's:
  - A. Ability to cooperate with the Board, staff, community members, and peer organizations;
  - B. Communication skills;
  - C. Leadership attributes;
  - D. Work habits;
  - E. Use of District resources with an emphasis on operation and fiscal efficiencies; and
  - F. Performance made against Strategic Goals, including any that were specifically established in the Chief's previous performance evaluation to include the following:
    - i. Ability to follow the timeline that has been established by the Board of Directors:

| July 1   | October 31 <sup>st</sup>  | November   | December  | January   | April / May                                      | May 31 <sup>st</sup>                     |
|--|---|--|---|---|--|--|
| New Fiscal Year Begins. Prior year audit starts. | Review of prior year's accomplishments, fiscal audit completed, and employee reviews start. | Fire Chief starts planning & goal setting for 2-year plan. | Employee reviews done before binding contracts. | Begin budget pre-planning. Fire Chief submits 2-year plan and goals to Board. | Budget due for presentation to Budget Committee. | Fire Chief Semi-annual review completed. |

- ii. Ability to demonstrate consistent leadership and morale for the District
- iii. Administer performance reviews annually for all personnel

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**BOARD POLICY- SELECTION OF PERSONNEL**

**(9.04)**

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**(9.04) SELECTION OF PERSONNEL**

1. The Fire Chief is the sole hiring authority; however, the Fire Chief shall delegate appointing authority when the candidate pool includes a relative, as defined by ORS 244.020(16).
2. The Fire Chief shall seek the most capable and qualified candidates to fill positions with the District.
3. The Fire Chief shall consider the value of a workforce that reflects the community when considering the capabilities and qualifications of candidates.
4. The Fire Chief shall consider the Board-adopted Strategic Goals when considering the capabilities and qualification of candidates.

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**BOARD POLICY- POSITION DESCRIPTIONS OF  
MANAGEMENT PERSONNEL**

**(9.05)**

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**(9.05) POSITION DESCRIPTIONS OF MANAGEMENT PERSONNEL**

1. The Fire Chief shall be responsible for the development of position descriptions for each management position reporting to the Fire Chief. Each description shall be based on the role of the position rather than the individual(s) in the position.
  
2. The Fire Chief shall be responsible for periodic reviews of the position descriptions to ensure their continual correctness and compatibility with the management structure and operation of the District.

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CROOKED RIVER RANCH FIRE & RESCUE

**BOARD POLICY- ADMINISTRATIVE LEEWAY IN ABSENCE OF  
BOARD POLICY (9.06)**

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**(9.06) ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY**

In situations where the Board policy is not expressed, the Fire Chief shall attempt to contact the Board President for direction. In the event, however, that two Board Members cannot be reached, the Fire Chief will have the sole power and latitude to act. It shall be the duty of the Fire Chief to notify the Board President as soon as reasonably possible of any actions taken, and to inform the Board at the next Board meeting of any action that may suggest the need for Board-adopted policy.

**BOARD POLICY- DISTRICT GOALS AND OBJECTIVES (9.07)**

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**(9.07) DISTRICT GOALS AND OBJECTIVES**

1. Preparatory to beginning the District's annual budget process, the Fire Chief shall submit to the Board of Directors suggested revisions and/or additions to the Board-adopted Mission Statement and Strategic Goals as are necessary to remain current and responsive to changes in the industry and the community.
  
2. In considering revisions and additions to the District's Strategic Goals and Objectives, the Fire Chief shall ensure the number of concurrent goals and objectives or planning priorities are based upon the availability of necessary resources.
  
3. Upon adoption by the Board of Director's, the District's Strategic Goals and Objectives shall serve the District's primary planning instrument, and for development the District's annual budget.



**BOARD POLICY- INTERAGENCY AGREEMENTS**

**(9.08)**

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**(9.08) INTERAGENCY AGREEMENTS**

The Fire Chief shall maintain such agreements as are necessary to allow the appropriate exchange or utilization of interagency resources, thereby maximizing efficiencies and minimizing unnecessary duplication. Parties to such agreements may include local governments, state and federal agencies, and private contractors/vendors. Examples of such agreements include, but are not limited to:

1. Mutual Aid
2. Automatic (auto) aid/closest force response
3. Joint purchasing programs
4. Oregon Fire Service Mobilization Plan

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**BOARD POLICY- SAFETY AND LOSS PREVENTION (10.01)**

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**(10.01) SAFETY AND LOSS PREVENTION**

The purpose of this policy is to outline all facets of safety and loss protection as they relate to the District and is intended as a guidance policy and manual for all members of the District. Goals of safety, loss prevention and risk management are consistent with the primary values of our District. The District is committed to creating, maintaining, and continuously improving a culture that reflects a responsibility to protect staff, volunteers and students of the District.

Safety and Loss Prevention policies are located in the District's Administrative Standard Operating Guidelines.



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Accepting and receiving  
unanticipated revenue from the  
**Coronavirus Relief Fund**, to the  
General Fund of Crooked River Ranch  
Rural Fire Protection District

**RESOLUTION: 2020-10**

**WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

**WHEREAS**, the CARES act has established the **Coronavirus Relief Fund** to be utilized for qualifying expenses to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19); 2) were not accounted for in the budget mostly approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and 3) were incurred during the period that begins March 1, 2020 and ends on December 30, 2020; and

**WHEREAS**, public health expenditures allowed for reimbursement are COVID-19 related expenses of public hospitals or clinics, testing and quarantine costs related to COVID-19, payroll of employees substantially dedicated to COVID-19 mitigation or response, expenses for establishing and operating improvement of telework capabilities and expenses towards all quarantine, personal protective equipment and sanitizing measures; and

**WHEREAS**, Crooked River Ranch Rural Fire Protection District has received a reimbursement from the **Coronavirus Relief Fund** in the amount of \$12,932.24 for personnel costs and expenses incurred for sanitizing measures, personal protective equipment, etc.; and

**WHEREAS**, Oregon Budget Law, under ORS 294.338(2) allows Crooked River Ranch Rural Fire Protection District to appropriate said grant funds by resolution authorizing expenditure;

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

| <b>General Fund Resources</b> | <b>Budget Appropriation</b> | <b>Increase</b> | <b>Adjusted Budget</b> |
|-------------------------------|-----------------------------|-----------------|------------------------|
| Grant Funds                   | \$143,977                   | \$12,932.       | \$156,909.             |
| <b>Appropriations</b>         |                             |                 |                        |
| Personnel Services            | \$860,384                   | \$12,932        | \$873,316              |
| Personnel Services            | \$873,316                   | (12,932)        | \$860,384              |
| Transfer To                   |                             |                 |                        |
| Capital Reserve Fund          | \$135,217                   | \$12,932        | \$148,149              |

**INTRODUCED and ADOPTED** Thursday, November 19, 2020

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Brad Pahl, Board Director

By: \_\_\_\_\_  
Jeff Green, Board Director

By: \_\_\_\_\_  
Barbara Oakley, Board Director

By: \_\_\_\_\_  
John Meredith, Board Director

By: \_\_\_\_\_  
Mark W. Wilson, Board Director



## CROOKED RIVER RANCH FIRE & RESCUE

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

### Fire Chiefs Report – November 2020

The painting of the building is complete, and we are very pleased with the outcome. We will also have another contractor out soon to seal up the gutters. Most of the seams leak and create slip hazards in the winter.

Pump testing will be November 16<sup>th</sup> and all truck regular maintenance will be complete by November 20<sup>th</sup>, barring any issues. Poly Tank will be coming out to fix the tank on one of our 5-tons. We do not have a date yet when they will be out.

The Volunteer Association has trimmed down their Christmas programs and will only be doing the Giving Tree and the Food Drive. This will be as “no contact” with public as it can be. All toys and gifts should be in original container and in the shopping bag from the store. Also, all food items will go directly to the bays where they will be put on a table to decontaminate them before they are put into their groups.

We have heard from OSHA regarding the new COVID protocols that will be in place the week of the 16th. Each member of the District will be taking a training course on the new policies for emergency time off due to COVID, and the new protocols at the station. In short, all personnel must wear a mask when they are in the public space of the station. Exemptions are if they are alone in their office or eating or drinking. If shift personnel or resident students are in the living area, they don't have to wear a mask if they can keep a 6' distance from each other. Locker rooms and other areas, they must wear a mask. Dana will be working from home as much as possible, with limited time at the station during this time. She will make sure all mail, fire med payments, etc. are taking care of.

Our Emergency Preparedness open house is coming along just great. Dana has done a great job lining up our discussion panel, as well as a special speaker (Patence Winningham), the Emergency Manager Coordinator for Lane County. She was trapped in the Holiday Fire and will have plenty to say in regards to her experiences she encountered.

Respectively,

Harry Ward, Fire Chief





# CROOKED RIVER RANCH FIRE & RESCUE

## Operations Report November, 2020

➤ Calls for service in October totaled 54. A breakdown of calls by month is below:

| Calls by Incident Type                                | Jan       | Feb       | Mar       | Apr       | May       | Jun       | Jul       | Aug       | Sep       | Oct       | Nov       | Dec       |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1-Fire (Building, Wildland, Vehicle, etc.)            | 1         | 3         | 1         | 4         | 1         | 3         | 1         | 9         | 4         | 5         |           |           |
| 2-Overpressure Rupture, Explosion, Overheat (No Fire) | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |           |
| 3-Rescue & EMS  | 28        | 42        | 34        | 33        | 35        | 26        | 37        | 28        | 33        | 34        |           |           |
| 4-Hazardous Condition (No Fire)                       | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 1         | 0         | 1         |           |           |
| 5-Service Call  | 5         | 11        | 9         | 8         | 11        | 5         | 3         | 11        | 3         | 5         |           |           |
| 6-Good Intent Call                                    | 5         | 9         | 5         | 4         | 4         | 2         | 8         | 5         | 5         | 9         |           |           |
| 7-False Alarm & False Call                            | 0         | 1         | 0         | 1         | 0         | 2         | 0         | 4         | 2         | 0         |           |           |
| 8-Severe Weather & Natural Disaster                   | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 0         |           |           |
| 9-Special/Other Incident                              | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 1         | 0         | 0         |           |           |
| <b>Total Calls-To-Month End 2020</b>                  | <b>39</b> | <b>66</b> | <b>49</b> | <b>50</b> | <b>53</b> | <b>38</b> | <b>50</b> | <b>59</b> | <b>47</b> | <b>54</b> | <b>0</b>  | <b>0</b>  |
| <b>505</b>  |           |           |           |           |           |           |           |           |           |           |           |           |
| <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> |

➤ Auto/Mutual Aid Given/Received

- Auto-Aid Given - 6
- Auto-Aid Received - 10
- Mutual-Aid Given - 19
- Mutual-Aid Received - 11

- The Safety Committee has reviewed the proposed new OSHA rules for COVID-19. A risk assessment is being completed, appropriate policy updates are being made, and training being developed that is required for all personnel.
- Monday night training has focused on vehicle stabilization/extrication and trauma patient management. The newly donated high-pressure lifting airbags are in-service and being utilized for these training scenarios.
- Fire Med Memberships report:
  - New memberships: 3
  - Non-renewals: 2

Respectfully submitted,

Sean Hartley, Assistant Chief



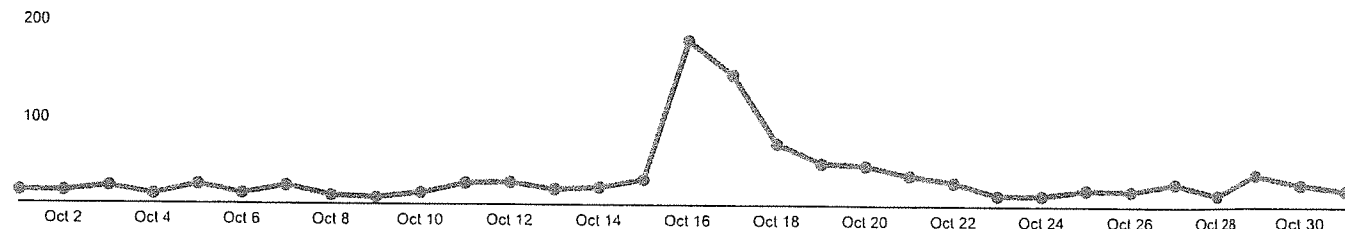
## Audience Overview

**All Users**  
100.00% Users

Oct 1, 2020 - Oct 31, 2020

### Overview

● Users



Users

732



New Users

671

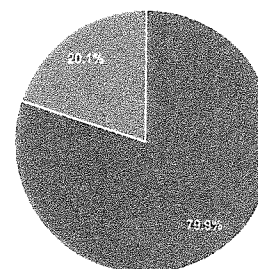


Sessions

998

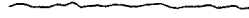


■ New Visitor ■ Returning Visitor



Number of Sessions per User

1.36



Pageviews

2,194



Pages / Session

2.20



Avg. Session Duration

00:01:31



Bounce Rate

49.10%



### Language

| Language | Users | % Users |
|----------|-------|---------|
| 1. en-us | 560   | 76.40%  |
| 2. en    | 160   | 21.83%  |
| 3. zh-cn | 10    | 1.36%   |
| 4. ko-kr | 2     | 0.27%   |
| 5. c     | 1     | 0.14%   |





Dana Schulke <danas@crrfire.org>

---

**Fwd: Trailer Fire 10/29/20**

1 message

---

**Harry Ward** <harry.ward@crrfire.org>

Thu, Oct 29, 2020 at 2:23 PM

To: Dana Schulke <danas@crrfire.org>, Sean Hartley <seanh@crrfire.org>, Tom Fast <thomasf@crrfire.org>

**Harry Ward Fire Chief**

Crooked River Ranch Fire & Rescue

6971 SW Shad Road, Terrebonne, OR 97760

Phone: (541) 923-6776 - Fax: (541) 923-5247

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----- Forwarded message -----

From: **Mark Johnson** <mjohnson@jcfcd-1.org>

Date: Thu, Oct 29, 2020 at 1:51 PM

Subject: Trailer Fire 10/29/20

To: Harry Ward <harry.ward@crrfire.org>

Chief Ward,

Early this morning I had the opportunity to mutual aid your fire crews on a house fire on the Ranch. My experience working with them was positive as usual. I commend you and your crews for the great work ethic and positive attitude that I consistently witness in your organization.

From this morning:

Your tender operator that managed water supply was very professional, helpful, and capable. I appreciate his willingness to take over operation of the Jeff Co tender to allow me to assist with overhaul. He even identified a hydraulic leak for us to repair!

Your interns on shift last night were polite and willing to work. I enjoyed working around them. I wish I had their strength, energy, and stamina.

Finally, Captain Fast and Chief Hartley. I always enjoy seeing and working with these two on scene. Last night, as usual, they provided a safe and well managed scene. They also did a lot of hard work and set a good example for others to follow.

Again, thank you for the positive interactions I experience with your team. They have a good attitude and are great to work with.

Sincerely,

Mark A. Johnson

(541) 475-7274

Jefferson County Fire Dist #1

765 S. 5th Street

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**Fwd: Smoke Alarm safety team**

1 message

---

**Harry Ward** <harry.ward@crrfire.org>  
To: Dana Schulke <danas@crrfire.org>

Mon, Oct 26, 2020 at 9:18 AM

**Harry Ward Fire Chief**Crooked River Ranch Fire & Rescue  
6971 SW Shad Road, Terrebonne, OR 97760  
Phone: (541) 923-6776 - Fax: (541) 923-5247

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----- Forwarded message -----

From: **Mike Folkestad** <mike.folkestad@mac.com>  
Date: Sun, Oct 25, 2020 at 10:33 PM  
Subject: Smoke Alarm safety team  
To: Harry Ward <harry.ward@crrfire.org>, RFPD CRR FIRE <SeanH@crrfire.org>



Harry and Sean -

Jeff and Dennis are superlative ambassadors for fire safety from the CRRF&R to the community. As you know, I am no longer able to climb ladders and do a lot of stuff I used to do in a very active career both vocationally and avocationally. Kate and I do appreciate immensely this service the Department provides to the community. We would have had less than optimal (unsafe) smoke detectors in our home had it not been for this service. Thank you, Jeff and Dennis and your Department again for this service.

Regards,

Mike Folkestad  
Kate Adams

Just wanted to  
thank David and crew  
(sorry didn't get other names)  
for taking care of me and  
getting me to the hospital in  
Bend. I'm fine now no  
Heart attack. Maybe lots  
of stress with the time  
change, election, my dog died  
and my sons breakup, on and  
on. Higher dose of blood  
pressure meds now so I'll  
be just fine. So thanks  
again.

Linda

