



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Wednesday, June 20, 2018. The Board Meeting will start at 6:30 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

Board of Directors

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

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Mark Wilson
Asst. Fire Chief, Sean Hartley - excused
Administrative Asst., Dana Schulke

Board Meeting Agenda

- 1.1. Call to Order - Director Bengtson
- 1.2. Roll Call by Director Oakley
- 1.3. Flag Salute - Director Dille
2. Review of Agenda
3. Approval of Public Budget Hearing minutes & Board meeting minutes
 - 3.1. Approval of May 17, 2018 Public Budget Hearing meeting minutes
 - 3.2. Approval of May 17, 2018 Board meeting minutes
4. Financial Reports
 - 4.1. Acknowledge receipt and approval of the financial reports for May 2018 – Director Meredith
 - 4.2. Appointment of Board members to sign checks for Monday, July 9th and Wednesday, July 25th, 2018.
5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Follow-up discussion on new Radio's/911 System – Fire Chief, Harry Ward
 - 6.2 Discussion/Approval of Resolution 2018-02 to adopt the 2018/2019 fiscal budget – Director Bengtson
 - 6.3 Discussion/Review of Code of Ethics/Conflict of Interest Policy – Director Bengtson
7. New Business (consideration, discussion, and possible action on the following items):

- 7.1 Surplus of 1991 Ford 350 Brush Truck – Fire Chief, Harry Ward
- 7.2 Election of Board Officers for the 2018/2019 term (effective July 1, 2018) – Director Bengtson
- 7.3 Review of Chief's Employment Contract (Executive Session) – Director Bengtson
- 8. Fire Chief's Report - Fire Chief, Harry Ward
- 9. Operations Report - submitted by Asst. Fire Chief, Mark Wilson
- 10. Correspondence & Recognitions – Director Bengtson
- 11. Comments/Questions
 - 11.1. Public
 - 11.2. Chief, Staff, and/or Volunteers
 - 11.3. Board of Directors
- 12. Adjournment – Director Bengtson

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

Balance Sheet

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

MAY 31, 2018

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	40,863.25
Capital Reserve Fund	183,142.78
FIB - Checking	16,175.60
FIB - Payroll	2,701.40
General Fund	123,869.73
Local Option Levy Fund	193,121.33
PayPal	43.78
Total Cash and Cash Equivalents	559,917.87

Accounts Receivable	180.00
Total Current Assets	560,097.87

Total Assets	560,097.87
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Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	4,557.34
FIB - Credit Cards	984.52
Total Current Liabilities	5,541.86

Total Liabilities	5,541.86
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Equity

Current Year Earnings	(16,942.65)
Opening Balance Equity	0.90
Unrestricted Net Assets	571,497.76
Total Equity	554,556.01

Total Liabilities and Equity	560,097.87
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Budget Variance
Crooked River Ranch Fire & Rescue
1 Jul 2017 to 31 May 2018

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Ambulance Billing	\$154,063.31	\$142,500.00	\$11,563.31	8.1146%
Conflagration Revenue	\$14,699.49	\$14,724.00	-\$24.51	-0.1665%
Contractual Income	\$800.00	\$1,000.00	-\$200.00	-20.0%
Deschutes County: Bond Fund	\$9,485.37	\$0.00	\$9,485.37	
Deschutes County: General Fund	\$69,217.87	\$47,049.00	\$22,168.87	47.1187%
Deschutes County: Local Option Levy	\$0.00	\$17,663.00	-\$17,663.00	-100.0%
Emergency Address Signs	\$760.00	\$450.00	\$310.00	68.8889%
FireMed	\$11,430.00	\$11,250.00	\$180.00	1.6%
Interest Income	\$9.70	\$3,500.00	-\$3,490.30	-99.7229%
Jefferson County: Bond Fund	\$102,988.16	\$114,000.00	-\$11,011.84	-9.6595%
Jefferson County: Capital Reserve Fund	\$2,082.49	\$0.00	\$2,082.49	
Jefferson County: General Fund	\$543,321.97	\$516,225.00	\$27,096.97	5.2491%
Jefferson County: Local Option Levy	\$205,145.18	\$193,805.00	\$11,340.18	5.8513%
Misc. Income	\$1,076.50	\$5,000.00	-\$3,923.50	-78.47%
Sale of Assets/Apparatus	\$5,801.00	\$5,000.00	\$801.00	16.02%
Training Income	\$0.00	\$250.00	-\$250.00	-100.0%
Grant Revenue				
SAFER Grant Revenue	\$450.00	\$45,922.00	-\$45,472.00	-99.0201%
VFA Grant Revenue	\$9,763.60	\$9,810.00	-\$46.40	-0.473%
Total Grant Revenue	\$10,213.60	\$55,732.00	-\$45,518.40	-81.7%
Total Revenue	\$1,131,094.64	\$1,128,148.00	\$2,946.64	0.2612%
Gross Profit	\$1,131,094.64	\$1,128,148.00	\$2,946.64	0.2612%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards: - Bond Payment	\$126,342.72	\$155,822.00	-\$29,479.28	-18.9186%
Capitol Outlay & Grant Awards: AFG Grant Expenditures	\$11,385.24	\$0.00	\$11,385.24	
Capitol Outlay & Grant Awards: Apparatus Capital Purchases	\$46,248.02	\$50,000.00	-\$3,751.98	-7.504%
Capitol Outlay & Grant Awards: Building Capital Purchases	\$3,411.00	\$3,500.00	-\$89.00	-2.5429%
Debt Services & Contingency: Contingency	\$0.00	\$12,562.00	-\$12,562.00	-100.0%
General Fund Transfer- In Building/Equipment Reserve	\$0.00	-\$20,190.00	\$20,190.00	100.0%
Total Capital Outlay & Grant Awards	\$187,386.98	\$201,694.00	-\$14,307.02	-7.1%
Materials & Services				
Materials & Services: Professional Services	\$17,619.88	\$18,667.00	-\$1,047.12	-5.6095%
Materials & Services: Administration	\$20,383.79	\$14,000.00	\$6,383.79	45.5985%
Materials & Services: Building & Maint.	\$10,091.83	\$10,000.00	\$91.83	0.9183%
Materials & Services: Department Services	\$5,212.27	\$6,000.00	-\$787.73	-13.1288%
Materials & Services: EMS Operations	\$26,146.47	\$28,860.00	-\$2,713.53	-9.4024%
Materials & Services: Fire Suppression	\$41,353.47	\$44,600.00	-\$3,246.53	-7.2792%
Materials & Services: Utilities	\$21,975.69	\$27,500.00	-\$5,524.31	-20.0884%
Materials & Services: Vehicle/Equipment Maint.	\$8,189.61	\$26,593.00	-\$18,403.39	-69.2039%
Total Materials & Services	\$150,973.01	\$176,220.00	-\$25,246.99	-14.3%
Materials & Services				
Materials & Services: Dispatch Services	\$53,782.24	\$52,500.00	\$1,282.24	2.4424%
Materials & Services: Fuel	\$9,927.77	\$10,000.00	-\$72.23	-0.7223%
Materials & Services: Insurance	\$24,904.00	\$27,500.00	-\$2,596.00	-9.44%
Materials & Services: Prevention	\$311.18	\$2,500.00	-\$2,188.82	-87.5528%

Materials & Services: Radios/Communications	\$3,261.68	\$5,430.00	-\$2,168.32	-39.9322%
Materials & Services: Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services: SAFER Grant Expenditures	\$2,296.00	\$9,422.00	-\$7,126.00	-75.6315%
Materials & Services: Training	\$6,729.86	\$8,594.00	-\$1,864.14	-21.6912%
Materials & Services: Travel	\$3,169.24	\$10,796.00	-\$7,626.76	-70.6443%
Materials & Services: Tuition Reimbursement	\$18,309.61	\$31,500.00	-\$13,190.39	-41.8743%
Materials & Services: Uniforms	\$7,853.40	\$6,000.00	\$1,853.40	30.89%
Materials & Services: Volunteer Incentives	\$22,700.00	\$28,000.00	-\$5,300.00	-18.9286%
Materials & Services: Wellness Program	\$4,879.00	\$10,000.00	-\$5,121.00	-51.21%
Total Materials & Services	\$158,123.98	\$203,742.00	-\$45,618.02	-22.4%

Personnel Services

Personnel Services: Assistant Fire Chief: Salary	\$53,121.70	\$59,699.00	-\$6,577.30	-11.0174%
Personnel Services: Administrative Assistant: Overtime	\$330.48	\$1,224.00	-\$893.52	-73.0%
Personnel Services: Administrative Assistant: Regular Wage	\$31,590.80	\$34,729.00	-\$3,138.20	-9.0363%
Personnel Services: Employee Benefits	\$139,337.33	\$171,976.00	-\$32,638.67	-18.9786%
Personnel Services: Fire Chief	\$69,666.74	\$77,754.00	-\$8,087.26	-10.4011%
Personnel Services: Mechanic	\$3,120.00	\$15,000.00	-\$11,880.00	-79.2%
Personnel Services: Part-Time Employees	\$33,101.93	\$39,600.00	-\$6,498.07	-16.4093%
Personnel Services: Payroll Taxes	\$32,892.89	\$38,405.00	-\$5,512.11	-14.3526%
Personnel Services: PERS	\$83,611.48	\$98,822.00	-\$15,210.52	-15.3918%
Personnel Services: Shift Personnel: Overtime	\$36,255.87	\$33,840.00	\$2,415.87	7.1391%
Personnel Services: Shift Personnel: Regular Wage	\$154,849.08	\$171,396.00	-\$16,546.92	-9.6542%
Personnel Services: Volunteer Conflag Reimbursement	\$3,489.66	\$3,490.00	-\$0.34	-0.0097%
Personnel Services: Volunteer Shift Stipends	\$700.00	\$36,500.00	-\$35,800.00	-98.0822%
Personnel Services: Workers Comp. & Group Accident	\$9,334.91	\$13,000.00	-\$3,665.09	-28.193%
Total Personnel Services	\$651,402.87	\$795,435.00	-\$144,032.13	-18.1%

Total Operating Expenses	\$1,147,886.84	\$1,377,091.00	-\$229,204.16	-16.6441%
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Net Income	-\$16,792.20	-\$248,943.00	\$232,150.80	93.2546%
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Payable Invoice Detail

Crooked River Ranch Fire & Rescue
For the period May 1, 2018 to May 31, 2018

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
Aflac				
May 17, 2018	May Premiums - EFT	May premiums for: Tom, Alysha, Sean, David, Harry and Dana	599.88	Payroll Liabilities
Total Aflac			599.88	
Amazon				
May 4, 2018	XXXX 4382	Cots to put on apparatus for Conflag	359.96	Materials & Services:Fire Suppression: Supplies/Equipment
May 4, 2018	XXXX 4382	Tents to put on apparatus for Conflag	73.82	Materials & Services:Fire Suppression: Supplies/Equipment
May 30, 2018	XXXX 4382	Duracell Batteries AA	17.60	Materials & Services:Administration: Supplies
May 30, 2018	XXXX 4382	Promotion Discount	(0.50)	Materials & Services:Administration: Supplies
May 30, 2018	XXXX 4382	NaturalAire Pre-Pleat 40 Air Filters for Heater-A/C, MERV8 20x25x2	81.36	Materials & Services:Building & Maintenance: Maintenance
Total Amazon			532.24	
Barbara Oakley				
May 1, 2018	Reimbursement	Reimbursement for lunch items for Fire Officer 1 Class	29.21	Materials & Services: Travel
May 16, 2018	Reimbursement	Reimbursement of items purchased for lunch at Fire Officer class	17.03	Materials & Services: Travel
Total Barbara Oakley			46.24	
Baxter Auto Parts				
May 1, 2018	18-499708	12M2T50 for 541	98.69	Materials & Services:Vehicle/Equipment Maintenance: 513901
May 1, 2018	18-499708	12MJ12MP for 541	5.49	Materials & Services:Vehicle/Equipment Maintenance: 513901
May 1, 2018	18-499708	12G12FJX90 for 541	125.98	Materials & Services:Vehicle/Equipment Maintenance: 513901
May 1, 2018	18-499708	Oil Filter for 541	10.99	Materials & Services:Vehicle/Equipment Maintenance: 513901
May 16, 2018	18-501004	51748 Oil Filter	65.99	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	51734 Oil Filter	26.99	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	33422 Fuel/Water Sep	38.99	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	33405 Fuel Filter	24.99	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	24070 Coolant Spin on Filt	16.99	Materials & Services:Vehicle/Equipment Maintenance: 510165

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
May 16, 2018	18-501004	NGK 5534 Standard Spark Plug	2.49	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	NGK 3754 V Power Spark Plugs	4.98	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	WIX 42362 Air Filter	12.49	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	WIX 33046 Fuel Filter	5.69	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	18-501004	NGK 7131 Standad Spark Plug	2.49	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	Return of Oil Filter	Return of Oil Filter	(19.00)	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 21, 2018	18-501713	Parts (Oil, Air and Fuel Filter and Fuel/Water Sep) for 531	212.96	Materials & Services:Vehicle/Equipment Maintenance: 516608
Total Baxter Auto Parts			637.20	
BendTel				
May 17, 2018	0332526	Outbound Calls, Recurring Service Charges, Taxes, etc	437.78	Materials & Services: Utilities: Telecommunications
Total BendTel			437.78	
Carson Oil Company, Inc.				
May 2, 2018	CP-00131654	Fuel for all apparatus	636.14	Materials & Services: Fuel
May 16, 2018	CP-00135234	Fuel for all apparatus	433.78	Materials & Services: Fuel
Total Carson Oil Company, Inc.			1,069.92	
Cash & Carry				
May 17, 2018	XXXX 4382	Paper Towels and Toilet Paper for the Station	81.40	Materials & Services: Building & Maintenance: Supplies
Total Cash & Carry			81.40	
City of Bend - Finance Dept.				
May 7, 2018	81156/ Fire Grant Match for Radios	AFG Grant Match for regional order of Radios	11,385.24	Capitol Outlay & Grant Awards: AFG Grant Expenditures
Total City of Bend - Finance Dept.			11,385.24	
Crooked River Ranch Water Company				
May 1, 2018	94	Base Rate	34.59	Materials & Services: Utilities: Water
May 1, 2018	94	Water	39.24	Materials & Services: Utilities: Water
Total Crooked River Ranch Water Company			73.83	
Crooked River Sanitary				
May 4, 2018	00014	Sanitation services for April	69.92	Materials & Services: Utilities: Sanitation
Total Crooked River Sanitary			69.92	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
Darley Fire Equipment Division				
May 8, 2018	17322491	Parts ordered for 532	1,219.34	Materials & Services:Vehicle/Equipment Maintenance: 516092
Total Darley Fire Equipment Division			1,219.34	
Deschutes County 911 Service District				
May 1, 2018	304	April Police-Fire RMS User Fees (Modum /iPads)	92.99	Materials & Services: Radios/Communications
May 4, 2018	320	Reimbursement for annual CAD RMS Data Network Billing	1,152.00	Materials & Services: Dispatch Services
May 29, 2018	358	911 Police/Fire RMS User Fees	102.99	Materials & Services: Radios/Communications
Total Deschutes County 911 Service District			1,347.98	
Digital Employment/Streamline				
May 1, 2018	96819	Monthly Fee for April Webhosing	100.00	Materials & Services:Professional Services: Computer Services
May 23, 2018	97420	Monthly Fee for Webhosting - May	100.00	Materials & Services:Professional Services: Computer Services
Total Digital Employment/Streamline			200.00	
Fire Pro, LLC				
May 21, 2018	3348459	20#ABC 6yr Service/Recharge	55.00	Materials & Services:Fire Suppression: Supplies/Equipment
Total Fire Pro, LLC			55.00	
Freightliner Northwest				
May 16, 2018	PC253014760:01	12V Value Starting Battery 925	179.90	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 16, 2018	PC253014760:01	Battery, Stud	54.00	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 16, 2018	PC253014760:01	Returned Battery, Stud	(54.00)	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 24, 2018	PC253015036:01	12V Value Starting Battery 925 for 531	269.85	Materials & Services:Vehicle/Equipment Maintenance: 516608
May 24, 2018	PC253015036:01	Battery, STud 925CCA 17 Core	101.85	Materials & Services:Vehicle/Equipment Maintenance: 516608
May 24, 2018	PC253015036:01	Return of Battery, Stud 925CCA 17 Core	(101.85)	Materials & Services:Vehicle/Equipment Maintenance: 516608
Total Freightliner Northwest			449.75	
Gary White				
May 1, 2018	Reimbursement	Reimbursement for purchase of Incident Response Pocket Guides for Wildland Firefighting	68.80	Materials & Services:Fire Suppression: PPE
May 1, 2018	Reimbursement	Shipping	5.32	Materials & Services:Fire Suppression: PPE
Total Gary White			74.12	
High Desert Auto Supply				
May 1, 2018	399408	Push Button Dash & Panel Moment	10.99	Materials & Services:Vehicle/Equipment Maintenance: 510582

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
May 1, 2018	399408	ADH/SCREW MT Bash	5.76	Materials & Services:Vehicle/Equipment Maintenance: 510582
May 1, 2018	400032	Extend Life Antifreeze for Bldg Generator	177.00	Materials & Services:Building & Maintenance: Supplies
May 1, 2018	400032	Heater Ho for Bldg Generator	5.76	Materials & Services:Building & Maintenance: Supplies
May 1, 2018	400032	Clamp for Bldg Generator	3.84	Materials & Services:Building & Maintenance: Supplies
May 7, 2018	401717	30 premium Deicer	4.94	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 7, 2018	401717	1 Gal RTU Antifreeze	7.59	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 7, 2018	401717	Door Support for 572	143.94	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 8, 2018	Credit from 402313	Return of parts from Invoice #402313,	(95.96)	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 9, 2018	402313	Ball Joint Studs	35.91	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 9, 2018	402313	Support	119.95	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 16, 2018	402583	Gas Series 60 HD for aparatus	71.98	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 16, 2018	403564	4 Dome Lamp for Apparatus	12.19	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	402582	Ball Joint Stud	3.99	Materials & Services:Vehicle/Equipment Maintenance: 517256
May 16, 2018	403440	Fuel Filter (Gold)	13.97	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	403440	U-Bolt	7.64	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	403440	Hanger	5.09	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	403440	Air Filter	10.13	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 16, 2018	403440	Air Filter	18.52	Materials & Services:Vehicle/Equipment Maintenance: 510165
May 21, 2018	405226	Extended Life Antifreeze for 531	10.99	Materials & Services:Vehicle/Equipment Maintenance: 516608
Total High Desert Auto Supply			574.22	
Home Depot				
May 22, 2018	XXXX 4382	Floor Cleaner for the Station	23.94	Materials & Services:Building & Maintenance: Supplies
Total Home Depot			23.94	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
HRA VEBA Trust				
May 17, 2018	May Contribution - EFT	May contributions for: Tom, Alysha, David, Harry, Sean and Dana	1,500.00	Personnel Services: Employee Benefits: HRA VEBA
Total HRA VEBA Trust			1,500.00	
IAFF 3650 - Redmond Firefighters Union				
May 10, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha and David	32.50	Payroll Liabilities
May 10, 2018	PAC Donations - ACH	PAC Donation to Union from Tom, Alysha, David	12.00	Payroll Liabilities
May 29, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha and David	97.50	Payroll Liabilities
May 29, 2018	PAC Donations - ACH	PAC Donations to Union, from: Tom, Alysha & David	12.00	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			154.00	
L.N. Curtis & Sons				
May 8, 2018	PO-0099/180417	Replacement brow pad for Wildfire Helmet	25.00	Materials & Services:Fire Suppression: Supplies/Equipment
May 8, 2018	PO-0099/180417	Shipping	13.64	Materials & Services:Fire Suppression: Supplies/Equipment
May 17, 2018	182501	Replacement Brow Pad Cooling Material for Helmets	75.00	Materials & Services:Fire Suppression: Supplies/Equipment
May 17, 2018	182501	Shipping	13.64	Materials & Services:Fire Suppression: Supplies/Equipment
Total L.N. Curtis & Sons			127.28	
Lowes				
May 5, 2018	XXXX 4382	15W daylight fluoresce bulbs	71.84	Materials & Services:Vehicle/Equipment Maintenance: 517256
Total Lowes			71.84	
National Fire Protection Assoc. (NFPA)				
May 16, 2018	7242061X / 2402540	Renewal of NFPA Membership for Fire Codes	1,495.00	Materials & Services:Administration: Memberships
Total National Fire Protection Assoc. (NFPA)			1,495.00	
Nationwide Retirement Solutions				
May 10, 2018	Deferred Comp - EFT	Deferred Compensation for: Tom, Alysha, David, Sean and Dana	215.00	Payroll Liabilities
May 29, 2018	Def. Comp - EFT	Deferred Comp for: Tom, Alysha, David, Sean and Dana	215.00	Payroll Liabilities
Total Nationwide Retirement Solutions			430.00	
Norco				
May 1, 2018	23654055	AND Cylinder of Oxygen	20.40	Materials & Services:EMS Operations: Supplies
May 1, 2018	23654055	K/J/T Cylinder of Oxygen	10.20	Materials & Services:EMS Operations: Supplies
Total Norco			30.60	
Oregon PERS				
May 10, 2018	PERS - EFT	Contribution paid by Employer	2,758.67	Personnel Services: PERS
May 10, 2018	PERS - EFT	Contribution by Employee, paid by Employer	971.93	Personnel Services: PERS
May 31, 2018	PERS - EFT	Contribution by Employer	2,954.89	Personnel Services: PERS

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
May 31, 2018	PERS - EFT	Contribution by Employee, paid by Employer	1,041.06	Personnel Services: PERS
Total Oregon PERS			7,726.55	
Oregon Volunteer Firefighters Assoc.				
May 29, 2018	18-2648	Registration Fee for OVFA Conference in N. Bend, OR (Amy Weddle and Stephanie Elliott), June 27-30,2018	868.00	Materials & Services: Training
Total Oregon Volunteer Firefighters Assoc.			868.00	
Pacific Power				
May 1, 2018	24712171-003	Basic Charges, Load Size, Demand Charges and Kilowatt Usage	1,165.53	Materials & Services: Utilities: Electric
Total Pacific Power			1,165.53	
Pape' Kenworth				
May 4, 2018	9006158	Return of parts	(7.06)	Materials & Services:Vehicle/Equipment Maintenance: 512905
May 4, 2018	9007876	Return of parts	(18.25)	Materials & Services:Vehicle/Equipment Maintenance: 512905
Total Pape' Kenworth			(25.31)	
Quill Corporation				
May 24, 2018	7219582	1 1/2 inch 3 ring notebooks	19.47	Materials & Services:Administration: Supplies
May 24, 2018	7219582	Handling	7.99	Materials & Services:Administration: Supplies
Total Quill Corporation			27.46	
SeaWestern Fire Fighting Equipment				
May 17, 2018	205815	Shipping	12.15	Materials & Services:Fire Suppression: PPE
May 17, 2018	205815	Titan, Fire Glove, NFPA Short Cuff (Large)	78.50	Materials & Services:Fire Suppression: PPE
May 17, 2018	205815	Titan, Fire Glove, NFPA Short Cuff (X-Large)	78.50	Materials & Services:Fire Suppression: PPE
Total SeaWestern Fire Fighting Equipment			169.15	
Solutions Yes				
May 1, 2018	INV142804	Contract usage charge for 3/22/18 to 4/21/18 for Copier	154.37	Materials & Services:Administration: Copier Expenses
May 29, 2018	INV146214	Contract usage charge for 4/22/18 - 5/21/18 for copier	108.76	Materials & Services:Administration: Copier Expenses
Total Solutions Yes			263.13	
Special Districts Insurance Services				
May 8, 2018	03-0052514	Health Premium for June	10,225.89	Personnel Services: Employee Benefits: Health Insurance
May 8, 2018	03-0052514	Dental Premium for June	862.62	Personnel Services: Employee Benefits: Dental Insurance
May 8, 2018	03-0052514	Long-Term Premium for June	78.52	Personnel Services: Employee Benefits: Long Term Disability Insurance
Total Special Districts Insurance Services			11,167.03	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
Stamps.com				
May 16, 2018	XXXX 4382	Monthly Fee for subscription	15.99	Materials & Services:Administration: Postage & Shipping
Total Stamps.com			15.99	
The Fire Store				
May 16, 2018	XXXX 4382	Personal Protective Equipment (Gloves, Etc.)	62.98	Materials & Services:Fire Suppression: PPE
Total The Fire Store			62.98	
The Printing Post				
May 3, 2018	XXXX 4389	Ambulance Drivers Mileage Log - padded	44.15	Materials & Services:EMS Operations: Supplies
Total The Printing Post			44.15	
The Supply Depot				
May 23, 2018	XXXX 4382	Fire Equipment for apparatus	179.91	Materials & Services:Fire Suppression: Supplies/Equipment
Total The Supply Depot			179.91	
US Bank Equipment Finance				
May 16, 2018	356968040	Copier Lease Payment	164.39	Materials & Services:Administration: Copier Expenses
Total US Bank Equipment Finance			164.39	
Verizon Wireless				
May 1, 2018	9805903590	Mo. Charges for Zoll Unit connection	20.90	Materials & Services: Utilities: Telecommunications
Total Verizon Wireless			20.90	
Western Communications INC				
May 2, 2018	2416460	Advertising of Notice of Budget Committee Meeting	114.75	Materials & Services:Administration: Advertising
Total Western Communications INC			114.75	
Wright Ford, Inc.				
May 8, 2018	XXXX 4389	Vehicle Inspection & Exhaust Look on borrowed Type 6 from ODF	90.00	Materials & Services: Vehicle Equipment/Maintenance: 519658
Total Wright Ford, Inc.			90.00	
Xero				
May 21, 2018	XXXX 4382	Mo. Subscription for accounting software	22.50	Materials & Services:Professional Services: Accounting/Payroll Services
Total Xero			22.50	
Your Care, LLC				
May 16, 2018	1418	Firefighter Physical for Stephanie Elliott	300.00	Materials & Services: SAFER Grant Expenditures
May 16, 2018	1418	Firefighter Physical for Gary White	300.00	Materials & Services: Wellness Program
May 16, 2018	1418	Firefighter Physical for Frank Day	300.00	Materials & Services: Wellness Program
May 16, 2018	1418	Firefighter Lab w/o PSA for Marissa Van Alstine	189.00	Materials & Services: SAFER Grant Expenditures

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	ACCOUNT
May 16, 2018	1418	Firefighter Physical for Marissa Van Alstine	300.00	Materials & Services: SAFER Grant Expenditures
May 16, 2018	1418	Chest X-Rays 2 for Marissa Van Alstine	115.00	Materials & Services: SAFER Grant Expenditures
May 16, 2018	1418	Hepatitis B Vaccine for Marissa Van Alstine	85.00	Materials & Services: SAFER Grant Expenditures
Total Your Care, LLC			1,589.00	
Total			46,352.83	

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

**Public Budget Hearing
May 17, 2018**

A public budget hearing of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 17, 2018 at 6:00 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon. The purpose of this meeting was to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Crooked River Ranch RFPD Budget Committee.

Budget Hearing

1. Call to Order by Director Bengtson at 6:00 pm. The flag salute was performed and roll call was taken by Director Oakley. Directors Bengtson, Dille, Meredith and Oakley were in attendance. Director Kirk was excused from the hearing. Also present at the hearing, Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Members of the public in attendance, Tina Wilson, Patricia Hayes and Kay Norberg.
2. Presentation of the Budget. Fire Chief Harry Ward stated that the only thing outstanding to finalize was the numbers for employee benefits. We have secured our figures on the benefits and have left our figures on the budget the same. The employees will be paying a higher deductible for the 2018/2019 fiscal year and the District will reimburse the employee for the difference should they exceed it. With this option we are under about 11% compared to last year's numbers. Basically the District is providing a health reimbursement account for any amount over their deductible. Director Dille asked if the Board could receive updates on any Employee Benefit matters. Chief Ward stated he will inform the Board as necessary.
3. Comments from the Public. Patricia Hayes asked if the Budget Message was going to be corrected as the numbers on some of the attachments were not adding up. Chief Ward stated that it has been corrected and it will be available at next month's Board meeting. Director Dille stated that he has a concern over the shortage of unappropriated available funds for operating and personnel costs. \$200K is not going to cover us for the next four months especially for personnel costs. Director Bengtson reviewed the available funds the District has to utilize for operations. Chief Ward stated we are not spending any money right now, other than in our Vehicle/Maintenance line items for regular scheduled maintenance. Director Dille stated that we should have a line item in the budget for any funds and interest that we may have to borrow against should there be a shortage of funds. Chief Ward stated that we should be ok and won't have to include any borrowed funds in the budget.
4. Discussion/Comments/Actions from the Board of Directors – none.
5. Adjournment of Budget Hearing by Director Bengtson at 6:11pm

Respectfully,
Dana Schulke
Administrative Assistant

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

Board Meeting Minutes
May 17, 2018

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 17, 2018 at 6:12 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 6:12 p.m. Directors Bengtson, Dille, Meredith and Oakley were present. Director Kirk was excused from the meeting. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Also in attendance was Captain, Tom Fast. Members of the public in attendance, Tina Wilson, Patricia Hayes, and Kay Norberg.
2. Review of Meeting Agenda Items – The agenda was reviewed and Director Bengtson stated that after item 5 (Comments from the public), the Board will go into Executive Session.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. April 19, 2018 Board Meeting minutes – minutes were reviewed by the Board and Staff. There were no other corrections to be made. Director Dille made a motion to approve the April Board meeting minutes as written. Director Oakley seconded the motion. All were in favor, motion passed (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of April 2018. In the First Interstate Bank general account, there was \$22,052.55. In the First Interstate Bank-Payroll account, we had \$2,590.57. In the Jefferson County Treasury the account balances were: Bond Fund \$38,116.41, Building/Equipment Capital Reserve Fund \$194,268.98, General Fund \$160,707.07, Local Option Levy Fund \$187,824.94. Accounts Receivable there was \$1,282.01. Director Oakley made a motion to approve the April financial report as presented; Director Dille seconded the motion, all were in favor, motion passed (4-0). There was no further discussion.
 - 4.2. Appointment of Board members to sign checks. – It was decided that Director Bengtson and Director Kirk or Dille will sign checks on Monday, June 11th and Director Meredith and Director Oakley will sign checks on Monday, June 25th, 2018.
5. **Comments from the public** – Tina Wilson asked a question about the minutes, in regards to the new Radios being available 30 days after we receive them from Deschutes County 911. Chief Ward clarified that once we receive them, the system will go live however, we won't be utilizing them just yet. We will test them out in all areas of the Ranch first and then start to use them after fire season is over with. There was no further comment from the public.

(5.1) At this time, the Board went into Executive Session at 6:24 pm for a Personnel matter. The Board came out of Executive Session at 6:38 pm and informed everyone there was nothing to discuss at this time.

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios – Chief Ward stated they are still at Deschutes County 911 being programmed. There was nothing else to report at this time.

6.2 Follow-up discussion on revising time of Board meetings - Director Bengtson stated that at this point and time we will be keeping the start time of our Board meetings at 6:30 pm, and for winter time the start time will continue to be at 3:00 pm for November, December, January and February. These times will accommodate our Volunteers if they would like to attend the meetings, as well as the residents/public who work during the day. There was no further discussion on this topic.

6.3 Follow-up discussion/review of District possibly utilizing other law firms – Dana Schulke had submitted a list of law firms that was in the Board packet. The Board had reviewed the cost structure of each one and after further review and discussion, the Board and Chief Ward stated they will stay with our current law firm which is Local Government Law Group/Speer Hoyt. There was no further discussion on this topic.

6.4 Follow-up discussion on a date for the SDAO Board Assessment – Director Bengtson stated he has a date for the Board assessment which will be Tuesday, November 6th. The Chief and the Board will be attending the Special Districts Association of Oregon Board Assessment and Rob Moore (from SDAO) will be contacting everyone about 2 weeks prior to review information prior to the assessment. There was no further discussion on this topic.

7. New Business –

7.1 Review of Code of Ethics/Conflict of Interest policy – A copy of the Code of Ethics/Conflict of Interest policy was in the Board packet for the Board to review. Chief Ward had stated that this is a policy for the Board members to review and the attorney has also review it. It was stated by Director Bengtson that he would like to put this item under Old Business at June's Board meeting so the Board members have time to review it. There was no further discussion on this topic.

7.2 Review/Approval of Resolution 2018-02 to adopt the 2018/2019 fiscal budget – Director Bengtson and Board members reviewed the Resolution. It was stated by Director Dille that we seem to be missing a fund on the form and Director Bengtson stated the figures did not make sense. Assistant Chief Wilson went through the figures and compared them with the budget. It was stated by Director Bengtson that until the Board fully understands the figures on the Resolution, he would like to postpone this item and put it under Old Business at June's Board meeting. There was no further discussion on this topic.

8. Fire Chiefs Report – Chief Ward stated that he attended the Oregon Fire Chief's conference at Eagle Crest Resort. He stated that Assistant Chief Wilson, Assistant Chief Hartley, Volunteer Frank Day and Volunteer Jeff Scheetz all received Distinguished Service awards from the association and attended the luncheon last Thursday, along with some personnel from Redmond Fire and Jefferson County Fire. He stated that it was a good conference and enjoyed the speakers. Director Bengtson asked if we were able to utilize the Water Trucks from the CRR Road District if

we had a fire. Chief Ward will get in contact with Robert from the Road District to see if we have an agreement of some sort for them to assist us in a fire. Chief Ward stated that we will not be burning the lower pasture down by the Senior Center as it is still green and will not burn. We will set this up to burn earlier in the upcoming year. He stated we had a structure fire on Dove last month and we put in practice our Cancer Protection policy. Everyone was able to create an assembly line to decontaminate themselves after the fire and this process will only get better as we do it after every fire. Tomorrow we have Air Link coming for our Community Appreciation Day and they will be having their helicopter come and serve hamburgers and hot dogs. Chief stated we have a few volunteers coming to assist with cooking. This was the end of his report.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. Chief Wilson added to his report that we assisted at a fire that Redmond had over by Smith Rock last Sunday evening. Everything went well.

10. Correspondence/Recognitions – We had a two thank you notes from a residents who live on the Ranch. Director Oakley stated there was a card in the suggestion box from a concerned resident asking about weight requirements for our firefighters. They had attached an article to the card about maintaining a healthy weight and exercise for our firefighters. The card was given to the Chief.

11. Comments/Questions:

11.1 Public – no comments

11.2 Chief, Staff and/or Volunteers – Assistant Chief Wilson stated that we are putting on a CPR class tomorrow night for the HOA staff here at the station. There will be another Hands Only CPR class on June 2nd here at the station. He also informed Director Meredith that our medical director taught the “Stop the Bleed” class two weeks ago at drill.

11.3 Board – no comments

12. Adjournment by Director Bengtson at 7:22 pm.

Respectfully,
Dana Schulke
Administrative Assistant



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Adopting the
Budget for 2018-2019 Fiscal Year

RESOLUTION: 2018-02

ADOPTING THE BUDGET

BE IT RESOLVED, the Board of Directors of Crooked River Ranch Rural Fire Protection District adopts the budget for fiscal year 2018/19 in the total of \$1,650,883 now on file at the Crooked River Ranch RFPD Office.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for purposes shown below are hereby appropriated:

General Fund

Personal Services..... \$787,772.
Materials & Services..... \$347,660.
Capital Outlay..... \$ -0-
Debt Services..... \$ -0-
Contingency..... \$ 2,500.
Transfers Out..... \$ -0-
Total..... \$1,137,932.

New Station Project

Bond Payment..... \$158,404.
Total..... \$158,404.

Capital Reserve Fund

Building & Equipment..... \$ -0-
Total..... \$ -0-

Total Appropriations, All Funds: \$1,296,336.
Total Unappropriated Amounts, All Funds: \$ 354,547.
Total Budget: \$1,650,883.

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Crooked River Ranch RFPD hereby imposes the taxes provided for in the adopted budget at the rate of \$1.8379 per \$1,000 of assessed value for operations, at the rate of \$0.69 per \$1,000 for local option tax; bond levy amount of \$160,609 and that these taxes are hereby imposed and categorized for tax year 2018/19 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

General Government
General Fund..... 1.8379
Local Option Tax... 0.69

Excluded from Limitation
Bond Levy..... \$160,609.

The above resolution statements were approved and declared adopted on this
20th day of June, 2018

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

CROOKED RIVER RANCH FIRE & RESCUE
ADMINISTRATIVE POLICY – CODE OF ETHICS AND CONFLICT OF INTEREST

ADOPTED: 1/2/2018
REVISED: 1/2/2018
SUPERSEDES: ###

CODE OF ETHICS AND CONFLICT OF INTEREST

PURPOSE:

To conduct procurement activities in an ethical manner, a Code of Ethics and Conflict of Interest Policy has been established for Crooked River Ranch Fire & Rescue, (the District).

Personal Conflict of Interest

No employee, volunteer, agent, Board member or immediate family member of the District shall participate in the selection of, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved. Such a *personal conflict of interest* would arise when any of the following has a financial interest or other interest in the firm selected for the award;

- 1) The employee, volunteer, agent, Board member of the District,
- 2) Any member of his/her immediate family,
- 3) His or her partner, or
- 4) Any organization that employs, or is about to employ, and of the above.

The District employees, volunteers, agent and Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from actual contractors, potential contractors, or parties to sub-agreements, including but not limited to monies, credits, discounts, seasonal or special occasion presents, edibles, drinks, household appliances and furnishings, clothing, vacations, travel or hotel expenses, various forms of entertainment if:

- 1) It tends to influence the employee, volunteer, agent, or Board member in the discharge of employee's official duties; or
- 2) The employee, volunteer, agent, or Board member recently has been, or is now, or in the near future may be, involved in any official act or action directly affecting the donor or lender; or
- 3) The employee, volunteer, agent or Board member has or appears to have influence over the District's actions affecting the donor or lender in the employee's official capacity.

Notwithstanding the above, this section shall not apply to the following scenarios:

- 1) An occasional unsolicited non-pecuniary gift of insignificant value (less than \$25.00) such as accepting food or refreshment of nominal value on infrequent occasions in the ordinary course of a business luncheon, business dinner meeting, or through the course of the business day, or unsolicited thank you cards or gifts of insignificant value such as coupons, balloons, floral arrangements, or small gift baskets; or

- 2) An unsolicited gift, gratuity, favor, entertainment, loan or other things of value when circumstances make it clear that an obvious long-standing social or family relationship rather than the business of the persons concerned is the motivating factor; or
- 3) Unsolicited advertising and promotional material such as pens, pencils, notepads, calendars, or other business-related items of nominal intrinsic value.

Purchasing employees or officers for the District must recognize that their purchasing activities are of public interest and a matter of public record. Therefore, their actions must be conducted in a manner to be fully substantiated and legally defended in accordance by the authority of the District. At all times, the District's employees, volunteers, agents and Board members must endeavor to keep from involvements that could result in a possible position of "conflict of interest."

When an actual or potential **violation** of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor. The person may also request written instructions and disposition of the issue. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or having an existing contract canceled.

Organizational Conflict of Interest

The Procurement Officer for the District is encouraged to work closely with its Attorney to review all situations that appear to have potential for an organizational conflict of interest.

Counsel can help in the preparation of restrict contracting clauses suitable for the particular situation. Counsel can also recognize when involvement with Counsel is appropriate.

Organizational conflicts of interest can cause two distinct problems. One concerns the issue of *bias*; the other involves the issue of *unfair competitive advantage*. An organizational conflict of interest occurs due to the type of work to be performed under a third party contract, or because of other activities or relationships such as:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the District;
- A contractor's objectivity in performing contract work is or might otherwise be impaired; or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. In fact, the District will always consider using a "Conflict of Interest Disclosure Statement," when contracting services of this nature.

- 1) The offeror shall provide a statement in its proposal which describes in concise manner all past, present or planned organizational, financial, contractual or other interest(s) affected by the District's employees, volunteers, agents or Board member; any

member of these entities' immediate family, partner, or organization that employs, or is about to employ, any of the above, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed contractors, and key personnel of any of the above. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Key personnel shall include any person owning more than 20% interest in the offeror, and the offeror's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action on this contract, where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

2) The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objectively.

3) In the absence of any relevant interest identified in (1) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractor prior to award of subcontract.

4) The District's Attorney will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to the District will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the District's Attorney may (a) disqualify the offeror, or (b) determine that it is otherwise in the best interest of the District to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

5) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award the contractor sees a conflict of interest with concerning the contract awarded as a result of this solicitation, which could not reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the District's Attorney. The disclosure shall include a complete description of the conflict, a description of the action the contractor has taken or proposes to take, to avoid or mitigate such conflict. The District's Attorney may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the District by sending a contractor a Notice of Termination specifying the nature of the default.

The problem of *unfair competitive advantage* occurs most often when a contractor is developing specifications or statements of work that will be used in the future competitive solicitation. The problem most often causing unfair competitive advantage occurs when the contractor writes specifications or statements of work around its corporate competitive strengths or products and then bids on those specifications or statements of work. The District can overcome unfair advantage by placing reasonable restrictions on the contractor's involvement in the procurement

that will utilize the specifications. Some form of advance restriction (limitation on future contracting) must be agreed to with the contractor as a provision within its consulting contract. Another scenario is that a contractor developing specifications or work statements may have access to information that the District has paid the contractor to develop, or which the District has furnished to the contractor for its work and which has not been made public. When this information enhances the contractor's competitive position in the bidding, it represents an unfair competitive advantage. The potential solution to this problem is to fully disclose all information to the bidders for a reasonable time prior to the receipt of the proposals.

The situation of "unfair competitive advantage" is to be distinguished from a "fairly won competitive advantage" which naturally accrues to any contractor that can do work more efficiently because it has more experience (i.e., won more contracts) for its products or services.

It is a fact that competitors are frequently discouraged from bidding on a particular procurement because they perceive an incumbent contractor to have an insurmountable competitive advantage by virtue of its previous work.

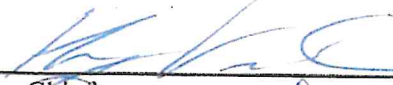
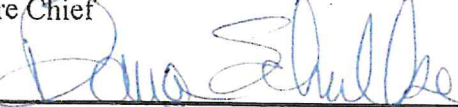
Environmental Impact Statements - There is a particular regulatory requirement imposed by 40 CFR 1506.5 on contractors who develop *environmental impact statements*. These contractors are required to sign a *disclosure statement* certifying that the firm has no financial or other interest in the execution or outcome of the proposed project. This certification is intended to avoid situations where contractors are hired to study alternatives and potential environmental impacts of proposed projects when they have some corporate interest in the outcome of their findings. Grantees are advised to include such a certification in their Requests for Proposals for the consultant services so that such conflicts can be identified early in the contracting process, thus avoiding unnecessary expense to offerors and delays to the project.

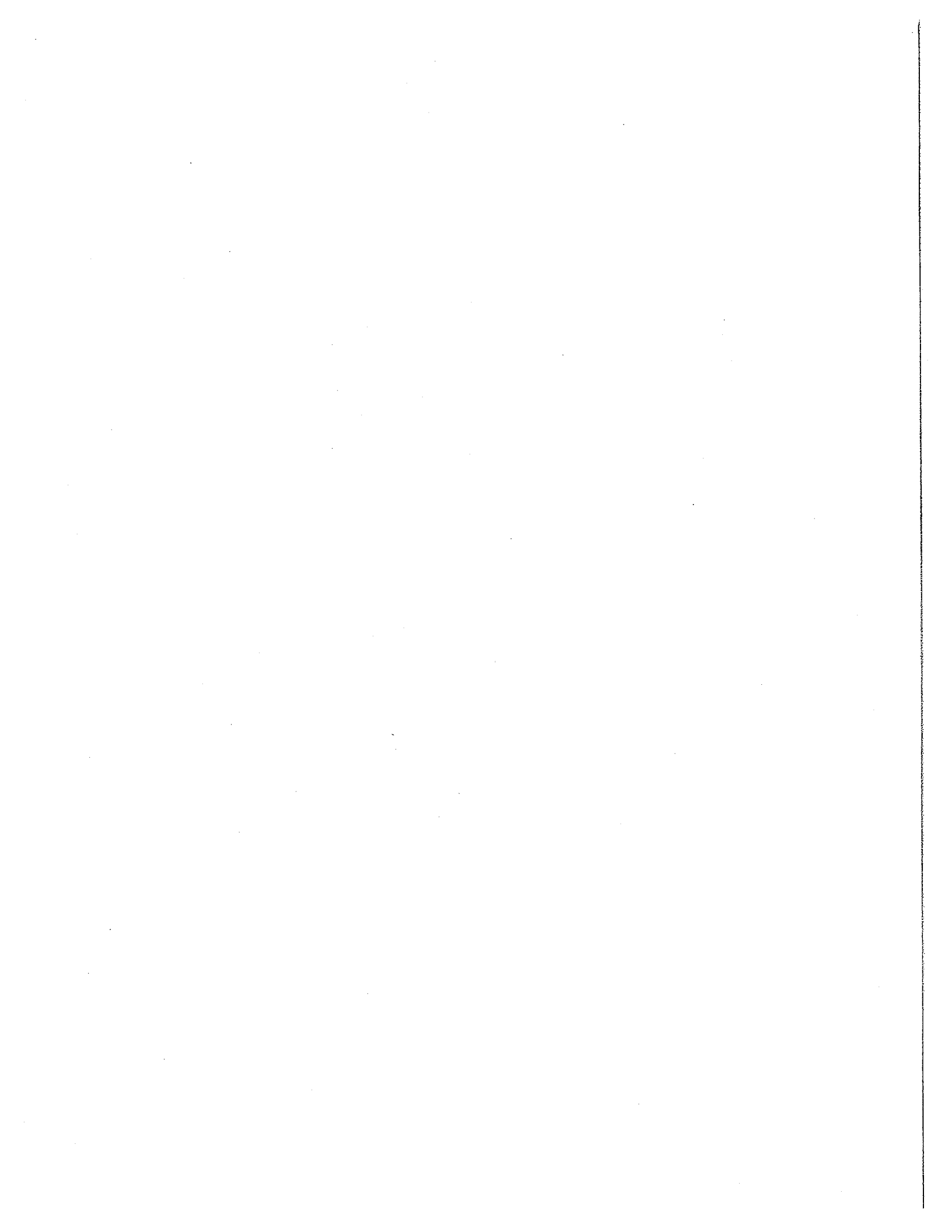
Obtaining Access to Proprietary Information - When a consulting contractor requires proprietary information from others to perform a contract for the District, the contractor may gain an unfair competitive advantage. Imposed restrictions protect the information and encourage companies to provide it when necessary for contract performance. A contractor doing the work for the District and requiring such information is required to enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and also to refrain from using it for any purpose other than that for which it was furnished. The District's Procurement Officer will obtain copies of these agreements.

COMPLIANCE WITH THE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The District requires that all members, Fire Chief's, and Administrative Staff involved in procurement functions sign a **Conflict of Interest Statement**. All other Staff members, volunteers, and agents must read this policy and acknowledge that they have done so.

APPROVED:

	<u>1/2/2018</u>
Fire Chief	Date
	<u>1/2/2018</u>
Office Administrator	Date





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

CONFLICT OF INTEREST POLICY

As a General Policy, Crooked River Ranch Fire & Rescue seeks to prevent and avoid any conflicts of interest in the conduct of its business operations and to avoid any appearance of such conflicts to the public it services. Each Board Member, Fire Chief and Administrative Staff Member has the duty to place the interests of Crooked River Ranch Fire & Rescue foremost in any dealings on behalf of the organization and has a continuing responsibility to comply with this Policy.

In order to comply with this Policy, it is expected that:

If a Board Member, Fire Chief and Administrative Staff Member has an interest in a proposed transaction with Crooked River Ranch Fire & Rescue in the form of significant personal or organizational financial interest in the transaction, or holds a position as Trustee, Director, Officer or Staff member in such organization or business, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. The disclosure shall be recorded in the minutes of the meeting.

Any Board Member, Fire Chief and Administrative Staff Member who has a potential conflict of interest concerning any matter coming before the Board or a committee shall not participate in any discussion of or vote in connection with the matter. The disclosure shall be recorded in the minutes of the meeting.

Any Board Member, Fire Chief or Administrative Staff Member who gains privileged information by virtue of his or her role as a Board Director, Fire Chief or Administrative Staff member shall not use that privileged information for personal or professional gain.

This Policy shall be distributed to incoming Board Members, Fire Chiefs, and Administrative Staff members. A signature in the designated space at the bottom of this Policy will indicate that you will abide by this Policy to the best of your ability. Noncompliance with the intent and spirit of this Conflict of Interest Policy may result in an action deemed appropriate by the Board of Directors of Crooked River Ranch Fire & Rescue.

This Policy may be revised or amended as determined appropriate by the Board of Directors and the Fire Chief.

I have read the above statement of policy regarding conflict of interest and agree to abide by the Policy to the best of my ability in my role as a Board Member, Fire Chief or Administrative Staff member.

Signature: _____ Date: _____

Printed Name: _____



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

ITEMS FOR SURPLUS

Crooked River Ranch Fire & Rescue Policy gives authority to the Fire Chief to dispose of surplus property by any means determined to be in the best interest of the District or community at large, including but not limited to, transfer to other departments, government agencies, non-profit organizations, sale, trade, auction, or destruction. **Disposal of personal property having a residual value of more than \$1,000 shall be subject to authorization by resolution by the District.**

1. Inventory List Attached: () Yes (X) No If no, complete all of the following fields:

Item Description	Model #	Serial/VIN #	Asset #	Current Value
1991 Ford Brush Truck	F350/Utility Body	2FDKF38G8MCA55753	515753	\$20,000.
Water Tank				\$250.
Hose Reel				\$100.
Equipment Toolbox				\$100.

2. Means of Disposal? Sold through Brindlee Mountain Fire Apparatus Sales (Broker)

3. Why are items being surplused? Aged Vehicle, no longer can use

ACKNOWLEDGED BY: _____ Finance Manager/ Asst. Fire Chief Date _____

The Fire Chief has declared the above or attached items to be surplus.

APPROVED BY: _____ Fire Chief Date _____

If items are valued over \$1,000, APPROVED BY BOARD OF DIRECTORS:

 President Date _____ Secretary Date _____

 Attest, Office Administrator
 I hereby certify the above items were disposed of by the means indicated above this ____ day of _____, 20____.

CRR Fire & Rescue Operations Report June 2018

- Staff Meeting was held on the 4th of this month.
- Members present: Chief Harry Ward; Assistant Chief Mark Wilson; Assistant Chief Sea Hartley; Captain David McDonald (A-shift); Captain Tom Fast (B-shift) Captain Alysha Delorto (C-shift); Administrative Assistant Dan Schulke.
- Old Business / New Business mixed together in discussion:
 - SDS Discussion on how to proceed dividing up areas of the station for conforming to new Global Harmonization Standards.
 - Explorer Program for Cadets. Chief Ward still working on recruitment and operational policies.
 - Task force / Conflagration Act personnel availability by Volunteer personnel. How to confirm with them length of time they can be deployed to make sure we can show ourselves available to respond.
 - OVFA (Oregon Volunteer Firefighter Association) conference and training this year located in North Bend Oregon. Two personnel attending for Rope Class. (Student Amy Weddle and New Volunteer Stephanie?)
 - Discussed responding units to different calls for fires. Group consensus is to not make 522 the first out on all brush fires, illegal open burns, assistance type calls. Chief Ward will work on protocol to have Dispatch change the "Run Cards" to dispatch the appropriate unit for the proper incident.
 - CAD Notes discussion to leave them in the reports due to a concern brought up about privacy however CAD notes are considered public records so they should stay in the reports and we should just add our notes behind them.
 - Still planning on having "Strategic Plan" completed for June meeting.
 - Planning training night on June 11th for "Decon" (Decontamination) on fire scenes of personnel; gear, including SCBA (Self Contained Breathing Apparatus) and clothing.
 - Looking at part time employees again for the summer. The pay is \$10.50 to \$15.00 per hour depending on the applicant's certifications. (I did not get the final number for potential applicants but, did hear at least there are two returning from last year.)
- Staff Reports:
 - Captain Alysha Delorto:
 - Had 10 people show up for Hands only CPR Class. New online signup with confirmation ticket for class helped a lot to get class filled. (Unlike first class that had 1 person show up when expecting 10 people.)
 - Finally consumed contents of rental oxygen bottle from Eclipse so Norco oxygen bottles we have are all back to owner so we will no longer be paying a rental fee.
 - Captain Tom Fast:
 - Plan to burn lower pasture (Bottom of Hill Road between Buffalo and Chinook) after Ranch does some mowing to pretreat area. This has been cancelled due to growth of new green grass that will not

- burn properly. Might consider burning toward end of fire season while it is viable or due it earlier next year when it is still pretty dry.
- Recent reports from DPSST (Department of Public Safety Standards and Training.) are showing a few of our personnel are short some training hours to maintain their certifications. Discussed possible reasons why this is happening and basically boils down to time available for Volunteer in their life and balancing time between family, work and volunteering. Researching the use of "Task Performances" to assist in the process thus allowing the person who is short on hours could come and perform the tasks needed to be certified in a matter of a few hours instead of 120 requirement (60 hours each year that is combined into the 120 for two year certification). The big issue is we have to use outside evaluators to witness the task performance process so this requires scheduling multiple agencies to meet at one time the person needing the evaluation is available.
- Captain David McDonald:
 - Student recruitment process complete. We have three new students starting (Ethan, Nolan and Garret). They are in the background and medical physical stages right now. With the addition of these three, we will have six total students again.
 - New academy starting for Central Oregon fire services will have approximately twenty five students including our three. Instructors from all departments including ours will be participating in the education process. Class starts June 18th and goes through August 10th.
 - Fire Marshal Gary White:
 - Excused from Meeting (He was the one that had asked about the Notes in the CAD Reporting.)
 - Assistant Chief Mark Wilson:
 - Continuing on apparatus services, inspections and repairs.
 - State Honor Guard had been activated for the Bend Fire Fighter who was killed in the motor vehicle crash on the Warm Springs Reservation on June 2nd. Mark was put in charge of the Honors Portion of the Ceremony by the Incident Commander from Bend Police Department.

Mark had to leave our staff meeting to make the first Command Staff meeting for the Funeral service in Bend at 10:00.

- Next Blood Drive June 13th 12:00 to 6:00.
- Call report:
 - From Image Trend reports:
 - Rescue & Emergency Medical Service Incident-2

- Medical Calls-28
- Fire Calls-7
- Public Assist Service Calls-13
- Good Intent Calls-3
- False Alarm or False Call-1
- Total All Calls-54

Respectively Submitted.

Mark W. Wilson

Assistant Chief / NREMT

Master Emergency Vehicle Technician

(Ambulance; Fire; Law Enforcement)

14-June-18

