



# CROOKED RIVER RANCH FIRE & RESCUE

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

## Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, October 18, 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) (excused)  
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  
Admin. Asst., Dana Schulke (excused)

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### Board Meeting Agenda

1. Call to Order - Director Bengtson
  - 1.1. Roll Call by Director Oakley
  - 1.2. Flag Salute – Director Dille
2. Review of Agenda / Car Club Presentation
3. Approval of Board meeting minutes
  - 3.1. Approval of September 20, 2018 Board meeting minutes
4. Financial Reports
  - 4.1. Acknowledge receipt and approval of the financial reports for September 2018 – Director Meredith
  - 4.2. Appointment of Board members to sign checks for Friday, November 9th and Monday, November 26th, 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 – Asst. Fire Chief, Sean Hartley
  - 6.2 Update on advertising of Local Option Levy renewal – Fire Chief, Harry Ward
7. New Business (consideration, discussion, and possible action on the following items):
  - 7.1 Discussion on SDAO Board Assessment on November 6<sup>th</sup> – Director Bengtson
  - 7.2 Discussion/Approval of Resolution 2018-04 Receiving Unanticipated Conflagration revenue to the General Fund – Assistant Fire Chief, Sean Hartley
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

Reminder:

November, December, January and February Board Meeting times are at 3:00 pm

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

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

**Board Meeting Minutes  
September 20, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 20, 2018 at 6:30 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 Kirk at 6:30 p.m. Directors Kirk, Dille, Meredith and Oakley were present. Director Bengtson was excused from the meeting. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain Alysha Delorto, Volunteer Dennis Senko, Amy Weddle, Cayla Forsythe and Nolan Wironen. Members of the public in attendance were Tina Wilson, Patricia Hayes, Brad Pahl, and Jerry Davis.
2. Review of Meeting Agenda Items – Agenda was reviewed and there were nothing else to add.
3. **Approval of the Board Meeting Minutes.**
  - 3.1. August 16, 2018 Board meeting minutes – minutes were reviewed by the Board and Director Dille made a motion to approve the August 16, 2018 Board meeting minutes as presented, Director Meredith seconded the motion, and all were in favor and the motion passed, (4-0).
4. **Financial Reports -**
  - 4.1. Director Meredith presented the financial report as of the end of August 2018. In the First Interstate Bank general account, there was \$7,259.91. In the First Interstate Bank-Payroll account, we had \$2,176.12. In the Jefferson County Treasury the account balances were: Bond Fund \$13,238.29, Building/Equipment Capital Reserve Fund \$183,908.34, General Fund \$16,498.51, Local Option Levy Fund \$117,817.27. Accounts Receivable there was \$545.00. Director Kirk stated that on the Budget Variance/General Fund the interest under the Revenue section is now lumped together and also explained by the Worker's Comp line item was over budget. We had a balance due from the 2017/2018 fiscal year from claims submitted at the end of the year. Director Oakley made a motion to approve the August financial report as presented, Director Dille seconded the motion, all were in favor and the motion passed, (4-0).
  - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Oakley and Director Meredith will sign checks on Tuesday, October 9th and Director Kirk and Director Meredith will sign checks on Thursday, October 25, 2018.
5. **Comments from the public –**
6. **Unfinished Business –**
  - 6.1 **Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated we have done more coverage checks with the three radios we are testing. Everything is working well. Deschutes County 911 is working on linking the systems together, then we will concentrate on working on all the apparatus with the radios.

**6.2 Discussion on Levy renewal advertising** – Fire Chief, Harry Ward stated that we have received our ballot measure number and all the advertising is in the hands of the IAFF Political Action Committee. Mailers will be going out to all the residents soon. There was no further discussion.

**7. New Business –**

**7.1 Oregon Fire District Directors Assn. Conference** – Fire Chief, Harry Ward stated that this conference is coming up next month and wanted the Board to be aware of it. There was discussion from the Board as to who can attend. Director Dille stated that he will check his calendar and let Dana know if he can attend. He will also check with Director Bengtson to see if he will be attending. There was no further discussion.

**8. Fire Chiefs Report** – Chief Ward stated that it was a busy summer and our call volume does not seem to be slowing down. We are up to 438 calls, had 3 structure fires, etc. He is working with Frank Day from the CRR Water Department on the water flow down by the Administration building and the Church area. He stated that volunteers, Jeff Green and Todd Nace have stepped down and retired from volunteering at the District. A retirement ceremony is in the works from the Volunteer Association. Last week we had a cardiac save and it was a great team effort from everyone, however the resident passed away a week later. The Assistance to Firefighters Grant opens on Monday and we will be applying for it again this year. There are a few things we really need, new air compressor being one of them. Director Kirk elaborated on the water issue down by the Administration building and the Church, there is just not enough water pressure to assist on putting fires out in that area. The water department is looking into other options to correct this situation. There was no further discussion on

**9. Operations Report** – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson.

**10. Correspondence/Recognitions** – We received a letter from the residents in the Cloverdale area to thank our District for assisting on the big fire in their area. They were very grateful. There was no other correspondence.

**11. Comments/Questions:**

11.1 **Public** – none.

11.2 **Chief, Staff and/or Volunteers** – Assistant Fire Chief, Mark Wilson stated the Fallen Firefighters Memorial Ceremony went very well today with the Honor Guard.

11.3 **Board** – Director Meredith stated that the car show from last Saturday went extremely well and a portion of the proceeds will be going to the Volunteer Association. Director Dille stated the Alternate Exit should be paved in the next three weeks.

12. Adjournment by Director Kirk at 7:09 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant

# Balance Sheet

## Crooked River Ranch Fire & Rescue As of September 30, 2018

SEP 30, 2018

### Assets

#### Current Assets

##### Cash and Cash Equivalents

Bond Fund	13,519.91
Capital Reserve Fund	184,172.82
FIB - Checking	9,830.54
FIB - Payroll	2,810.58
General Fund	7,715.19
Local Option Levy Fund	74,429.94
PayPal	124.84
<b>Total Cash and Cash Equivalents</b>	<b>292,603.82</b>

Accounts Receivable	545.00
<b>Total Current Assets</b>	<b>293,148.82</b>

<b>Total Assets</b>	<b>293,148.82</b>
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### Liabilities and Equity

#### Liabilities

##### Current Liabilities

Accounts Payable	4,731.60
FIB - Credit Cards	783.11
<b>Total Current Liabilities</b>	<b>5,514.71</b>

<b>Total Liabilities</b>	<b>5,514.71</b>
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#### Equity

Current Year Earnings	275,164.83
Opening Balance Equity	0.90
Unrestricted Net Assets	12,468.38
<b>Total Equity</b>	<b>287,634.11</b>

<b>Total Liabilities and Equity</b>	<b>293,148.82</b>
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**Budget Variance**  
**Crooked River Ranch Fire & Rescue**

**General Fund**

For the month ended 30 September 2018

Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Ambulance Billing	\$24,193.58	\$150,000.00	-\$125,806.42	-83.8709%
Beginning Fund Balance:General/LO Levy Fund	\$263,282.29	\$239,987.00	\$23,295.29	9.7069%
Conflagration Revenue	\$0.00	\$1,000.00	-\$1,000.00	-100.0%
Deschutes County: General Fund	\$652.92	\$49,235.00	-\$48,582.08	-98.6739%
Deschutes County: Local Option Levy	\$390.69	\$18,485.00	-\$18,094.31	-97.8864%
Emergency Address Signs	\$180.00	\$500.00	-\$320.00	-64.0%
FireMed	\$2,385.00	\$12,375.00	-\$9,990.00	-80.7273%
Interest	\$955.16	\$3,500.00	-\$2,544.84	-72.7097%
Jefferson County: General Fund	\$5,274.53	\$580,575.00	-\$575,300.47	-99.0915%
Jefferson County: Local Option Levy	\$1,589.54	\$205,763.00	-\$204,173.46	-99.2275%
Misc. Income	\$480.00	\$5,000.00	-\$4,520.00	-90.4%
Training Income	\$0.00	\$500.00	-\$500.00	-100.0%
<b>Grant Revenue</b>				
Grants Funds	\$0.00	\$45,922.00	-\$45,922.00	-100.0%
<b>Total Grant Revenue</b>	<b>\$0.00</b>	<b>\$45,922.00</b>	<b>-\$45,922.00</b>	<b>-100.0%</b>
<b>Total Revenue</b>	<b>\$299,383.71</b>	<b>\$1,312,842.00</b>	<b>-\$1,013,458.29</b>	<b>-77.1958%</b>
<b>Gross Profit</b>	<b>\$299,383.71</b>	<b>\$1,312,842.00</b>	<b>-\$1,013,458.29</b>	<b>-77.1958%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Debt Services & Contingency:Contingency	\$0.00	\$2,500.00	-\$2,500.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>-\$2,500.00</b>	<b>-100.0%</b>
<b>Materials &amp; Services</b>				
Materials & Services:Administration	\$2,062.24	\$15,000.00	-\$12,937.76	-86.2517%
Materials & Services:Building & Maint.	\$756.91	\$10,000.00	-\$9,243.09	-92.4309%
Materials & Services:Department Services	\$160.37	\$5,000.00	-\$4,839.63	-96.7926%
Materials & Services:Dispatch Services	\$278.79	\$58,115.00	-\$57,836.21	-99.5203%
Materials & Services:EMS Operations	\$4,396.32	\$32,950.00	-\$28,553.68	-86.6576%
Materials & Services:Fire Suppression	\$1,878.13	\$16,705.00	-\$14,826.87	-88.7571%
Materials & Services:Fuel	\$4,054.74	\$10,000.00	-\$5,945.26	-59.4526%
Materials & Services:Insurance	\$506.00	\$30,000.00	-\$29,494.00	-98.3133%
Materials & Services:Prevention	\$73.90	\$1,000.00	-\$926.10	-92.61%
Materials & Services:Professional Services	\$6,565.04	\$20,000.00	-\$13,434.96	-67.1748%
Materials & Services:Radios/Communications	\$618.18	\$4,611.00	-\$3,992.82	-86.5934%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$1,344.00	\$9,422.00	-\$8,078.00	-85.7355%
Materials & Services:Training	\$453.11	\$7,389.00	-\$6,935.89	-93.8678%
Materials & Services:Travel	\$0.00	\$9,105.00	-\$9,105.00	-100.0%
Materials & Services:Tuition Reimbursement	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Materials & Services:Uniforms	\$88.00	\$5,713.00	-\$5,625.00	-98.4597%
Materials & Services:Utilities	\$3,620.51	\$22,250.00	-\$18,629.49	-83.728%
Materials & Services:Vehicle/Equipment Maint.	\$2,936.06	\$18,000.00	-\$15,063.94	-83.6886%
Materials & Services:Volunteer Incentives	\$2,475.00	\$29,400.00	-\$26,925.00	-91.5816%
Materials & Services:Wellness Program	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
<b>Total Materials &amp; Services</b>	<b>\$32,267.30</b>	<b>\$347,660.00</b>	<b>-\$315,392.70</b>	<b>-90.7%</b>

<b>Personnel Services</b>				
Personnel Services: Employee Benefits	\$34,777.50	\$168,753.00	-\$133,975.50	-79.3915%
Personnel Services:Administrative Assistant:Overtime	\$91.80	\$1,224.00	-\$1,132.20	-92.5%
Personnel Services:Administrative Assistant:Regular Wage	\$8,388.48	\$34,729.00	-\$26,340.52	-75.8459%
Personnel Services:Assistant Fire Chief:Salary	\$13,500.00	\$55,558.00	-\$42,058.00	-75.7011%
Personnel Services:Fire Chief	\$19,130.58	\$79,800.00	-\$60,669.42	-76.0268%
Personnel Services:Mechanic	\$855.00	\$12,480.00	-\$11,625.00	-93.149%
Personnel Services:Part-Time Employees	\$18,869.62	\$35,280.00	-\$16,410.38	-46.5147%
Personnel Services:Payroll Taxes	\$9,550.32	\$38,248.00	-\$28,697.68	-75.0305%
Personnel Services:PERS	\$19,332.64	\$98,419.00	-\$79,086.36	-80.3568%
Personnel Services:Shift Personnel: Regular Wage	\$42,470.68	\$173,946.00	-\$131,475.32	-75.584%
Personnel Services:Shift Personnel:Overtime	\$11,908.83	\$34,335.00	-\$22,426.17	-65.3158%
Personnel Services:Volunteer Shift Stipends	\$1,500.00	\$36,500.00	-\$35,000.00	-95.8904%
Personnel Services:Workers Comp. & Group Accident	\$18,851.50	\$18,500.00	\$351.50	1.9%
<b>Total Personnel Services</b>	<b>\$199,226.95</b>	<b>\$787,772.00</b>	<b>-\$588,545.05</b>	<b>-74.7%</b>
<hr/>				
<b>Total Operating Expenses</b>	<b>\$231,494.25</b>	<b>\$1,137,932.00</b>	<b>-\$906,437.75</b>	<b>-79.6566%</b>
<hr/>				
<b>Net Income / (Loss) before Tax</b>	<b>\$67,889.46</b>	<b>\$174,910.00</b>	<b>-\$107,020.54</b>	<b>-61.1861%</b>
<hr/>				
<b>Net Income</b>	<b>\$67,889.46</b>	<b>\$174,910.00</b>	<b>-\$107,020.54</b>	<b>-61.1861%</b>
<hr/>				
<b>Total Comprehensive Income</b>	<b>\$67,889.46</b>	<b>\$174,910.00</b>	<b>-\$107,020.54</b>	<b>-61.1861%</b>





**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Capital Reserve Fund**  
For the month ended 30 September 2018  
Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Beginning Fund Balance:Capital Reserve Fund	\$183,404.57	\$182,864.00	\$540.57	0.2956%
<b>Jefferson County: Capital Reserve Fund</b>				
Jefferson County: Capital Reserve Fund:Interest	\$768.25	\$750.00	\$18.25	2.4333%
<b>Total Jefferson County: Capital Reserve Fund</b>	<b>\$768.25</b>	<b>\$750.00</b>	<b>\$18.25</b>	<b>2.4%</b>
<b>Total Revenue</b>	<b>\$184,172.82</b>	<b>\$183,614.00</b>	<b>\$558.82</b>	<b>0.3043%</b>
<b>Gross Profit</b>	<b>\$184,172.82</b>	<b>\$183,614.00</b>	<b>\$558.82</b>	<b>0.3043%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Capitol Outlay & Grant Awards:AFG Grant Expenditures	\$0.00	\$13,614.00	-\$13,614.00	-100.0%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>\$0.00</b>	<b>\$13,614.00</b>	<b>-\$13,614.00</b>	<b>-100.0%</b>
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$13,614.00</b>	<b>-\$13,614.00</b>	<b>-100.0%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$184,172.82</b>	<b>\$170,000.00</b>	<b>\$14,172.82</b>	<b>8.337%</b>
<b>Net Income</b>	<b>\$184,172.82</b>	<b>\$170,000.00</b>	<b>\$14,172.82</b>	<b>8.337%</b>
<b>Total Comprehensive Income</b>	<b>\$184,172.82</b>	<b>\$170,000.00</b>	<b>\$14,172.82</b>	<b>8.337%</b>





**Budget Variance**  
**Crooked River Ranch Fire & Rescue**  
**Bond Fund**  
 For the month ended 30 September 2018  
 Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
<b>Revenue</b>				
Beginning Fund Balance: Bond Fund	\$12,090.46	\$7,432.00	\$4,658.46	62.6811%
Deschutes County: Bond Fund	\$103.90	\$0.00	\$103.90	
<b>Jefferson County: Bond Fund</b>				
Jefferson County: Bond Fund: Current Year Taxes	\$0.00	\$160,609.00	-\$160,609.00	-100.0%
Jefferson County: Bond Fund: Interest	\$84.51	\$0.00	\$84.51	
Jefferson County: Bond Fund: Other Income	\$23.06	\$0.00	\$23.06	
Jefferson County: Bond Fund: Prior Year Taxes	\$1,217.98	\$0.00	\$1,217.98	
<b>Total Jefferson County: Bond Fund</b>	<b>\$1,325.55</b>	<b>\$160,609.00</b>	<b>-\$159,283.45</b>	<b>-99.2%</b>
<b>Total Revenue</b>	<b>\$13,519.91</b>	<b>\$168,041.00</b>	<b>-\$154,521.09</b>	<b>-91.9544%</b>
<b>Gross Profit</b>	<b>\$13,519.91</b>	<b>\$168,041.00</b>	<b>-\$154,521.09</b>	<b>-91.9544%</b>
<b>Operating Expenses</b>				
<b>Capital Outlay &amp; Grant Awards</b>				
Capital Outlay & Grant Awards: Bond Payment	-\$342.72	\$158,404.00	-\$158,746.72	-100.2164%
<b>Total Capital Outlay &amp; Grant Awards</b>	<b>-\$342.72</b>	<b>\$158,404.00</b>	<b>-\$158,746.72</b>	<b>-100.2%</b>
<b>Total Operating Expenses</b>	<b>-\$342.72</b>	<b>\$158,404.00</b>	<b>-\$158,746.72</b>	<b>-100.2164%</b>
<b>Net Income / (Loss) before Tax</b>	<b>\$13,862.63</b>	<b>\$9,637.00</b>	<b>\$4,225.63</b>	<b>43.848%</b>
<b>Net Income</b>	<b>\$13,862.63</b>	<b>\$9,637.00</b>	<b>\$4,225.63</b>	<b>43.848%</b>
<b>Total Comprehensive Income</b>	<b>\$13,862.63</b>	<b>\$9,637.00</b>	<b>\$4,225.63</b>	<b>43.848%</b>



# Payable Invoice Detail

## Crooked River Ranch Fire & Rescue

For the period September 1, 2018 to September 30, 2018

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
<b>Active911, Inc.</b>					
Sep 21, 2018	PO-0107	Active911 licenses	30	352.50	Materials & Services:Radios/Communications
<b>Total Active911, Inc.</b>			<b>30</b>	<b>352.50</b>	
<b>Aflac</b>					
Sep 19, 2018	Sept. Prem - EFT	September premiums for: Tom, Alysha, David, Harry, Sean and Dana	1	599.88	Payroll Liabilities
<b>Total Aflac</b>			<b>1</b>	<b>599.88</b>	
<b>Amazon</b>					
Sep 5, 2018	XXXX 4382	Mo. membership for Prime	1	12.99	Materials & Services:Administration:Memberships
<b>Total Amazon</b>			<b>1</b>	<b>12.99</b>	
<b>Annas Consultants, Inc.</b>					
Sep 10, 2018	2431	Annual breathing air tests provided quarterly, meeting NFPA 1500 standards, Grade D	4	356.72	Materials & Services:Fire Suppression:Hose/Ladder Testing
Sep 10, 2018	2431	Freight	1	75.00	Materials & Services:Fire Suppression:Hose/Ladder Testing
<b>Total Annas Consultants, Inc.</b>			<b>5</b>	<b>431.72</b>	
<b>BendTel</b>					
Sep 17, 2018	0343386	Phone charges, outbound charges, taxes, surcharges and Fees	1	446.53	Materials & Services:Utilities:Telecommunications
<b>Total BendTel</b>			<b>1</b>	<b>446.53</b>	
<b>Big 5 Sporting Goods</b>					
Sep 5, 2018	XXXX 4382	Quick Ladders for Obstacle Course at Open House	2	49.98	Materials & Services:Prevention
<b>Total Big 5 Sporting Goods</b>			<b>2</b>	<b>49.98</b>	
<b>BoundTree Medical, LLC</b>					
Sep 4, 2018	82965124	EMS supplies for ambulances	1	1,032.14	Materials & Services:EMS Operations:Supplies
Sep 17, 2018	82981923	Epinephrine 1 mg 10 in pkg	6	84.00	Materials & Services:EMS Operations:Supplies
<b>Total BoundTree Medical, LLC</b>			<b>7</b>	<b>1,116.14</b>	
<b>Carson Oil Company, Inc.</b>					
Sep 4, 2018	CP-00152273	Fuel for all apparatus	1	796.70	Materials & Services:Fuel
Sep 18, 2018	CP-00154919	Fuel for all apparatus	1	603.82	Materials & Services:Fuel
<b>Total Carson Oil Company, Inc.</b>			<b>2</b>	<b>1,400.52</b>	

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
<b>Cathy's Cleaners</b>					
Sep 28, 2018	XXXX 4382	Dry Cleaning of Sparky Head Costume for Open House	1	29.00	Materials & Services:Department Services:Events
<b>Total Cathy's Cleaners</b>			<b>1</b>	<b>29.00</b>	
<b>Coastal</b>					
Sep 18, 2018	XXXX 4382	Wheel for Wheelbarrel at Station	1	12.99	Materials & Services:Building & Maintenance:Supplies
Sep 18, 2018	XXXX 4382	Fuel Mix for Saws on Apparatus	1	10.49	Materials & Services:Fire Suppression:Supplies/Equipment
<b>Total Coastal</b>			<b>2</b>	<b>23.48</b>	
<b>Crooked River Ranch Water Company</b>					
Sep 1, 2018	94	Base Rate	1	34.59	Materials & Services:Utilities:Water
Sep 1, 2018	94	Water Use	1	156.96	Materials & Services:Utilities:Water
<b>Total Crooked River Ranch Water Company</b>			<b>2</b>	<b>191.55</b>	
<b>Crooked River Sanitary</b>					
Sep 11, 2018	00014	Sanitation Services for August	1	69.92	Materials & Services:Utilities:Sanitation
<b>Total Crooked River Sanitary</b>			<b>1</b>	<b>69.92</b>	
<b>Deschutes County 911 Service District</b>					
Sep 4, 2018	574	911 Police Fire RMS User Fee	1	92.90	Materials & Services:Dispatch Services
<b>Total Deschutes County 911 Service District</b>			<b>1</b>	<b>92.90</b>	
<b>Digital Employment/Streamline</b>					
Sep 24, 2018		Mo. Fee for Webhosting services	1	100.00	Materials & Services:Professional Services:Computer Services
<b>Total Digital Employment/Streamline</b>			<b>1</b>	<b>100.00</b>	
<b>Home Depot</b>					
Sep 5, 2018	XXXX 4382	Materials for Smoke Demo House, for Open House	1	26.80	Materials & Services:Training
Sep 18, 2018	XXXX 4382	2x4 and 5/8, and 12/2 lumber to build footers to build training area behind the station	1	168.67	Materials & Services:Training
<b>Total Home Depot</b>			<b>2</b>	<b>195.47</b>	
<b>HRA VEBA Trust</b>					
Sep 19, 2018	Sept. contributions - ACH	Sept. Deferred Comp contributions for: Tom, Alysha, David, Harry, Sean and Dana	1	1,500.00	Personnel Services:Employee Benefits:HRA VEBA
<b>Total HRA VEBA Trust</b>			<b>1</b>	<b>1,500.00</b>	
<b>IAFF 3650 - Redmond Firefighters Union</b>					
Sep 7, 2018	PAC Donation to Union - ACH	PAC Donations from Tom, Alysha & David	3	12.00	Payroll Liabilities
Sep 7, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha and David	3	97.50	Payroll Liabilities

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Sep 21, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha and David	3	97.50	Payroll Liabilities
Sep 21, 2018	PAC Donations - ACH	PAC donations to Union from: Tom, Alysha, David	3	12.00	Payroll Liabilities
<b>Total IAFF 3650 - Redmond Firefighters Union</b>			<b>12</b>	<b>219.00</b>	
<b>Joe Woodriff</b>					
Sep 20, 2018	Cell Phone Reimbursement	Cell Phone reimbursement from July/Aug/Sept of 2017, initial check was lost/unlocatable and put a stop payment on it.	1	120.00	Materials & Services:Volunteer Incentives
<b>Total Joe Woodriff</b>			<b>1</b>	<b>120.00</b>	
<b>Mike Taylor</b>					
Sep 25, 2018	8217	Use of Lift for fire on Shad on 8/13/18	1	500.00	Materials & Services:Professional Services
<b>Total Mike Taylor</b>			<b>1</b>	<b>500.00</b>	
<b>Nationwide Retirement Solutions</b>					
Sep 7, 2018	Deferred Comp - EFT	Deferred Compensation contributions for: Tom, Alysha, David, Sean and Dana	1	215.00	Payroll Liabilities
Sep 21, 2018	Def. Comp - EFT	Deferred Comp contributions from: Tom, Alysha, David, Sean and Dana	1	215.00	Payroll Liabilities
<b>Total Nationwide Retirement Solutions</b>			<b>2</b>	<b>430.00</b>	
<b>Norco</b>					
Sep 4, 2018	24575158	Cylinders of Oxygen for Ambulances	1	21.08	Materials & Services:EMS Operations:Supplies
<b>Total Norco</b>			<b>1</b>	<b>21.08</b>	
<b>Northwest Safety Clean</b>					
Sep 21, 2018	18-21898	NFPA (2) Pants Advanced Inspection - Shell and Liner, General Repairs needing repairs, meeting NFPA Compliance	1	268.34	Materials & Services:Fire Suppression:Hose/Ladder Testing
<b>Total Northwest Safety Clean</b>			<b>1</b>	<b>268.34</b>	
<b>OFSOA</b>					
Sep 13, 2018	Conference Registration XXXX 4382	Registration for OFSOA conference for Dana, October 17,18,19 in Bend	1	240.00	Materials & Services:Training
<b>Total OFSOA</b>			<b>1</b>	<b>240.00</b>	
<b>Oregon Government Ethics Commission</b>					
Sep 1, 2018	AIE08287	Gov Ethics Assessment FY19	1	475.12	Materials & Services:Professional Services:Legal
<b>Total Oregon Government Ethics Commission</b>			<b>1</b>	<b>475.12</b>	
<b>Oregon PERS</b>					
Sep 10, 2018	PERS - EFT	Employer contribution	1	2,780.60	Personnel Services:PERS
Sep 10, 2018	PERS - EFT	Employee contribution, paid by Employer	1	979.66	Personnel Services:PERS
Sep 24, 2018	EFT	Employer contributions	1	3,022.35	Personnel Services:PERS

## Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Sep 24, 2018	EFT	Employee contributions, paid by Employer	1	1,064.83	Personnel Services:PERS
<b>Total Oregon PERS</b>			<b>4</b>	<b>7,847.44</b>	
<b>Pacific Power</b>					
Sep 10, 2018	24712171-001 3	Basic Charges, Load size charges, Demand Charges & Kilowatt usage	1	516.56	Materials & Services:Utilities:Electric
<b>Total Pacific Power</b>			<b>1</b>	<b>516.56</b>	
<b>Quill Corporation</b>					
Sep 5, 2018	9781503	Cases of 8 x 11 paper	2	109.98	Materials & Services:Administration:Supplies
Sep 5, 2018	9781503	Ream of 8 x 14 paper	1	13.49	Materials & Services:Administration:Supplies
Sep 17, 2018	1043086	Janitorial & Kitchen Items for the Station(Napkins, Dishwasher Soap, etc.)	1	49.95	Materials & Services:Building & Maintenance:Supplies
<b>Total Quill Corporation</b>			<b>4</b>	<b>173.42</b>	
<b>Solutions Yes</b>					
Sep 25, 2018	INV160504	B/W Copies	558	3.63	Materials & Services:Administration:Copier Expenses
Sep 25, 2018	INV160504	Color Copies	1037	51.85	Materials & Services:Administration:Copier Expenses
<b>Total Solutions Yes</b>			<b>1595</b>	<b>55.48</b>	
<b>Special Districts Insurance Services</b>					
Sep 4, 2018	03-0052514	October Health Premium for Staff	1	9,001.44	Personnel Services:Employee Benefits:Health Insurance
Sep 4, 2018	03-0052514	October Dental Premium for Staff	1	862.62	Personnel Services:Employee Benefits:Dental Insurance
Sep 4, 2018	03-0052514	October Long-Term Premium for Staff	1	88.44	Personnel Services:Employee Benefits:Long Term Disability Insurance
Sep 7, 2018	32W52514-358	Balance due on Workers Comp, fiscal year 2017-2018	1	709.93	Personnel Services:Workers Comp. & Group Accident
<b>Total Special Districts Insurance Services</b>			<b>4</b>	<b>10,662.43</b>	
<b>Speer Hoyt, LLC</b>					
Sep 16, 2018		Review/draft Resolution for Local Option Levy renewal	1	70.50	Materials & Services:Professional Services:Legal
Sep 16, 2018		Review, respond via email regarding Equity Pay Law	1	111.00	Materials & Services:Professional Services:Legal
<b>Total Speer Hoyt, LLC</b>			<b>2</b>	<b>181.50</b>	
<b>Springfield Fire &amp; Life Safety</b>					
Sep 18, 2018		Ambulance Billing charges for July 2018	1	80.00	Materials & Services:EMS Operations:Ambulance Billing Fees
<b>Total Springfield Fire &amp; Life Safety</b>			<b>1</b>	<b>80.00</b>	



Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
<b>Stamps.com</b>					
Sep 19, 2018	XXXX 4382	Mo. Fee for Stamps.com postage software	1	17.99	Materials & Services:Administration:Postage & Shipping
<b>Total Stamps.com</b>			<b>1</b>	<b>17.99</b>	
<b>Summit Gauge Repair</b>					
Sep 18, 2018	XXXX 4382	Replace lighting modules and circuit board repairs for 592	1	204.00	Materials & Services:Vehicle/Equipment Maintenance:511848
<b>Total Summit Gauge Repair</b>			<b>1</b>	<b>204.00</b>	
<b>UPS</b>					
Sep 24, 2018	XXXX 4382	Shipping charges/ground	1	5.80	Materials & Services:Administration:Postage & Shipping
<b>Total UPS</b>			<b>1</b>	<b>5.80</b>	
<b>US Bank Equipment Finance</b>					
Sep 17, 2018	365987056 - EFT	Contract Payment for Copier	1	139.99	Materials & Services:Administration:Copier Expenses
Sep 17, 2018	365987056 - EFT	Property Damage Surcharge	1	24.40	Materials & Services:Administration:Copier Expenses
<b>Total US Bank Equipment Finance</b>			<b>2</b>	<b>164.39</b>	
<b>Verizon Wireless</b>					
Sep 4, 2018	9813315547	Phone line for Zoll Machine	1	20.80	Materials & Services:Utilities:Telecommunications
<b>Total Verizon Wireless</b>			<b>1</b>	<b>20.80</b>	
<b>Xero</b>					
Sep 19, 2018	XXXX 4382	Mo. Subscription Fee for Accounting software	1	22.50	Materials & Services:Professional Services:Accounting/Payroll Services
<b>Total Xero</b>			<b>1</b>	<b>22.50</b>	
<b>Zoll Medical Corporation</b>					
Sep 16, 2018	90026518	Preventative Maintenance on Zoll Machines 9/2018 - 8/2019	2	510.00	Materials & Services:Utilities:Telecommunications
<b>Total Zoll Medical Corporation</b>			<b>2</b>	<b>510.00</b>	
<b>Total</b>			<b>1700</b>	<b>29,348.43</b>	





Dana Schulke <danas@crrfire.org>

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## Board Assessment for CRR Fire & Rescue, November 6th

4 messages

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**Dana Schulke** <danas@crrfire.org>

Tue, Oct 9, 2018 at 9:09 AM

To: Rob Mills <RMills@srwd.org>

Hi Rob,

I am just confirming that only Chief Ward and the Board members are participating in this assessment class on November 6th, correct? You do not need me in the class?

Thank you!

--

**Dana L. Schulke, Administrative Assistant/  
Support Services Specialist**

Crooked River Ranch Fire and Rescue  
541-923-6776, [danas@crrfire.org](mailto:danas@crrfire.org)

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**Rob Mills** <RMills@srwd.org>

Tue, Oct 9, 2018 at 9:42 AM

To: Dana Schulke <danas@crrfire.org>

Hello Dana . . .

Thanks for the question and meeting reminder. If you normally attend your board's meetings your participation in the November 6 meeting would be helpful but is not required – it's up to you and your board. I'd like to make sure your board understands that the 90-minute Board Practices Assessment (BPA) is not a typical "class" or "presentation" from SDAO. The BPA session is a facilitated discussion involving all board members and Chief Ward in an analysis of their effectiveness (as a board) in key performance areas. They will be fully engaged in the conversation – not listening to me deliver prepared content or "instructing". There is no special preparation required by them or meeting equipment needed. I work from a simple handout and will bring copies for all. It may be helpful to forward this email as a reminder to those who will be attending.

I look forward to meeting with your board on Tuesday, Nov. 6 @ 2:00 pm. Please send me your meeting location and the names of your board members. Thanks Dana . . .

Rob Mills

SDAO Consulting Services



Seal Rock, OR

541/563-7690

Sent from Mail for Windows 10

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**From:** Dana Schulke

**Sent:** Tuesday, October 9, 2018 9:10 AM

**To:** Rob Mills

**Subject:** Board Assessment for CRR Fire & Rescue, November 6th

[Quoted text hidden]

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**Dana Schulke** <danas@crrfire.org>

Tue, Oct 9, 2018 at 9:51 AM

To: Rob Mills <RMills@srwd.org>

Thanks, Rob, however, we have you down at 9:00 am for the start time. Can you clarify the time please?

Dana

[Quoted text hidden]

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**Rob Mills** <RMills@srwd.org>

Tue, Oct 9, 2018 at 12:21 PM

To: Dana Schulke <danas@crrfire.org>

Glad you caught that . . . 9 a.m. is fine. Thanks Dana.

Rob

Sent from my iPad

[Quoted text hidden]



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated  
revenue to the General Fund of Crooked  
River Ranch Rural Fire Protection District

**RESOLUTION: 2018-04**

**WHEREAS**, Oregon Budget Law, under ORS 294.326(2), provides that money from unforeseen grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution;

**WHEREAS**, Crooked River Ranch Rural Fire Protection District has received an conflagration funds of \$2,019.68 and

**WHEREAS**, Oregon Budget Law, under ORS 294.326(2) allows Crooked River Ranch Rural Fire Protection District to spend the unforeseen money,

**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</b>	<b>Budget Appropriation</b>	<b>Increase</b>	<b>Adjusted Budget</b>
Conflagration Revenue	\$ 1,000.00	\$1,019.68	\$ 2,019.68
Personnel Services; Vol. Conflag Reimbursement Personnel Services;	\$ 0.00	\$ 515.40	\$ 515.00
Shift Personnel Wages Personnel Services;	\$173,946.00	\$ 86.14	\$173,983.05
Shift Personnel Overtime	\$ 34,335.00	\$ 559.14	\$ 34,887.28
Contingency	\$ 2,500.00	\$ 859.00	\$ 3,339.00

**INTRODUCED and ADOPTED** Thursday, October 18, 2018

**ATTEST:**

**CROOKED RIVER RANCH  
RURAL FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Board Director

By: \_\_\_\_\_  
Board Director

By: \_\_\_\_\_  
Board Director

By: \_\_\_\_\_  
Board Director

By: \_\_\_\_\_  
Board Director

## CRR Fire & Rescue Operations Report October 2018

- No Staff meeting this month.
- New radios installed in vehicles but are not being used until training completed and system set up for us at DC911.
- Address signs being installed as needed. Increase in requests due to new construction.
- Jeff Greens Retirement party was on Monday night. The Volunteer Association presented him a plaque with a chrome axe on it.
- Planning meeting was also held on Monday night for both the SWAFF and Food & Toy programs.
- Water pump has been updated with new seal design on water tender 532 (516092).
- Next Blood Drive October 24<sup>th</sup> Time: 12:00 to 5:00.
- Call report:
  - From Image Trend reports for month of September:
    - Rescue & Emergency Medical Service Incident-41
    - Fire Calls-0
    - Public Assist Service Calls-6
    - Good Intent Calls-1
    - False Alarm-1
    - Unlabeled call-1
    - Total All Calls-50

Respectively Submitted.

Mark W. Wilson

Assistant Chief / NREMT

Master Emergency Vehicle Technician

(Ambulance; Fire; Law Enforcement)

16-Oct-18





## CRR Fire & Rescue Operations Report October 2018

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Mark W. Wilson

Assistant Chief / NREMT

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(Ambulance; Fire; Law Enforcement)

16-Oct-18

