

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

June 20, 2024

A Joint Public Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 20, 2024, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon. The Public Budget Hearing started at 6:00 pm with the Board Meeting immediately following the hearing.

Public Budget Hearing Minutes

1. Called to Order by Director Norberg at 6:00 pm.

2. Director Palmer led the flag salute.

3. Roll call was taken by Director Costigan and the following were in attendance: Director's Norberg, Pahl, Costigan, Palmer and Gayheart. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley. Members of the public in attendance were Mike Dries, Robin Huber, Barbara Oakley, Bill Burt, Linda Kay Widmer and Mac Walker. Brandie McNamee and Kacey Skaar attended via the Zoom platform.

4. Presentation of the 2023/2024 Budget – Fire Chief Sean Hartley presented the budget as approved by the Budget Committee. He went over each fund (General/Operating, Capital Reserve, and our Bond fund). The income to be received into the General Fund is a little higher for the next fiscal year, due to the rollover of grant funds for summer staffing, and an FF/Paramedic position that has not been filled yet. All of the wages and benefits for that position have been carried over. He also stated that we are anticipating more ambulance billing revenue since we are revising our rates, effective July 1. The taxes we estimated at the bottom of the spreadsheet included the levy increase which as voter approved last November. He went over our short-term debt, which was the main ambulance payment, operating contingency, and the \$75,000 that will be transferred into the Capital Reserve Fund for future expenditures. He then went over into the Capital Reserve Fund which included the match for the loan we are going to have for the new fire apparatus. The Bond Fund is for long term debt, which is for the building.

5. Comments from the Public – Mac Walker asked Chief Hartley if there were going to be items in the future that may surprise the public. Chief Hartley stated the only added item for next fiscal year will be the new structure engine. He also stated we are getting a new interface engine from the State of Oregon (which is free). The only other thing is the additional staffing we are trying to get, as we are getting busier. Mr. Walker also asked if there was a potential big fire on the Ranch, would our District be getting reimbursed from the State. Chief Hartley stated that depending on the size of the fire at a local level, we are all part of a Mutual Aid agreement, and we all help each other out. If the fire is within a certain distance of the Ranch, we will be receiving Federal resources to help us, as they would want to protect their land. Federal (FEMA) funding would also be available to us if it is on a larger scale. Mr. Bill Burt asked about the new fire engine and when we plan to get that. Chief Hartley stated our goal is to get the funding approved by Resolution in the July Board meeting and then get the paperwork rolling with the lender and vender to make the apparatus in August. Discussion ensued between Director Gayheart and Chief Hartley on how to sell the existing engine that we have. There were no other questions from the public.

6. Discussion/actions from the Board of Directors – none

7. Adjournment – Director Norberg ended the Budget Hearing at 6:13 pm.

Board Meeting Minutes

1. Called to Order by Director Norberg at 6:18 pm.

1.1 Roll Call by Director Costigan and the following were in attendance: Director's Norberg, Pahl, Costigan, Palmer and Gayheart. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley. Members of the public in attendance were Mike Dries, Robin Huber, Barbara Oakley, Bill Burt, Linda Kay Widmer and Mac Walker. Brandie McNamee attended via the Zoom platform, and Kacey Skaar did not attend the Board meeting.

2. Review of Meeting Agenda Items – Director Norberg reviewed the agenda with the Board. A discussion ensued regarding having a Board Workshop. So, a 6.4 was added under new business to discuss a date for a Board Workshop.

3. Approval of the Board meeting minutes from May 16, 2024. Director Pahl made a motion to approve the May 16th, 2024, minutes as presented, Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

4. Financial Reports -

4.1 Financial reports for May 2024 – The financials were in the Board packet. Director Pahl stated we were two months running in having no issues with the financials and stated that on our Balance Sheet we are at a general net income of \$1,465,893.24. Director Norberg has a question on the Payable Invoice Detail sheet. She asked what Uline was for station rugs and Chief Hartley explained the need purpose of the transaction. Director Costigan made a motion to approve the May 2024 financials as presented, Director Palmer seconded. All were in favor by stating “Aye,” motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Gayheart and Director Costigan will sign checks on Wednesday, July 10th and Directors Pahl and Palmer will sign checks on Thursday, July 25th, 2024.

5. Unfinished Business –

5.1 Update on Board access to Vector Solutions for SDAO training - Chief Hartley stated that Captain Wiley has been working with Vector Solutions and they have given all the Board members logins to utilize the program. Discussion ensued about which course all the Board members will have to take in order to receive a discount on our insurance.

6. New Business:

6.1 - Nominations of Board Officers for 2024/2025 term, effective July 1, 2024 – at this time, a nomination was presented for Director Palmer to be President by Director Norberg and Director Gayheart seconded the nomination. All in favor stated “Aye.” Director Norberg nominated Director Pahl as Vice President, and Director Costigan seconded the nomination. All in favor stated “Aye.” Director Norberg nominated Director Costigan as Treasurer and Director Palmer seconded the nomination. All in favor stated “Aye.” Director Palmer nominated Director Norberg as Secretary and Director Pahl seconded the nomination. All in favor stated “Aye.”

6.2 - Discussion/Approval of Resolution 2024-03 to revise the district's Ambulance Fee Schedule (effective July 1, 2024) - Director Norberg asked if there were any questions in regard to this topic as they have been reviewing this topic for the last several months. Chief Hartley went through the revised figures for the types of calls we provide with the Board and the public in attendance. He stated that Medicaid rates are set by the State and are a flat rate and usually very low. Several questions were raised about Medicare and how we are reimbursed by them. Director Costigan made a motion to approve Resolution 2024-03 to revise the districts Ambulance rates, effective July 1, 2024, as presented, Director Palmer seconded the motion. All in favor stated “Aye,” motion carried, (5-0).

6.3 Discussion/approval of Resolution 2024-04 to Adopt the 2024/2025 fiscal budget – Director Norberg asked if there were any other questions from the public. There were none. Director Pahl made a motion to approve Resolution 2024-04 to adopt the 2024/2025 fiscal budget as presented, Director Palmer seconded the motion. All in favor stated “Aye,” motion carried, (5-0).

6.4 – Discussion on Board Workshop – Director Norberg & Palmer asked the Board which dates would work for everyone to have a Board Workshop. The date of Thursday, August 8th was agreed upon at 2:00 pm, here at the station.

7. Fire Chief Report - His report was in the Board packet for the Board to see. He said we are slowly picking up on the calls for the month of May. We have been helping out Redmond and Prineville lately by staffing their stations. The building projects have been completed. He said he has received an email from OSFM stating we might receive our new engine by the end of June, or the first part of July. Director Norberg asked about the damage that was done to the south side of the building. Chief Hartley stated that we do not know how it happened, but that it has been almost completely repaired, just need to finish the painting. Director Norberg asked about our gutters and if they are going to get repaired. Chief Hartley stated that he and all three of the captains have finished their Blue Card Incident Command training. He also went over the Everbridge alert systems and everyone should have received the alert at their home or via their cell phone.

8. CERT Report – Linda Kay Widmer gave her report on the training the CERT members are doing. They had a great session last month with Sargent Skidgel on evacuation and what their role and responsibilities will be. She stated that they will be working on more radio traffic training since they have a small group of members, to make sure they are working together with the Incident Command. Discussion ensued regarding certified flaggers and Director Pahl stated this was a topic of conversation at the Homeowners Association.

9. Comments/Questions:

9.1 Public input on the current agenda - Mac Walker asked a question regarding residents that do not want to be transported to the hospital and how we manage that, along with standby at public events. Chief Hartley stated we struggle with residents to call 911 and that we have residents sign a form stating they are refusing to be transported to the hospital. Mr. Walker also asked if there was information on how to manage cheat grass and the junipers here on the Ranch. Chief Hartley said we just had the new Living with Wildfire book printed for Jefferson County residents, which will be in the new homeowners’ packets down at the Homeowners Association. Discussion ensued regarding the residents taking advantage of the Defensible Space grant opportunities that are available. Linda Kay asked Chief Hartley if there were other resources available for residents to take advantage of to assist with cleaning up their properties. Chief Hartley stated the Heart of Oregon organization is very helpful and has assisted a few residents out here on their property.

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - none

12. Adjournment by Director Norberg at 7:15 pm.

Respectfully,
Dana Schulke
Administrative Assistant

	2023/24 Ending Balance (unaudited)	2024/25 Beginning Balance (Budgeted)	Variance \$	Variance %
General Fund	\$1,387,269.59	\$1,050,000.00	\$337,269.59	32.1%
Bond Fund	\$17,109.51	\$11,250.00	\$5,859.51	52.1%
Capital Reserve Fund	\$452,880.72	\$465,000.00	(\$12,119.28)	-2.6%

Balance Sheet

Crooked River Ranch Fire & Rescue
As of June 30, 2024

<u>Account</u>	<u>Jun 30, 2024</u>
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	17,109.51
Capital Reserve Fund	452,880.63
Chase Business	33,005.10
Chase Payroll	5,339.65
Chase Savings	376,711.90
General Fund	201,930.82
Local Option Levy Fund	766,758.99
Stripe USD	90.00
Total Cash and Cash Equivalents	1,853,826.60
Total Current Assets	1,853,826.60
Total Assets	1,853,826.60
Liabilities and Equity	
Liabilities	
Current Liabilities	
A. DELORTO	660.19
A. WILEY	349.53
D. MCDONALD	300.98
D. SCHULKE	1,346.03
S. HARTLEY	(2,329.67)
Payroll Liabilities	(4,212.73)
FIB - Credit Cards	452.45
Total Current Liabilities	(3,433.22)
Total Liabilities	(3,433.22)
Equity	
Current Year Earnings	1,857,259.82
Total Equity	1,857,259.82
Total Liabilities and Equity	1,853,826.60
	1,383,836.46
	(3,433.22)
	1,387,269.68
Adjustment for Funds Transfer	-0.09
General Fund Net Income	1,387,269.59

Budget Variance

Crooked River Ranch Fire & Rescue
 For the month ended June 30, 2024
 Cash Basis



Fund Name is General Fund.

Account	Jun-24 Actual	2024	Budget	Variance	Variance %
Revenue					
Ambulance Revenue	21,651.41	334,607.89	275,000.00	59,607.89	21.68%
Beginning Fund Balance	0.00	1,284,784.89	856,886.00	427,898.89	49.94%
Conflagration Revenue	0.00	39,958.36	39,939.00	19.36	0.05%
Contractual Income	0.00	400.00	400.00	0.00	0.00%
Emergency Address Signs	100.00	350.00	500.00	(150.00)	-30.00%
FireMed	1,125.00	13,187.12	13,320.00	(132.88)	-1.00%
Grant Funds	0.00	103,659.22	493,499.00	(389,839.78)	-79.00%
Interest	2,143.40	28,337.74	7,500.00	20,837.74	277.84%
Misc. Income	0.00	5,375.61	7,500.00	(2,124.39)	-28.33%
Previously Levied Taxes	3,277.23	31,207.35	25,000.00	6,207.35	24.83%
Taxes Collected in Year Levied	5,432.65	1,116,995.26	1,083,566.00	33,429.26	3.09%
Training Income	0.00	150.00	500.00	(350.00)	-70.00%
Total Revenue	33,729.69	2,959,013.44	2,803,610.00	155,403.44	5.54%
Gross Profit	33,729.69	2,959,013.44	2,803,610.00	155,403.44	5.54%
Operating Expenses					
Debt Service:Apparatus Payment	0.00	27,045.17	27,046.00	(0.83)	0.00%
Debt Services & Contingency:Contingency	0.00	0.00	38,721.00	(38,721.00)	-100.00%
General Fund, Transfer Out	0.00	90,746.00	90,746.00	0.00	0.00%
Materials & Services					
Administration	2,466.98	20,235.38	18,450.00	1,785.38	9.68%
Building Maintenance & Supplies	2,795.40	24,334.11	30,000.00	(5,665.89)	-18.89%
CERT Program	0.00	1,650.62	5,000.00	(3,349.38)	-66.99%
Department Services	1,388.87	4,635.25	5,000.00	(364.75)	-7.30%
Dispatch	0.00	70,147.49	70,350.00	(202.51)	-0.29%
EMS Operations	2,646.25	56,416.92	45,690.00	10,726.92	23.48%
Fire Operations	5,545.33	20,911.37	34,750.00	(13,838.63)	-39.82%
Fuel	690.47	13,010.87	20,000.00	(6,989.13)	-34.95%
Insurance	0.00	38,991.00	40,000.00	(1,009.00)	-2.52%
OSFM OFSCP - PPE/Uniform	0.00	4,198.50	9,500.00	(5,301.50)	-55.81%
Prevention	0.00	997.33	2,000.00	(1,002.67)	-50.13%
Professional Services	965.33	35,114.10	20,850.00	14,264.10	68.41%
Radios & Communications	222.25	27,323.11	31,586.00	(4,262.89)	-13.50%
Rope Rescue Operations	0.00	3,292.07	3,000.00	292.07	9.74%
SAFER Grant Expenditures	0.00	26,219.56	42,000.00	(15,780.44)	-37.57%
Training	652.60	14,013.59	24,455.00	(10,441.41)	-42.70%
Travel	152.76	3,275.43	5,000.00	(1,724.57)	-34.49%
Tuition Reimbursement	10,500.00	31,500.00	31,500.00	0.00	0.00%
Uniforms	0.00	5,711.87	7,000.00	(1,288.13)	-18.40%
Utilities	2,137.35	36,637.07	34,800.00	1,837.07	5.28%
Vehicle/Equipment Maintenance	1,093.48	25,400.74	35,000.00	(9,599.26)	-27.43%
Volunteer Incentive Program	180.00	17,080.00	20,800.00	(3,720.00)	-17.88%
Wellness Program	0.00	2,847.48	10,000.00	(7,152.52)	-71.53%
Total Materials & Services	31,437.07	483,943.86	546,731.00	(62,787.14)	-11.48%
Personnel Services					
Administrative Assistant	3,420.40	43,111.88	44,254.00	(1,142.12)	-2.58%
Administrative Assistant Overtime	67.91	1,297.76	3,017.00	(1,719.24)	-56.99%
Employee Benefits	14,847.21	178,111.49	241,547.00	(63,435.51)	-26.26%
Fire Chief	6,666.68	82,886.39	87,135.00	(4,248.61)	-4.88%
Firefighter/Paramedic OT, 40 Hour	0.00	217.57	0.00	217.57	0.00%
Firefighter/Paramedic, 40-Hour	0.00	1,837.00	0.00	1,837.00	0.00%
Part-Time Personnel	343.13	36,094.89	35,000.00	1,094.89	3.13%
Payroll Taxes	4,114.90	48,968.38	53,933.00	(4,964.62)	-9.21%
PERS	13,780.61	139,325.48	207,337.00	(68,011.52)	-32.80%
Shift Personnel Overtime	4,351.28	54,198.46	53,619.00	579.46	1.08%
Shift Personnel Wages	20,250.45	196,181.11	202,151.00	(5,969.89)	-2.95%
Shift Firefighter/Paramedic OT	587.44	7,567.39	32,642.00	(25,074.61)	-76.82%

Shift Firefighter/Paramedic Wage	8,966.50	94,465.69	132,291.00	(37,825.31)	-28.59%
Student Volunteer Stipends	1,200.00	11,295.00	10,800.00	495.00	4.58%
Volunteer Conflag Reimbursement	0.00	15,463.51	20,106.00	(4,642.49)	-23.09%
Volunteer Stipends & Benefits	2,200.00	39,000.00	45,000.00	(6,000.00)	-13.33%
Workers Comp. & Group Accident Insurance	0.00	19,986.82	26,000.00	(6,013.18)	-23.13%
Total Personnel Services	80,796.51	970,008.82	1,194,832.00	(224,823.18)	-18.82%
Total Operating Expenses	112,233.58	1,571,743.85	1,898,076.00	(326,332.15)	-17.19%
Net Profit	(78,503.89)	1,387,269.59	905,534.00	481,735.59	53.20%

Budget Variance

Crooked River Ranch Fire & Rescue
For the month ended June 30, 2024
Cash Basis



Fund Name is Capital Reserve Fund.

Account	Jun-24 Actual	2024	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	396,669.29	382,067.00	14,602.29	3.82%
Interest	934.47	11,163.26	4,500.00	6,663.26	148.07%
Misc. Income	0.00	7,902.50	7,903.00	(0.50)	-0.01%
Total Revenue	934.47	415,735.05	394,470.00	21,265.05	5.39%
Gross Profit					
	934.47	415,735.05	394,470.00	21,265.05	5.39%
Other Income					
Transfer(s) In	0.00	90,746.00	90,746.00	0.00	0.00%
Total Other Income	0.00	90,746.00	90,746.00	0.00	0.00%
Operating Expenses					
Capital Outlay & Grant Awards:Building Purchases	10,150.91	37,920.33	43,195.00	(5,274.67)	-12.21%
Capital Outlay & Grant Awards:Fire Purchases	0.00	15,680.00	15,805.00	(125.00)	-0.79%
Total Operating Expenses	10,150.91	53,600.33	59,000.00	(5,399.67)	-9.15%
Net Profit	(9,216.44)	452,880.72	426,216.00	26,664.72	6.26%

Budget Variance

Crooked River Ranch Fire & Rescue
 For the month ended June 30, 2024
 Cash Basis



Fund Name is Bond Fund.

Account	Jun-24 Actual	2024	Budget	Variance	Variance %
Revenue					
Beginning Fund Balance	0.00	13,629.18	10,000.00	3,629.18	36.29%
Interest	70.63	1,171.64	500.00	671.64	134.33%
Previously Levied Taxes	558.30	5,978.19	3,500.00	2,478.19	70.81%
Taxes Collected in Year Levied	924.65	189,358.50	199,600.00	(10,241.50)	-5.13%
Total Revenue	1,553.58	210,137.51	213,600.00	(3,462.49)	-1.62%
Gross Profit	1,553.58	210,137.51	213,600.00	(3,462.49)	-1.62%
Operating Expenses					
Debt Service: Bond Payment	20,584.00	193,028.00	193,028.00	0.00	0.00%
Total Operating Expenses	20,584.00	193,028.00	193,028.00	0.00	0.00%
Net Profit	(19,030.42)	17,109.51	20,572.00	(3,462.49)	-16.83%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue For the period June 1, 2024 to June 30, 2024

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Adam Wiley						
Jun 17, 2024	Payable Invoice	Per Diem Check for OVFA	Per Diem for meals not covered at OVFA, June 21st - June 23rd, 2024	128.00	Paid	Materials & Services:Training
Total Adam Wiley				128.00		
Aflac						
Jun 17, 2024	Payable Invoice	AFLAC - ACH	Premiums from Staff for June	668.34	Paid	Payroll Liabilities
Total Aflac				668.34		
Alex Silva						
Jun 24, 2024	Payable Invoice	Tuition Reimburse for Alex	Tuition Reimbursement for Spring 2024 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Alex Silva				1,750.00		
Annas Consultants, Inc.						
Jun 6, 2024	Payable Invoice	3330	Annual Servicing for Breathing Air Compressor including changing of oil, oil filter, purification, filters etc. Labor and Travel Time	1,107.71	Paid	Materials & Services:Fire Operations:Service & Testing
Total Annas Consultants, Inc.				1,107.71		
Blue Mountain Networks						
Jun 6, 2024	Payable Invoice	99291 - ACH	Phone and Internet Charges	677.85	Paid	Materials & Services:Utilities:Tel ecommunications
Total Blue Mountain Networks				677.85		
BoundTree Medical, LLC						
Jun 17, 2024	Payable Invoice	85379899 - ACH	Various medical supplies for EMS room and Ambulances	362.51	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC				362.51		
Brooke O'Connor						
Jun 20, 2024	Payable Invoice	Tuition Reimbursement - Brooke O.	Tuition Reimbursement for Spring 2024	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Brooke O'Connor				1,750.00		
Carson Oil Company, Inc.						
Jun 14, 2024	Payable Invoice	CP-00520388 - EFT	Fuel for all apparatus	567.29	Approved	Materials & Services:Fuel

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jun 18, 2024	Payable Invoice	CP-00523620 - EFT	Fuel for all apparatus	581.39	Approved	Materials & Services:Fuel
Total Carson Oil Company, Inc.				1,148.68		
Cascade Fire Equipment						
Jun 17, 2024	Payable Invoice	PO-0436 / Inv 12730	Hose clamp	990.00	Paid	Materials & Services:Fire Operations:Supplies /Equipment
Jun 17, 2024	Payable Invoice	PO-0436 / Inv 12730	hose clamp bracket	120.00	Paid	Materials & Services:Fire Operations:Supplies /Equipment
Jun 17, 2024	Payable Invoice	PO-0436 / Inv 12730	Shipping	38.72	Paid	Materials & Services:Fire Operations:Supplies /Equipment
Total Cascade Fire Equipment				1,148.72		
Crooked River Ranch Water Company						
Jun 3, 2024	Payable Invoice	94 - EFT	Base Rate	168.63	Paid	Materials & Services:Utilities:Water
Jun 3, 2024	Payable Invoice	94 - EFT	Water	69.46	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company				238.09		
Crooked River Sanitary						
Jun 3, 2024	Payable Invoice	00014 - EFT	Sanitation services for May	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary				72.02		
Daily Dispatch						
Jun 18, 2024	Payable Invoice	Inv#0246	Advertising of Fireman/Paramedic position	405.00	Paid	Materials & Services:Administration:Advertising
Total Daily Dispatch				405.00		
Day Wireless Systems						
Jun 18, 2024	Payable Invoice	INV 828757	Adapter, Cloning, Legacy Portable Radio and Mobile, requires KAA0700 cloning cable for cloning to KNG-P to KNG Series and D-Series	230.00	Paid	Materials & Services:Radios/Communications
Jun 18, 2024	Payable Invoice	INV 828757	Discount	(25.00)	Paid	Materials & Services:Radios/Communications
Jun 18, 2024	Payable Invoice	INV 828757	Shipping	17.25	Paid	Materials & Services:Radios/Communications
Total Day Wireless Systems				222.25		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Elevation Protective Coatings LLC						
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Dining room tear out of Linoleum	792.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Dining room baseboard	75.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Kitchen tear out	864.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Kitchen coating	432.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Kitchen baseboard	150.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Bathroom tear out	735.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Bathroom coating	368.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Bathroom baseboard	300.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	Coating	606.00	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 24, 2024	Payable Invoice	Balance Due, Inv. 112	50% deposit down	(2,056.00)	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Elevation Protective Coatings LLC				2,266.00		

Elite Security & Fire Alarm

Jun 28, 2024	Payable Invoice	JC-120723-1	Fire alarm design/engineering labor	750.00	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	Permits/plan review - Jefferson County (estimated)	315.00	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	Potter AFC-100 Addressable FACP, 5A notification power, Network DACT 3992753	2,166.11	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	DMP SLCF-LTE Universal Cellular	270.72	Paid	Capital Outlay & Grant

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
			Fire Alarm Communicator			Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	Potter addressable pull station, dual action	136.66	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	PAD300 6" base	207.03	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	PAD300 Photo/detector 2992777	1,223.10	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	PAD300 heat detector 3992776	90.36	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	Supplies and consumable materials - replace all existing proprietary horn/strobes and strobe only devices with new system sensor devices	1,594.40	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	PAD300 low frequency sounder base 3992786	1,874.99	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	PAD300 photo/CO combo 2992779	1,396.64	Paid	Capital Outlay & Grant Awards:Building Purchases
Jun 28, 2024	Payable Invoice	JC-120723-1	supplies and consumable materials - cable	125.90	Paid	Capital Outlay & Grant Awards:Building Purchases
Total Elite Security & Fire Alarm				10,150.91		
Emily Lara						
Jun 24, 2024	Payable Invoice	Tuition Reimburse for Emily	Tuition Reimbursement for Spring 2024 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Emily Lara				1,750.00		
First Citizens Bank						
Jun 17, 2024	Payable Invoice	44941823- EFT	Copier Lease Payment	138.43	Approved	Materials & Services:Administration:Copier Expenses
Jun 17, 2024	Payable Invoice	44941823- EFT	B/W Copies	9.99	Approved	Materials & Services:Administration:Copier Expenses
Jun 17, 2024	Payable Invoice	44941823- EFT	Color Copies	96.95	Approved	Materials & Services:Administration:Copier Expenses
Total First Citizens Bank				245.37		

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Hagemeister Enterprises, Inc.						
Jun 5, 2024	Payable Invoice	41956R	Military Terminal for 541	12.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:516169
Total Hagemeister Enterprises, Inc.				12.50		
HRA VEBA Trust						
Jun 17, 2024	Payable Invoice	YA422 - ACH	Contributions for staff	2,450.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust				2,450.00		
IAFF 3650 - Redmond Firefighters Union						
Jun 5, 2024	Payable Invoice	Union Dues - ACH	Union Dues from David, Alysha, Adam, Elizabeth and Laura	170.00	Paid	Payroll Liabilities
Jun 5, 2024	Payable Invoice	PAC Donations - ACH	PAC donations to Union from staff	18.08	Paid	Payroll Liabilities
Jun 17, 2024	Payable Invoice	Union Dues - ACH	Union Dues from: David, Alysha, Adam, Laura and Elizabeth	170.00	Paid	Payroll Liabilities
Jun 17, 2024	Payable Invoice	PAC donations - ACH	PAC donations from Staff	18.08	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union				376.16		
Jackson Spadaro						
Jun 3, 2024	Payable Invoice	Cell Phone Reimb for Jackson S.,	Cell Phone Reimbursement for April/May/June	90.00	Paid	Materials & Services:Volunteer Incentives
Jun 20, 2024	Payable Invoice	Tuition Reimbursement - Jackson S.	Tuition Reimbursement for Spring 2024	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Jackson Spadaro				1,840.00		
Laura Waldron						
Jun 3, 2024	Payable Invoice	Mileage Reimb.	Mileage Reimbursement for OVFA Conference June 21,2024 - June 23,2024 Roundtrip	152.76	Paid	Materials & Services:Travel
Total Laura Waldron				152.76		
Life-Assist						
Jun 17, 2024	Payable Invoice	1444523 - ACH	Epinephrine 1:1000 1mg	99.72	Paid	Materials & Services:EMS Operations:Supplies
Jun 17, 2024	Payable Invoice	1444523 - ACH	Lidocaine 2% 100 mg/5ml	34.28	Paid	Materials & Services:EMS Operations:Supplies
Total Life-Assist				134.00		
National Fire Protection Assoc. (NFPA)						

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jun 3, 2024	Payable Invoice	0032011S	Annual Membership fee	1,725.00	Paid	Materials & Services:Administration:Memberships
Total National Fire Protection Assoc. (NFPA)				1,725.00		
Nationwide Retirement Solutions						
Jun 5, 2024	Payable Invoice	Deferred Comp - EFT	Deferred Compensation contributions from staff	295.00	Paid	Payroll Liabilities
Jun 17, 2024	Payable Invoice	Deferred Comp - EFT	Deferred Compensation contributions from staff	295.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions				590.00		
Norco						
Jun 17, 2024	Payable Invoice	40885223	D Medical Oxygen USP	17.62	Paid	Materials & Services:EMS Operations:Supplies
Jun 17, 2024	Payable Invoice	40885223	Handling Charge	35.17	Paid	Materials & Services:EMS Operations:Supplies
Total Norco				52.79		
Northwest Safety Clean						
Jun 6, 2024	Payable Invoice	24-45609	Coast: NFPA Advanced Inspection - Shell and Liner	144.00	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45609	Pant: NFPA Advanced Inspection - Shell and Liner	126.00	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45609	Shipping	32.11	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45623	Coat: NFPA Advanced Inspection	342.00	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45623	Pants: NFPA Advanced Inspection	342.00	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45623	General Repairs and Alterations	637.65	Paid	Materials & Services:Fire Operations:PPE
Jun 6, 2024	Payable Invoice	24-45623	Shipping	108.77	Paid	Materials & Services:Fire Operations:PPE
Jun 27, 2024	Payable Invoice	24-45954	Coat NFPA Advanced Inspection - Shell & Liner	414.00	Paid	Materials & Services:Fire Operations:PPE
Jun 27, 2024	Payable Invoice	24-45954	Pant NFPA Advanced Inspection - Shell & Liner	414.00	Paid	Materials & Services:Fire Operations:PPE
Jun 27, 2024	Payable Invoice	24-45954	General repairs or alterations meeting NFPA compliance	358.55	Paid	Materials & Services:Fire Operations:PPE

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jun 27, 2024	Payable Invoice	24-45954	Shipping	369.82	Paid	Materials & Services:Fire Operations:PPE
Total Northwest Safety Clean				3,288.90		
Oregon PERS						
Jun 10, 2024	Payable Invoice	PERS - EFT	Employer Contributions	5,511.47	Paid	Personnel Services:PERS
Jun 10, 2024	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1,287.69	Paid	Personnel Services:PERS
Jun 18, 2024	Payable Invoice	PERS - EFT	Employer Contributions	5,154.80	Approved	Personnel Services:PERS
Jun 18, 2024	Payable Invoice	PERS - EFT	Employee Contributions, paid by Employer	1,202.74	Approved	Personnel Services:PERS
Total Oregon PERS				13,156.70		
Over the Edge Taphouse						
Jun 25, 2024	Payable Invoice	143	Staffing for CRR Fire Awards Ceremony , balance due	250.00	Paid	Materials & Services:Department Services:Appreciation Dinner
Total Over the Edge Taphouse				250.00		
Pacific Power						
Jun 18, 2024	Payable Invoice	24712171-001 3 - EFT	Basic Charges, Load Size Charge, Demand Charges, Delivery charges and Kilowatt Usage	904.53	Paid	Materials & Services:Utilities:Electric
Total Pacific Power				904.53		
Paladin Background Screening						
Jun 3, 2024	Payable Invoice	5824	Background checks for Westburg, Lekas, Campbell and Lopez	314.00	Paid	Materials & Services:Professional Services:Background Checks
Total Paladin Background Screening				314.00		
Pamplin Media Group						
Jun 17, 2024	Payable Invoice	147134	Advertising in Madras Pioneer for Notice of Public Hearing	252.00	Paid	Materials & Services:Administration:Advertising
Total Pamplin Media Group				252.00		
Parker English						
Jun 24, 2024	Payable Invoice	Tuition Reimburse for Parker E	Tuition Reimbursement for Spring 2024 Term	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Parker English				1,750.00		
Robert Edwards						

Payable Invoice Detail

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jun 17, 2024	Payable Invoice	Per Diem for OVFA	Per Diem for meals not covered at OVFA, June 21st - June 23rd, 2024	128.00	Paid	Materials & Services:Training
Total Robert Edwards				128.00		
Ryan Rhodes						
Jun 3, 2024	Payable Invoice	Cell Phone Reimb for Ryan R.	Cell Phone Reimbursement for April/May/June	90.00	Paid	Materials & Services:Volunteer Incentives
Jun 24, 2024	Payable Invoice	Tuition Reimb for Ryan	Tuition Reimbursement for Spring 2024	1,750.00	Paid	Materials & Services:Tuition Reimbursement
Total Ryan Rhodes				1,840.00		
Special Districts Insurance Services						
Jun 5, 2024	Payable Invoice	03-0052514 - ACH	July Health Premiums for staff	10,982.00	Paid	Personnel Services:Employee Benefits:Health Insurance
Jun 5, 2024	Payable Invoice	03-0052514 - ACH	July Dental Premiums for staff	955.75	Paid	Personnel Services:Employee Benefits:Dental Insurance
Jun 5, 2024	Payable Invoice	03-0052514 - ACH	July Long-Terms Dis Premiums for staff	159.46	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services				12,097.21		
Streamline						
Jun 3, 2024	Payable Invoice	41F663CA-0043 - ACH	Mo. Fee for Website platform	126.00	Paid	Materials & Services:Professional Services:Computer Services
Total Streamline				126.00		
Stryker Medical						
Jun 3, 2024	Payable Invoice	9206241258 - ACH	Battery for Lucas machine	786.25	Paid	Materials & Services:EMS Operations:Supplies
Total Stryker Medical				786.25		
Tactical Business Group						
Jun 17, 2024	Payable Invoice	OR-CRR-2024-006 - ACH	Monthly ambulance billing for May 2024	840.00	Paid	Materials & Services:EMS Operations:Ambulance Billing Fees
Total Tactical Business Group				840.00		
TEC Equipment						
Jun 17, 2024	Payable Invoice	504869P3S - ACH	Oil and Filter Change on 531, also replaced Har copy of DOT sticker in Cab of vehicle. Labor	450.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Jun 17, 2024	Payable Invoice	504869P3S - ACH	Parts	201.01	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jun 17, 2024	Payable Invoice	504869P3S - ACH	Misc charges	67.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Jun 17, 2024	Payable Invoice	504869P3S - ACH	Sales Tax	2.73	Paid	Materials & Services:Vehicle/Equipment Maintenance:516608
Total TEC Equipment				721.24		
Terrebonne Hardware						
Jun 19, 2024	Payable Invoice	HD 570413350	sprinkler for lawn while system is down.	22.99	Paid	Materials & Services:Building & Maintenance:Maintenance
Total Terrebonne Hardware				22.99		
Thomas Sales & Service						
Jun 17, 2024	Payable Invoice	6042734/2	Oil & Filter Change on 572, installed new wiper blades (labor & parts)	359.74	Paid	Materials & Services:Vehicle/Equipment Maintenance:516001
Total Thomas Sales & Service				359.74		
Verizon Wireless						
Jun 3, 2024	Payable Invoice	9964941445	Data charges for iPads in Ambulances etc	244.86	Paid	Materials & Services:Utilities:Telecommunications
Total Verizon Wireless				244.86		
VISA - Chase						
Jun 2, 2024	Payable Invoice	HD 564233212	Lunch for blue card training	59.15	Paid	Materials & Services:Training
Jun 2, 2024	Payable Invoice	HD 564233244	Lunch for blue card training	8.99	Paid	Materials & Services:Training
Jun 3, 2024	Payable Invoice	XXXX	Purchase of Stamps for payables	50.00	Paid	Materials & Services:Administration:Postage & Shipping
Jun 5, 2024	Payable Invoice	112-9738869-8585843	Station Supplies	59.00	Paid	Materials & Services:Building & Maintenance:Supplies
Jun 5, 2024	Payable Invoice	112-8349884-7358603	Station Supplies	420.71	Paid	Materials & Services:Building & Maintenance:Supplies
Jun 5, 2024	Payable Invoice	G048990097	monthly Microsoft Business 365 licenses payment	74.41	Paid	Materials & Services:Professional Services:Computer Services
Jun 6, 2024	Payable Invoice	HD 564946853	ribs for EMS training	10.49	Paid	Materials & Services:Training
Jun 10, 2024	Payable Invoice	XXXX	Balance Due to Wildflowers Catering for CRR Fire Awards	765.00	Paid	Materials & Services:Department

INVOICE DATE	SOURCE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
			Ceremony, June 13th, 2024			Services:Appreciation Dinner
Jun 10, 2024	Payable Invoice	HD 566266976	Plaque for awards and recognitions.	285.00	Paid	Materials & Services:Department Services:Appreciation Dinner
Jun 11, 2024	Payable Invoice	HD 569868175	paint for south side of building siding repair	26.70	Paid	Materials & Services:Building & Maintenance:Maintenance
Jun 13, 2024	Payable Invoice		Flowers from Trader Joes for awards ceremony	51.87	Paid	Materials & Services:Department Services:Appreciation Dinner
Jun 15, 2024	Payable Invoice	XXXX	Mo. Fee for use of Stamps.com	19.99	Paid	Materials & Services:Administration:Postage & Shipping
Jun 17, 2024	Payable Invoice	HD 569907846	Norton Small Business annual renewal for PC protection software	164.99	Paid	Materials & Services:Professional Services:Computer Services
Jun 18, 2024	Payable Invoice	XXXX	Mo fee for use of Xero Accounting platform	31.50	Paid	Materials & Services:Professional Services:Accounting/ Payroll Services
Jun 23, 2024	Payable Invoice	HD 573453340	Hotel for OVFA Conference	290.26	Paid	Materials & Services:Training
Jun 25, 2024	Payable Invoice	XXXX	ID Badges for 2 new students	37.00	Paid	Materials & Services:Department Services
Jun 30, 2024	Payable Invoice	XXXX	Mo Fee for Amazon Prime membership	14.99	Paid	Materials & Services:Administration:Memberships
Total VISA - Chase				2,370.05		
Washington Federal						
Jun 17, 2024	Payable Invoice	Bond Pmt	Interest Dues for Bond	20,584.00	Paid	Debt Service:Bond Payment
Total Washington Federal				20,584.00		
Zoll Medical						
Jun 18, 2024	Payable Invoice	PO-0437 / 3986841 - ACH	Pedi-Padz II Electrodes - One Pair	175.50	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Medical				175.50		
Zoll Webstore						
Jun 17, 2024	Payable Invoice	PO-0437/ 3987032 - ACH	Reusable SpO2 sensor	295.20	Paid	Materials & Services:EMS Operations:Supplies
Total Zoll Webstore				295.20		
Total				91,931.83		

PUBLIC MEETING POLICY

[SAMPLE]

FROM
SRAO

Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, chief executive officer's report, treasurer's report, and statement of bills shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Chief Executive Officer shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The clerk of the Board shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Secretary-Treasurer or designee
- Approval of the minutes
- Audience participation (testimony from citizens)
- Secretary-Treasurer's report
- Statement of bills
- Old business
- Correspondence
- New business
- Chief Executive Officer's report
- Items not on agenda open to public, Board and staff participation
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body

for presentation to the Board of Directors.

Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the [day, e.g. the first and third Wednesday] of each month. Such meetings shall be held at [location], at [hour, a.m./p.m.], or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the

minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: **[insert locations]**.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of

the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;\
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.

(3) The consideration of general employment policies.

(4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled

thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

- (i) Electricity;
- (ii) Gas in liquefied or gaseous form;
- (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
- (iv) Petroleum products;
- (v) Sewage; or
- (vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.

- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.



Hughes Fire Equipment
910 Shelley St.
SPRINGFIELD OR 97477

Purchase Order Date Jul 15, 2024
Delivery Date
Purchase Order Number PO-0443
Reference Fire Engine Purchase

Crooked River Ranch Fire & Rescue
6971 SW Shad Rd
CROOKED RIVER RANCH
OR 97760
USA

Description	Quantity	Unit Price	Discount	Amount USD
One (1) Freightliner BX Pumper Stock 41177 BN1147 dated 07/08/2024.	1.00	502,240.00	0.00%	502,240.00
Purchased utilizing Sourcewell Contract No. 113021-OKC-1.				
Crooked River Ranch Fire & Rescue is a participating entity under Sourcewell with account number 207313.				
Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.				
Less payment upon completion @ factory discount	1.00	(4,318.00)		(4,318.00)
Less 100% pre-payment discount	1.00	(4,068.00)		(4,068.00)
			Subtotal	493,854.00
			TOTAL TAX	0.00
			TOTAL USD	493,854.00



July 17, 2024

Crooked River Ranch Fire & Rescue, OR
One (1) Freightliner BX Pumper Stock 41177 BN1147
Build Location: Bradenton, FL

Proposal Price	\$502,240.00
Less payment upon completion @ factory discount	(4,318.00)
Less 100% pre-payment discount	(4,068.00)
Subtotal including all pre-pay discounts	\$493,854.00

Terms:

Price Expiration: The above pricing is valid until July 26, 2024.

Future Changes: Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and in any such event any resulting cost increases incurred to comply will be added to the Purchase Price to be paid by the Customer and documented on a Change Order.

Commercial Chassis & Component Price Volatility: The pricing provided is based on our best estimate factoring Pierce's backlog of apparatus and historical chassis model year pricing & availability. Company shall not be responsible for any commercial chassis price increases including changes to model year enacted by a commercial chassis supplier or price increase of any major components of Product (including but not limited to engine, transmission, and fire pump) after the execution of contract. Any price increase of commercial chassis or major component of product will be passed through to end user and will be documented on a Change Order.

Delivery: This apparatus is currently in production and has a completion at the factory dates of November, 2024.

Stock/Demo Units:

- a. This stock unit is available on a first come / first serve basis.
- b. This stock unit is sold on an As is basis with a Pierce (1) year bumper to bumper warranty and any remaining vendor warranties.

Payment Terms:

a. If pre-payment discount options are elected, the following terms will apply:

- i. **Payment Upon Completion at Factory Discount:** If elected, final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.
- ii. **100% Pre-Payment Discount:** If elected, an invoice will be provided upon order processing for the 100% pre-payment. Upon receipt of invoice, payment must be made within thirty (30) days. If this option is elected, the discount is in addition to the payment upon completion at the factory discount. If payment is not made when due, the above mentioned pre-payment discounts or a portion thereof, will be added back to the final invoice. Final payment, including any changes made during manufacturing, is due upon completion of the Product at the factory and prior to delivery from the factory.

b. If pre-payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

c. Payments made for apparatus using a credit card will be applicable to a credit card convenience fee.

Change Orders: Changes processed after order placement will be processed per the following structure; deductions will be based on the option price at time of order placement, additions will be based on current pricing levels at time of change request.

Consortium Purchase: The proposal is based on the apparatus being purchased through Sourcewell utilizing Contract No. 113021-OKC-1 valid until 2/10/2026. It is the purchaser's responsibility to determine if the use of consortiums meets their purchasing requirements.

Performance Bond: A performance bond is not included in the above pricing.

Transportation: Transportation of the apparatus to be driven from the factory to the customers location is included in the above pricing. However, if permits are not obtainable, due to the weight of the apparatus, and the apparatus must be transported on a flat bed, additional Transportation charges will be the responsibility of the customer. We will provide pricing at that time if necessary. If customer elects to drive the apparatus from the factory, **\$10,000.00** may be deducted from the purchase price. If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

Inspection Trips: One (1) factory inspection trip for two (2) customer representatives is included in the above pricing. The inspection trip will be scheduled at a time mutually agreed upon between the manufacture's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trip. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the of the customer. If the customer elects to forgo an inspection trip **\$2,400.00** per traveler (per trip) will be deducted from the final invoice.

Acceptance of Proposal:

- a. If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature.
 - b. If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance.
 - i. Purchase orders must be addressed to Hughes Fire Equipment, Inc., 910 Shelley Street, Springfield, Oregon 97477.
 - ii. Purchase order must reference **"One (1) Freightliner BX Pumper Stock 41177 BN1147 dated 07/17/2024."**
 - iii. Purchase order must include the following verbiage if a performance bond is elected, **"Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible."**
 - iv. Purchased order should reference, **"Purchased utilizing Sourcewell Contract No. 113021-OKC-1."**
 - v. Purchase orders must be signed and dated by authorized personnel.
-

By signing below you agree to purchase the above apparatus.

Customer Signature: _____

Date: _____

PO # (if applicable): _____

Proudly serving you, while you serve your communities since 1987

DELIVERY DETAILS

Delivery Address
6971 SW Shad Rd
Crooked River Ranch
OR
97760
USA

Attention
Sean Hartley
Telephone
1 541-923-6776

Delivery Instructions



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: financing a new fire apparatus

RESOLUTION: 2024-05

WHEREAS, Crooked River Ranch Rural Fire Protection District desires to enter into that certain Lease-Purchase Agreement by and between Government Capital Corporation and Crooked River Ranch Rural Fire Protection District, for the purpose of financing a "**Fire Apparatus**". The District desires to designate this Agreement as a "qualified tax-exempt obligation" of the District for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. The Crooked River Ranch Rural Fire Protection District desires to designate the Board President as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT:

Section 1. That the District enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing a "Fire Apparatus".

Section 2. That the Lease Purchase Agreement by and between the District and Government Capital Corporation is designated by the District as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Crooked River Ranch Rural Fire Protection District will designate Board President or the Board President's designee, as an authorized signer of the Lease Purchase Agreement by and between the Crooked River Ranch Rural Fire Protection District and GCC as well as any other ancillary exhibit, certificate, or documentation needed for the Agreement.

Section 4. That should the need arise, if applicable, the District will use loan proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

INTRODUCED and ADOPTED

Wednesday, July 24, 2024

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
David Palmer, Board Director

By: _____
Brad Pahl, Board Director

By: _____
Kay Norberg, Board Director

By: _____
Joseph Costigan, Board Director

By: _____
Coleman Gayheart, Jr., Board Director



CROOKED RIVER RANCH FIRE & RESCUE

Fire Chief's Report July, 2024

- Calls for service in June totaled 66. A breakdown of calls by month is below:

Calls by Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
➤ 1-Fire (Building, Wildland, Vehicle, etc.)	3	2	2	1	1	6						15
2-Overpressure Rupture, Explosion, Overheat (No Fire)	1	0	0	0	0	0						1
3-Rescue & EMS	32	36	33	39	44	45						229
4-Hazardous Condition (No Fire)	0	0	0	0	0	0						0
5-Service Call	4	4	2	1	5	6						22
6-Good Intent Call	1	4	8	8	4	7						32
7-False Alarm & False Call	1	2	0	1	1	2						7
8-Severe Weather & Natural Disaster	0	0	0	0	0	0						0
9-Special/Other Incident	0	0	0	0	0	0						0
	42	48	45	50	55	66	0	0	0	0	0	0
Total Calls-To-Month End 2024												
	306											
<i>Total Calls-To-Month End 2023</i>	60	59	54	53	51	51	70	53	51	64	47	41

Auto/Mutual Aid Given/Received – 2024 (end of prior month)

- Auto-Aid Given – 1
- Auto-Aid Received – 3
- Mutual-Aid Given – 16
- Mutual-Aid Received – 4

➤ Apparatus

- On July 11th, OSFM emailed and are expecting a couple of the Type 3 engines to arrive in Oregon this month. They are hoping this is a good sign and that these engines will begin arriving on a more regular basis. They will notify the agencies that will be receiving the next engines a week or two before pickup.
 - All apparatus annual services should be complete by the end of the month. 541 will be going to TS&S Ford in Madras for further assessment of a reported intermittent steering issue next week.
 - 590 had work completed by Day Wireless to replace the siren/light control unit, add appropriate rear emergency lighting, and add a two-way radio.
- June and the beginning of July have seen an increase in wildfires around central Oregon. The district has responded to multiple mutual aid requests throughout the region to assist other agencies. We received assistance from Redmond Fire, Cloverdale Fire, and Jefferson County Fire as well on a very large structure fire and small brush fire in June.
- The two new Student Volunteers, Keegan Lopze and Dave Paulsen, have started the joint fire academy with the NW Fire agencies. They have now completed their wildland firefighter training and are beginning the structural firefighter portion of the academy.
- We have two people interested and going through the National Testing Network application process. Unfortunately, several other local fire agencies are also hiring right now.
- Monthly Fire Med Report
- Number of paid memberships: 24
 - Number of new memberships: 2
 - Number of lapsed/non-renewals: 3
 - Total Fire Med memberships: 275

Respectfully submitted

Sean Hartley, Fire Chief