



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Virtual Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, January 20, 2022. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. This meeting is accessible to people with disabilities and will be recorded. Public comment regarding the topics on this agenda may be emailed to admin@crrfire.org and will be forwarded to the Board of Directors, prior to the date of this meeting.

Board of Directors

Brad Pahl, President, (Position 1)
Jeff Green, Vice President (Position 3)
Barbara Oakley, Secretary (Position 4)
Kay Norberg, Treasurer (Position 2)
Mark W. Wilson, Director (Position 5)

District Staff

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

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Oakley
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting Minutes– Director Pahl
 - 3.1 Approval of Board Meeting minutes from December 16, 2021
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for December 2021
– Director Norberg
 - 4.2 Appointment of Board members to sign checks for Thursday, February 10th and
And Thursday, February 24th, 2022 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update on steering committee – Fire Chief, Harry Ward
6. New Business (consideration, discussion, and possible action on the following items): -
 - 6.1 Appointment of Budget Officer for 2022/2023 Fiscal Year Budget/Budget Calendar
– Director Pahl
 - 6.2 Update on Emergency Preparedness Open House for 2022 – Fire Chief, Harry Ward
 - 6.3 Discussion on Sureline phone/internet outages – Director Pahl

7. Fire Chief's Report – submitted by Fire Chief, Harry Ward in Board packet
8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
9. Comment/Questions:
 - 9.1 Public input on the current agenda topics
 - 9.2 Public input on future agenda topics – (Please limit to one topic)
10. Correspondence/ Recognitions/ Good of the Order – Director Pahl
11. Adjournment – Director Pahl

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

**Board Meeting Minutes
December 16, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 16, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

- 1. Called to Order** by Director Pahl at 6:30 p.m. Director Oakley did the roll call, and the following participants were in attendance of the meeting: Director Pahl, Director Green, Director Oakley, Director Norberg and Director Wilson. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. The only member of the public in attendance was Bill Burt.
- 2. Review of Meeting Agenda Items** - Director Pahl asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes from November 18, 2021** – Director Pahl asked if there were any corrections to be made to the November minutes. Director Norberg stated she found two corrections. One was on page 2 under 5.1. The word “packed” should be “packet.” The second correction was on page 3 under #7 (Fire Chief’s Report). The last sentence did not read correctly and should say “Chief Ward stated that next month’s Telegraph will have a big spread on our Ribbon Cutting Open House that we had back on October 30th.” Director Oakley made a motion to approve the November 18, 2021, minutes as amended. Director Green seconded the motion. Director Pahl asked all those in favor to state “yes” for the approval of the minutes. All Director’s in attendance stated “yes,” motion passed, (5-0).
- 4.1 Approval of October 2021 Financials** – Director Pahl asked Director Norberg if there were any corrections to be made on the November financials. Director Norberg stated that everything was ok, however she had asked Assistant Chief Hartley to speak about the two accounts from last month (PayPal and Stripe). Assistant Chief Hartley stated that in reference to these two accounts, he was able to pull reports from these two accounts and reconcile them with the bank statements and what was in our Xero accounting platform. He stated that these reports are not included in the Board packet as there are partial credit card numbers and names listed on these reports. It would not be appropriate to put this information in the board packet due to this information that is listed on the reports. He also stated that on the current financials, you will not see the PayPal or Stripe accounts listed as they were both reconciled to a zero balance, and nothing was outstanding. Director Pahl asked if these reports will be available for the Board to look at when they come to sign checks and review the monthly bank statements. It was stated from Assistant Chief Hartley that they will be available for review. Director Green had a question on the General Account Budget Variance. Under the Materials & Services - Volunteer Incentive

line item and the Wellness program line items, the YTD actual does not seem to be following trend compared to what we have budgeted. Assistant Chief Hartley stated that part of the Volunteer Incentive program is the Length of Service Award Program, and that payment comes out of our budget in January. Also, the physicals for the volunteers will be getting back on track after the first of the year, which also comes out of the Wellness line item. Director Wilson had a question regarding the Payable Invoice Detail report. He asked why Amazon was showing by itself, when there are other Amazon transactions that fall under the Mastercard account. Per Assistant Chief Hartley, this was possibly due to how it was entered into Xero and should have been coded under the Mastercard account. Chief Ward and Captain Fast had purchased the item listed from Amazon and when it was entered into Xero (our accounting platform), it did not get coded correctly. Assistant Chief Hartley will investigate this. Director Pahl asked for a motion. Director Oakley made a motion to accept the financial reports for November 2021, Director Green seconded the motion. All Director's stated approval with a "yes" vote, motion was approved, (5-0).

4.2 Appointment of Board members to sign checks in January 2022: It was stated that Director Norberg and Director Pahl will sign checks on Monday, January 10th, and Director Norberg and Director Green will sign checks on Tuesday, January 25th, 2022.

5.1 Update on steering committee members for Levy – At this time, Chief Ward stated that he had a meeting last Friday and it went well. He has representatives from the community, the volunteers, the staff, the Board, himself, and Assistant Chief Hartley. This meeting included how to start the process regarding our operational levy. There were many questions, and good conversations as to how we do business and how we get things going. He is planning to have a stake holder meeting in April 2022, which will include members of the Lions Club, the HOA Board members, and other community members to see what they feel is the most important thing we do here on the Ranch. This meeting will drive (or indicate) as to where we are going to go in the future, and it will help us figure out if we will be increasing our levy amount, etc. All and all it was a good first meeting. Director Pahl stated this is the strategic planning portion of developing the goals for the District and see how it applies to our operating levy. It is a two-step process. Director Pahl asked about the stake holders meeting and how many people would be involved. Chief Ward stated he is not sure at this time and will be working on this next meeting and what it will entail. He is utilizing the Strategic Vision Plan through the National Firefighters Foundation as a guide. Director Norberg asked why he is waiting until April for the next meeting? Chief Ward stated the meeting in April is the stake holder meeting, and he is waiting until all the "snowbirds" come back to the Ranch, but he does plan on meeting monthly with the committee members to keep the momentum going. There were no other questions from the Board at this time and Director Pahl stated that there will be some focus groups in the future on this and other Board members will be utilized in some capacity. We will keep everyone posted on this process.

6.1 Discussion on attending the SDAO Conference in February 2022 - Director Pahl stated the information is in their packets. There is a virtual format as well. If any Board members are interested in attending, please let Dana know so she can get them registered.

7. Fire Chief's Report – Chief Ward stated he had no other information to report. He did review the item on his report regarding the CERT (Citizens Emergency Response Team). As stated in his

report, he had a meeting with Nathan Garibay and Ashly Volz (from Deschutes County Sherriff's office), as well as Judy Lapora and Bill Burt from the HOA. He stated that after speaking with all of them, the best thing to do is for our District to charter a team. This would involve Community Service Volunteers in the District that would also assist us with the many programs that the District has. All training for CERT and our programs would be done at our station. Chief Ward stated that if we have another "snow mageddon," the CERT team can go out and assist the residents with certain needs, etc. There is going to be a meeting on January 13th, 2022, for anyone who is interested in CERT and volunteering with our other programs. Director Pahl stated the CERT program has been a "stalled" program to try to get up and running. He would like the meeting information to be sent out to all interested residents who have already taken the CERT class in Bend, along with any other interested parties here on the Ranch. Chief Ward stated all training will be free, as well as the ongoing training. Nathan Garibay is looking into grants for the personal protective equipment for us and Chief Ward is looking into all insurance matters regarding this program.

Director Norberg asked Chief Ward about a topic listed on his report. This is regarding the Burn Building and DPSST. Chief Ward explained what it was and the necessity of certifications that are required to do this type of live fire training for burning a building. DPSST will be funding the completion of this building at our District and in return all training for this instructor certification will be done at our station for the staff at DPSST, along with others at Redmond Fire, Bend Fire, etc.

Director Pahl asked about our apparatus and all the maintenance happening on them. Chief Ward stated that on 522 we have some maintenance issues on it that are not worth putting the money into. It is not out of service, however, there are some exhaust leaks, front axle issues, etc. that need to be fixed and the expense for the front axle alone is \$5,000. Everything does work on the vehicle, but the expense for the repairs is not worth it. Therefore, we have contacted FEP to put us on the top of the list for a Type 3 to use, along with applying for an AFG grant for a new apparatus as well as a new exhaust system in the Bays.

8. Operations Report – Assistant Chief Hartley stated we are at 610 for the number of calls as of today and he foresees us passing up the number of calls we had last year.

9. Comments from the Board, Staff or public on current/future agenda - Bill Burt stated he will have a HOA Board member attend the January 13th meeting to get more information regarding the CERT progress. Director Norberg stated she enjoyed the Shopping with a Firefighter event that happened on December 11th. Director Wilson stated he has completed some projects and that he now has some extra time to work on the 5-ton apparatus. Chief Ward stated that he would like Director Wilson to give him a call tomorrow to discuss this. Director Wilson stated it might be later in the day, after work before he can call Chief Ward to discuss the 5-ton.

10. Correspondence/Recognitions/ Good of the Order – Director Oakley stated there was nothing in the suggestion box. Director Pahl stated the Reader Board is now completed.

10. Adjournment by Director Pahl at 7:12 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of December 31, 2021

Cash Basis

DEC 31, 2021

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	28,369.68
Capital Reserve Fund	414,161.16
FIB - Checking	30,751.00
FIB - Payroll	3,681.42
General Fund	515,150.92
Local Option Levy Fund	492,966.35
PayPal	43.27
Stripe USD	45.00
US Bank	84.05
Total Cash and Cash Equivalents	1,485,252.85

Total Current Assets 1,485,252.85

Total Assets 1,485,252.85

Liabilities and Equity

Liabilities

Current Liabilities

FIB - Credit Cards	2,961.58
Payroll Liabilities	(3,201.56)
Total Current Liabilities	(239.98)

Total Liabilities (239.98)

Equity

Current Year Earnings	1,485,492.83
Total Equity	1,485,492.83

Total Liabilities and Equity 1,485,252.85

\$1,042,722.01
-\$ (239.98)

\$1,042,961.99



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 31 December 2021
Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %	<i>Original Budget</i>
Revenue						
Ambulance Billing	\$25,131.44	\$116,098.95	\$200,000.00	-\$83,901.05	-41.9505%	\$200,000.00
Beginning Fund Balance	\$0.00	\$596,453.11	\$521,135.00	\$75,318.11	14.4527%	\$521,135.00
Conflagration Revenue	\$0.00	\$0.00	\$7,661.00	-\$7,661.00	-100.0%	\$400.00
Contractual Income	\$0.00	\$400.00	\$400.00	\$0.00	0.0%	\$0.00
Emergency Address Signs	\$150.00	\$375.00	\$500.00	-\$125.00	-25.0%	\$500.00
FireMed	\$765.00	\$7,245.00	\$13,500.00	-\$6,255.00	-46.3333%	\$13,500.00
Grant Funds	\$2,000.00	\$26,406.00	\$151,008.00	-\$124,602.00	-82.5135%	\$72,658.00
Interest	\$334.35	\$1,594.07	\$7,500.00	-\$5,905.93	-78.7457%	\$7,500.00
Misc. Income	\$2,000.00	\$3,419.65	\$5,000.00	-\$1,580.35	-31.607%	\$5,000.00
Previously Levied Taxes	\$1,248.02	\$15,578.83	\$20,000.00	-\$4,421.17	-22.1059%	\$20,000.00
Sale of Assets/Apparatus	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	-100.0%	\$15,000.00
Taxes Collected in Year Levied	\$10,600.03	\$973,742.99	\$979,441.00	-\$5,698.01	-0.5818%	\$979,441.00
Training Income	\$0.00	\$0.00	\$500.00	-\$500.00	-100.0%	\$500.00
Total Revenue	\$42,228.84	\$1,741,313.60	\$1,921,645.00	-\$180,331.40	-9.4%	\$1,835,634.00
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Gross Profit	\$42,228.84	\$1,741,313.60	\$1,921,645.00	-\$180,331.40	-9.3842%	
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Operating Expenses						
Contingency	\$0.00	\$0.00	\$61,297.00	-\$61,297.00	-100.0%	\$58,952.00
Transfer Out	\$0.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00
Debt Services						
Debt Service:Apparatus Pmt	\$27,045.17	\$27,045.17	\$27,046.00	-\$0.83	-0.0031%	\$27,046.00
Total Debt Services	\$27,045.17	\$27,045.17	\$27,046.00	-\$0.83	0.0%	\$27,046.00
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Materials & Services						
Administration	\$425.73	\$7,418.80	\$16,000.00	-\$8,581.20	-53.6325%	\$16,000.00
Building Maintenance & Supplies	\$1,104.93	\$6,313.39	\$35,000.00	-\$28,686.61	-81.9617%	\$35,000.00
Department Services	\$261.46	\$3,244.61	\$3,000.00	\$244.61	8.1537%	\$3,000.00
Dispatch Services	\$245.25	\$1,537.74	\$71,612.00	-\$70,074.26	-97.8527%	\$71,612.00
EMS Operations	\$13,727.42	\$28,986.76	\$45,000.00	-\$16,013.24	-35.585%	\$45,000.00
Fire Operations	\$2,818.29	\$30,767.48	\$67,535.00	-\$36,767.52	-54.4422%	\$67,535.00
Fuel	\$799.55	\$5,910.84	\$15,000.00	-\$9,089.16	-60.5944%	\$15,000.00
Insurance	\$0.00	\$59.00	\$36,000.00	-\$35,941.00	-99.8361%	\$36,000.00
Prevention	\$0.00	\$816.00	\$1,500.00	-\$684.00	-45.6%	\$1,500.00
Professional Services	\$543.94	\$12,999.18	\$45,000.00	-\$32,000.82	-71.1129%	\$45,000.00
Radios/Communications	\$0.00	\$23,355.72	\$25,150.00	-\$1,794.28	-7.1343%	\$12,500.00
Rope Rescue Operations	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	-100.0%	\$3,000.00
SAFER Grant Expenditures	\$4,090.00	\$24,593.20	\$68,008.00	-\$43,414.80	-63.8378%	\$26,158.00
Training	\$4,535.12	\$8,718.90	\$25,715.00	-\$16,996.10	-66.0941%	\$25,715.00
Travel	\$104.89	\$167.36	\$5,000.00	-\$4,832.64	-96.6528%	\$5,000.00
Tuition Reimbursement	\$9,671.75	\$9,671.75	\$31,500.00	-\$21,828.25	-69.296%	\$31,500.00
Uniforms	\$187.00	\$1,543.57	\$5,713.00	-\$4,169.43	-72.9814%	\$5,713.00
Utilities	\$2,091.54	\$8,781.15	\$25,000.00	-\$16,218.85	-64.8754%	\$25,000.00
Vehicle/Equipment Maintenance	\$8,259.73	\$24,283.83	\$35,000.00	-\$10,716.17	-30.6176%	\$35,000.00
Volunteer Incentive Program	\$0.00	\$3,720.00	\$22,600.00	-\$18,880.00	-83.5398%	\$22,600.00
Wellness Program	\$97.93	\$424.93	\$10,000.00	-\$9,575.07	-95.7507%	\$10,000.00
Total Materials & Services	\$48,964.53	\$203,314.21	\$592,333.00	-\$389,018.79	-65.7%	\$537,833.00

Personnel Services						
Administrative Assistant	\$3,653.64	\$19,962.34	\$39,403.00	-\$19,440.66	-49.338%	\$39,403.00
Administrative Assistant: O/T	\$34.92	\$625.32	\$1,343.00	-\$717.68	-53.4386%	\$1,343.00
Assistant Chief	\$5,121.34	\$33,057.58	\$67,049.00	-\$33,991.42	-50.6964%	\$64,367.00
Employee Benefits	\$12,654.38	\$76,266.28	\$183,359.00	-\$107,092.72	-58.406%	\$183,359.00
Fire Chief	\$6,828.84	\$42,310.43	\$87,524.00	-\$45,213.57	-51.6585%	\$87,524.00
Part-Time Personnel	\$0.00	\$15,961.25	\$33,840.00	-\$17,878.75	-52.8332%	\$33,840.00
Payroll Taxes	\$2,683.73	\$19,618.22	\$44,687.00	-\$25,068.78	-56.0986%	\$43,615.00
PERS	\$10,182.44	\$58,670.32	\$151,969.00	-\$93,298.68	-61.3932%	\$151,969.00
Shift Personnel Overtime	\$978.22	\$21,296.82	\$45,920.00	-\$24,623.18	-53.6219%	\$45,920.00
Shift Personnel Wages	\$15,057.67	\$89,527.98	\$188,023.00	-\$98,495.02	-52.3846%	\$188,023.00
Student Volunteer Stipends	\$810.00	\$2,970.00	\$7,290.00	-\$4,320.00	-59.2593%	\$7,290.00
Volunteer Conflag Reimb.	\$0.00	\$1,561.70	\$1,562.00	-\$0.30	-0.0192%	
Volunteer Stipends & Benefits	\$1,600.00	\$20,200.00	\$73,000.00	-\$52,800.00	-72.3288%	\$36,500.00
Workers Comp. & Grp Acc.	\$0.00	\$15,963.99	\$16,000.00	-\$36.01	-0.2251%	\$16,000.00
Total Personnel Services	\$59,605.18	\$417,992.23	\$940,969.00	-\$522,976.77	-55.6%	\$899,153.00
Total Operating Expenses	\$135,614.88	\$698,351.61	\$1,671,645.00	-\$973,293.39	-58.2237%	
Net Income / (Loss) before Tax	-\$93,386.04	\$1,042,961.99	\$250,000.00	\$792,961.99	317.1848%	
Net Income	-\$93,386.04	\$1,042,961.99	\$250,000.00	\$792,961.99	317.1848%	
Total Comprehensive Income	-\$93,386.04	\$1,042,961.99	\$250,000.00	\$792,961.99	317.1848%	



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 31 December 2021
 Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %	Original Budget
Revenue						
Beginning Fund Balance	\$0.00	\$327,976.01	\$359,000.00	-\$31,023.99	-8.6418%	\$359,000.00
Grant Funds	\$0.00	\$35,000.00	\$0.00	\$35,000.00		\$0.00
Interest	\$176.92	\$1,185.15	\$2,750.00	-\$1,564.85	-56.9036%	\$2,750.00
Transfer In	\$0.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00
Total Revenue	\$176.92	\$414,161.16	\$411,750.00	\$2,411.16	0.6%	\$411,750.00
Gross Profit	\$176.92	\$414,161.16	\$411,750.00	\$2,411.16	0.5856%	
Operating Expenses						
Contingency	\$0.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%	\$100,000.00
Capital Outlay						
Capital Outlay & Grant Awards:Apparatus Pur.	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$0.00
Capital Outlay & Grant Awards:EMS Purchase	\$0.00	\$0.00	\$38,000.00	-\$38,000.00	-100.0%	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$88,000.00	-\$88,000.00	-100.0%	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$188,000.00	-\$188,000.00	-100.0%	
Net Income / (Loss) before Tax	\$176.92	\$414,161.16	\$223,750.00	\$190,411.16	85.1%	
Net Income	\$176.92	\$414,161.16	\$223,750.00	\$190,411.16	85.1%	
Total Comprehensive Income	\$176.92	\$414,161.16	\$223,750.00	\$190,411.16	85.1%	



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
For the month ended 31 December 2021
Cash Basis

	December Actual	YTD Actual	YTD Budget	Var USD	Var %	<i>Original Budget</i>
Revenue						
Beginning Fund Balance	\$0.00	\$16,232.95	\$8,529.00	\$7,703.95	90.3265%	\$8,529.00
Interest	\$51.86	\$106.40	\$300.00	-\$193.60	-64.5333%	\$300.00
Previously Levied Taxes	\$217.84	\$2,662.51	\$3,500.00	-\$837.49	-23.9283%	\$3,500.00
Taxes Collected in Year Levied	\$1,797.22	\$165,097.82	\$184,087.00	-\$18,989.18	-10.3153%	\$184,087.00
Total Revenue	\$2,066.92	\$184,099.68	\$196,416.00	-\$12,316.32	-6.3%	\$196,416.00
Gross Profit	\$2,066.92	\$184,099.68	\$196,416.00	-\$12,316.32	-6.2705%	
Operating Expenses						
Debt Services						
Debt Service: Bond Payment	\$155,730.00	\$155,730.00	\$179,848.00	-\$24,118.00	-13.4102%	\$179,848.00
Total Debt Services	\$155,730.00	\$155,730.00	\$179,848.00	-\$24,118.00	-13.4%	\$179,848.00
Total Operating Expenses	\$155,730.00	\$155,730.00	\$179,848.00	-\$24,118.00	-13.4102%	
Net Income / (Loss) before Tax	-\$153,663.08	\$28,369.68	\$16,568.00	\$11,801.68	71.2318%	
Net Income	-\$153,663.08	\$28,369.68	\$16,568.00	\$11,801.68	71.2318%	
Total Comprehensive Income	-\$153,663.08	\$28,369.68	\$16,568.00	\$11,801.68	71.2318%	

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period December 1, 2021 to December 31, 2021

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Aflac					
Dec 20, 2021	EFT	Premiums from Staff	599.88	Paid	Payroll Liabilities
Total Aflac			599.88		
BoundTree Medical, LLC					
Dec 21, 2021	84324938	Supraglottic Airway Tub, King Size 4	71.30	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	Supraglottic Airway Tube, King Size 5	40.29	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	Curaplex Select Nasopharyngeal Airway 10ea/bx	8.07	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	SAM Pelvic Sling II, STandard	70.23	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	Suction Cups, for LUCAS 2 and 3 Disposable 3/pk	142.82	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	IV Catheter, ViaValve Safety w/Blood Control 20 ga	102.00	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84324938	IV Cateter, Via Valve Safety w/Blood Control 18 ga	102.00	Paid	Materials & Services:EMS Operations:Supplies
Dec 21, 2021	84328240	STAT PADZ II Adult for Zoll	216.00	Paid	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			752.71		
Carson Oil Company, Inc.					
Dec 2, 2021	CP-00347709	Fuel for all appratus	305.99	Paid	Materials & Services:Fuel
Dec 16, 2021	CP-00351091 - EFT	Fuel for all apparatus	685.04	Paid	Materials & Services:Fuel
Total Carson Oil Company, Inc.			991.03		
Crooked River Needle Works LLC					
Dec 20, 2021	297	Embroidery Charge for Beanies	187.00	Paid	Materials & Services:Uniforms
Total Crooked River Needle Works LLC			187.00		
Crooked River Ranch Water Company					
Dec 2, 2021	94 - EFT	Base Rate	34.59	Paid	Materials & Services:Utilities:Water
Dec 2, 2021	94 - EFT	Water	29.43	Paid	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			64.02		
Crooked River Sanitary					
Dec 6, 2021	00014 - EFT	Sanitation Services for November 2021	72.02	Paid	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			72.02		
Deschutes County 911 Service District					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 16, 2021	2718	911- Data Network Reimbursement	245.25	Paid	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			245.25		
Hagemeister Enterprises, Inc.					
Dec 16, 2021	32932R	USB LED Volt Tester for 591	24.95	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Dec 16, 2021	32932R	Battery	115.00	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Dec 16, 2021	32932R	Shop Labor	47.50	Paid	Materials & Services:Vehicle/Equipment Maintenance:518953
Total Hagemeister Enterprises, Inc.			187.45		
HRA VEBA Trust					
Dec 20, 2021	ACH	Contributions for staff	1,500.00	Paid	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			1,500.00		
IAFF 3650 - Redmond Firefighters Union					
Dec 2, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Dec 2, 2021	PAC Donations - ACH	PAC donations from staff	20.00	Paid	Payroll Liabilities
Dec 20, 2021	Union Dues - ACH	Union Dues for Tom, Alysha, David	102.00	Paid	Payroll Liabilities
Dec 20, 2021	PAC Donations - ACH	PAC Donations from staff	20.00	Paid	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			244.00		
L.N. Curtis & Sons					
Dec 20, 2021	PO-0273/ INV552186	34L Gas Monitor Calibration Cylinder	317.01	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Dec 20, 2021	INV691888	G1 Facepiece S	730.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 20, 2021	INV691888	G1 Facepiece M	1,460.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 20, 2021	INV691888	G1 Facepiece L	1,825.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 20, 2021	INV691888	Shipping	75.00	Paid	Materials & Services:SAFER Grant Expenditures
Dec 20, 2021	PO-0273/ INV552186	Shipping	61.68	Paid	Materials & Services:Fire Suppression:Supplies/Equipment
Total L.N. Curtis & Sons			4,468.69		
MasterCard					
Dec 2, 2021	HD 239035711	valve cap connectors	11.20	Paid	Materials & Services:Fire Suppression:Supplies/Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 3, 2021	Registration	Registration for Greg Haner and Damion Hatch for Basic Iron and Advanced Irons and Saw classes at Boring Fire, December 9/19th, 2021	950.00	Paid	Materials & Services:Training
Dec 4, 2021	HD 239398886	Weight room equipment	97.93	Paid	Materials & Services:Wellness Program
Dec 8, 2021	HD 240695610	Crayons for Holiday Chili cookoff	9.12	Paid	Materials & Services:Department Services:Events
Dec 9, 2021	HD 241898622	shelving for scba room equipment	61.42	Paid	Materials & Services:Building & Maintenance
Dec 9, 2021	HD 241034912	Marta to attend group crisis interventions.	250.00	Paid	Materials & Services:Training
Dec 10, 2021	XXXX 4382	EMT License Fee for Elizabeth Ramirez	137.50	Paid	Materials & Services:EMS Operations:Fees/Dues
Dec 13, 2021	113-0187619-7241839	VMAX BC12M248 12 Volt 8 Amp 7-Stage Smart Charger Maintainer for 12V Batteries AGM Gel	44.99	Paid	Materials & Services:Vehicle/Equipment Maintenance:511848
Dec 13, 2021	HD 242263326	New Vice for shop	69.99	Paid	Materials & Services:Building & Maintenance:Equipment
Dec 14, 2021	HD 242641532	Shadow Boxes for retirement gift	14.99	Paid	Materials & Services:Department Services
Dec 14, 2021	HD 242641532	Flag and Certificate case	74.99	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 15, 2021	XXXX 4382	Mo. Fee for Stamps.com	17.99	Paid	Materials & Services:Administration:Postage & Shipping
Dec 17, 2021	HD 243760923	Prizes for Chili Cook off	139.98	Paid	Materials & Services:Department Services:Events
Dec 17, 2021	HD 243761510	Supplies for Chili cook off	46.32	Paid	Materials & Services:Department Services:Events
Dec 20, 2021	XXXX 4382	Mo. Fee for Accounting Platform	25.50	Paid	Materials & Services:Professional Services:Accounting/Payroll Services
Dec 22, 2021	XXXX 4382	Registration for Barbara Oakley, SDAO Conference Feb. 11-12, 2022	75.00	Paid	Materials & Services:Training
Dec 22, 2021	XXXX 4382	Registration for Brad Pahl, SDAO Conference Feb 10-12,2022	75.00	Paid	Materials & Services:Training
Dec 22, 2021	HD 245115000	Magnetic glove box holders for apparatus	59.96	Paid	Materials & Services:EMS Operations:Supplies
Dec 28, 2021	XXXX 4382	Coffee Pods for Coffee Maker	46.41	Paid	Materials & Services:Building & Maintenance:Supplies
Dec 30, 2021	XXXX 4389	Mo. Fee for Prime Membership	12.99	Paid	Materials & Services:Administration:Memberships

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 30, 2021	XXXX 4382	DripDrop Hydration Packets for Fire Rehab	159.99	Paid	Materials & Services:Department Services:Rehab Supplies
Total MasterCard			2,381.27		
MES NW - Municipal Emergency Services					
Dec 16, 2021	IN1651740	Career Tracking	2,670.00	Paid	Materials & Services:Training
Dec 16, 2021	IN1651740	Annual Maintenance Fee	395.00	Paid	Materials & Services:Training
Total MES NW - Municipal Emergency Services			3,065.00		
Motion & Flow Control Products, Inc.					
Dec 2, 2021	8134032	Bv 3/4 Brass Fnpt 600psi Wog for training	120.12	Paid	Materials & Services:Training
Total Motion & Flow Control Products, Inc.			120.12		
Nationwide Retirement Solutions					
Dec 2, 2021	Deferred Comp - EFT	Contributions from staff	230.00	Paid	Payroll Liabilities
Dec 20, 2021	Deferred Comp - EFT	Deferred Comp contributions from Staff	230.00	Paid	Payroll Liabilities
Total Nationwide Retirement Solutions			460.00		
Norco					
Dec 22, 2021	33819657	D Medical Oxygen USP	70.48	Paid	Materials & Services:EMS Operations:Supplies
Dec 22, 2021	33819657	Handling Charge	29.00	Paid	Materials & Services:EMS Operations:Supplies
Total Norco			99.48		
Northwest Safety Clean					
Dec 7, 2021	21-31246	Coat: NFPA Advanced Inspection - Shell and Liner	312.00	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31246	Pant: NFPA Advanced Inspection - Shell and Liner	312.00	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31246	General Repairs or Alternation Meeting NFPA Compliance	212.45	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31246	10/18 Shipped	242.59	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31248	Coat: NFPA Advanced Inspection - Shell and Liner	240.00	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31248	Pant: NFPA Advanced Inspection - Shell and Liner	240.00	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31248	General Repairs or Alternations Meeting NFPA Compliance	671.65	Paid	Materials & Services:Fire Suppression:PPE
Dec 7, 2021	21-31248	11/18 Item Shipped	197.71	Paid	Materials & Services:Fire Suppression:PPE
Total Northwest Safety Clean			2,428.40		
Oregon PERS					

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 6, 2021	PERS - EFT	Employer Contributions	4,155.96	Paid	Personnel Services:PERS
Dec 6, 2021	PERS - EFT	Employee Contributions, paid by Employer	1,055.47	Paid	Personnel Services:PERS
Total Oregon PERS			5,211.43		
Pacific Power					
Dec 2, 2021	24712171-001	Basic Charges, Load Size Charge, Demand Charges, Kilowatt usage	1,356.50	Paid	Materials & Services:Utilities:Electric
Total Pacific Power			1,356.50		
Quill Corporation					
Dec 20, 2021	21519258 - EFT	Copier Paper, Shipping Tape and File Folders	73.97	Paid	Materials & Services:Administration:Supplies
Total Quill Corporation			73.97		
Solutions Yes					
Dec 29, 2021	INV300400	Black/White Copies	4.76	Paid	Materials & Services:Administration:Copier Expenses
Dec 29, 2021	INV300400	Color Copies	43.80	Paid	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			48.56		
Special Districts Insurance Services					
Dec 6, 2021	03-0052514	January Health Benefits for Staff	9,924.15	Paid	Personnel Services:Employee Benefits:Health Insurance
Dec 6, 2021	03-0052514	January Dental Benefits for Staff	893.97	Paid	Personnel Services:Employee Benefits:Dental Insurance
Dec 6, 2021	03-0052514	January Long-Term Benefits for Staff	136.26	Paid	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			10,954.38		
Stryker Medical					
Dec 16, 2021	3377693M	Labor/Service on Power Cot	249.00	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377754M	Labor/Service on Power Cot	33.75	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377754M	Slider Magnet	15.37	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377754M	Bearing, Half Shell	11.28	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377754M	Slider, Hall Effects	5.15	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377752M	Labor on Cot maintainance	398.00	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377751M	QH Labor on Cots/Ambulance	125.00	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377753M	Labor on Power Cots	125.00	Paid	Materials & Services:EMS Operations:

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	STATUS	ACCOUNT
Dec 16, 2021	3377756M	Additional Parts for Power Cot Maintenance	-	Paid	
Dec 16, 2021	3377756M	Slider Magnet	15.37	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377756M	Bearing, Half Shell	90.24	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377756M	Slider Hall Effects	5.15	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377756M	Crest to Crest Spring	3.86	Paid	Materials & Services:EMS Operations:
Dec 16, 2021	3377756M	Labor Hours	33.75	Paid	Materials & Services:EMS Operations:
Total Stryker Medical			1,110.92		
Terrebonne Hardware					
Dec 7, 2021	On account	Hardware needed for station	9.97	Paid	Materials & Services:Building & Maintenance:Supplies
Total Terrebonne Hardware			9.97		
US Bank Equipment Finance					
Dec 21, 2021	459589412 - EFT	Contract Payment	139.99	Paid	Materials & Services:Administration:Copier Expenses
Total US Bank Equipment Finance			139.99		
Washington Federal					
Dec 21, 2021	62761143544 - ACH	Principal Due	130,000.00	Paid	Debt Service:Bond Payment
Dec 21, 2021	62761143544 - ACH	Interest Due	25,730.00	Paid	Debt Service:Bond Payment
Total Washington Federal			155,730.00		
Total			192,502.04		

Budget Calendar Crooked River Ranch RFPD

Fiscal Year 2022/2023

Appoint Budget Officer at Board Meeting Approve Budget Calendar	January 20, 2022
Appoint Citizen Budget Committee Member by this date	February 17, 2022
Budget Document/Presentation is due to Board and Budget Committee Members/Residents for review	April 15, 2022
Publish 1 st Notice of Budget Committee Meeting In Newspapers and on Website	April 18, 2022
1 st Budget Committee Meeting @ 6:00 pm	April 28, 2022
Publish 2 nd Notice of Budget Committee Meeting (if necessary)	May 2, 2022
2 nd Budget Committee Meeting @ 6:00 pm, Prior to Board Meeting	May 19, 2022
Publish Notice of Public Budget Hearing (LB50) In Newspaper	May 31, 2022
Hold Public Budget Hearing prior to Board Meeting	June 16, 2022
Enact Resolution to Adopt Budget at Board Meeting	June 16, 2022
File Form LB-1 & Submit Tax Certification to Deschutes County and Jefferson County (via email)	June 30, 2022

Pre-meeting Topics for Budget Committee Discussions

We are sometimes asked whether the budget committee can be called together for “preliminary” discussions prior to their first “official” meeting under ORS 294.426 at which the budget message is delivered and for which notice must be published.

Following is a list of the types or topics of discussion that can be conducted prior to that first official meeting:

- Training on the budget committee process, calendar, expectations for committee members, etc.
- Committee members’ preferences for ground rules, rules of order, conduct of meetings, voting / reaching consensus, fact finding process, etc.
- Orientation on the organization and its various departments, programs, staffing, etc., and on the activities or services provided by each.
- Orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.
- General discussion of vision and goals, spending priorities, or philosophy on how to allocate scarce resources or make trade-off decisions as to which programs get funded and which don’t.
- General economic projections by the finance officer of possible changes in resources or requirements expected next year.
- Any and all discussion of the current year budget or prior year budgets, including what, in general, might be done differently next year.

What cannot be discussed before the formally “noticed” meeting?

ORS 294.426(6): “The budget committee may not deliberate on the budget document as a body before the first meeting.” So, we recommend that you do not talk about:

- Specific estimates or appropriation amounts associated with any fund or line item, resource or requirement.
- The question of whether to fund specific programs or expenditures.
- The question of whether to impose any tax levy, or the amount of any levy.



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

Fire Chiefs Report – December 2021

- January is Fire Cancer Awareness Month. We have been promoting that this month and have sent out information for our members so that they can reduce their chance of getting cancer. When I was in Arizona, I did a minute video on cancer prevention for the Fire Department Safety Officer Association. I am very passionate about this topic as I am one has had numerous exposures to these harmful chemicals.
- As you know we postponed out our Community Service Volunteer meeting we will reschedule it hopefully in a couple months.
- We have been working on finding equipment to comply with new public meeting law that requires us to have a way for people to view or listen to when we go back to in person board meetings. We may have found something that is cost efficient and will meet our needs.
- The RFP for financial services went out on the 11th and went to 12 financial institutions. The annual report is done and will get put on the website on the Friday, January 14. If you would like a copy Dana can send you on electronically.
- I am currently looking at dates in February and March for an Awards banquet. In person or virtual I am not sure yet. The goal would be to have everyone in the same building so we might have to do it in the Bays.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report January, 2022

- Calls for service in December totaled 42. In 2021 we averaged 52.25 calls per month or 1.7 calls per day. 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.)	4	0	3	5	1	6	1	1	0	2	0	0	23
2-Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0
3-Rescue & EMS	27	40	36	47	36	46	48	45	30	42	38	33	468
4-Hazardous Condition (No Fire)	0	0	0	0	3	2	0	0	1	0	0	0	6
5-Service Call	5	5	5	3	9	4	10	0	6	10	3	2	62
6-Good Intent Call	3	7	11	5	8	3	4	4	3	5	4	7	64
7-False Alarm & False Call	0	0	0	1	0	1	1	0	1	0	0	0	4
8-Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0
9-Special/Other Incident	0	0	0	0	0	0	0	0	0	0	0	0	0
	39	52	55	61	57	62	64	50	41	59	45	42	
Total Calls-To-Month End 2021													627
<i>Total Calls-To-Month End 2020</i>	<i>39</i>	<i>66</i>	<i>49</i>	<i>50</i>	<i>53</i>	<i>38</i>	<i>50</i>	<i>61</i>	<i>47</i>	<i>54</i>	<i>41</i>	<i>63</i>	

- Auto/Mutual Aid Given/Received (year-to-date)
 - Auto-Aid Given - 10
 - Auto-Aid Received - 5
 - Mutual-Aid Given - 21
 - Mutual-Aid Received - 10
- We are happy to report that Nisha Khatewoda, a former Student/Volunteer, successfully earned her Paramedic license and accepted a career position in Abilene, TX.

- This month annual load testing of the station's generator was completed.
- The floor heat on the south side of the apparatus bays has stopped working. A circulating pump in the system was found to be not operating and replaced. The system continued not to work, and they diagnosed an electrical problem with power to the south side system. They recommended having an electrician come out and look at the electrical interface to the unit. An electrician has been scheduled to come out.
- Monday night drills have focused on scenario-based fire and EMS training. Utilizing the training building we have had multiple companies respond to simulated structure fires and practice hose deployments, search and rescue techniques, and engine and tender operations. In EMS scenarios we have utilized personnel to act as patients and have ambulance crews perform medical and trauma assessments, safely moving patients to the ambulance for transport, and apply protocols for appropriate treatment given the scenario.
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 18
 - New memberships: 0
 - Non-renewals: 0

Respectfully submitted,

Sean Hartley
Assistant Chief