



CROOKED RIVER RANCH FIRE & RESCUE

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

Notice of Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a Board meeting on Thursday, December 20, 2018. The Board Meeting will start at 3:00 pm. The Board meeting will be held at the fire station located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The meeting location is accessible to persons with disabilities and will be recorded.

Board of Directors

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

District Staff

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

Board Meeting Agenda

1. Call to Order - Director Bengtson
 - 1.1. Roll Call by Director Oakley
 - 1.2. Flag Salute – Director Kirk
2. Review of Agenda
3. Approval of Board meeting minutes
 - 3.1. Approval of November 15, 2018 Board meeting minutes
4. Financial Reports
 - 4.1. Acknowledge receipt and approval of the financial reports for November 2018 – Director Meredith
 - 4.2. Appointment of Board members to sign checks for Wednesday, January 9th and Friday, January 25th, 2019.
5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Follow-up discussion on new Radio's/911 System – Asst. Fire Chief, Sean Hartley
 - 6.2 Follow-up on Active Shooter Threat Protocol/Drill – Fire Chief, Harry Ward
 - 6.3 Review of 2017/2018 Audit from Accuity, LLC – Director Bengtson
7. New Business (consideration, discussion, and possible action on the following items):
 - 7.1 Recruitment of three Board positions – Fire Chief, Harry Ward
 - 7.2 SDAO 2019 Annual Conference (Sunriver) – Director Bengtson
 - 7.3 Award of SDAO Safety & Security Grant funds/ Discussion & Approval of

Resolution 2018-05 for receiving unanticipated revenue to the General Fund
– Fire Chief, Harry Ward

8. Fire Chief's Report - Fire Chief, Harry Ward
9. Operations Report - submitted by Asst. Fire Chief, Mark Wilson
10. Correspondence & Recognitions – Director Bengtson
11. Comments/Questions
 - 11.1. Public
 - 11.2. Chief, Staff, and/or Volunteers
 - 11.3. Board of Directors
12. Adjournment – Director Bengtson

Reminder:

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

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

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

**Board Meeting Minutes
November 15, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on November 15, 2018 at 3:00 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 3:00 p.m. Directors Dille, Kirk, Meredith, Oakley and Bengtson were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain Alysha Delorto. Members of the public in attendance, Tina Wilson and Kay Norberg.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. October 18, 2018 Board meeting minutes – minutes were reviewed by the Board and no corrections had to be made. Director Dille made a motion to approve the October 18, 2018 Board meeting minutes as presented, Director Kirk seconded the motion, and all were in favor and the motion passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of September 2018. In the First Interstate Bank general account, there was \$13,065.85. In the First Interstate Bank-Payroll account, we had \$2,975.45. In the Jefferson County Treasury the account balances were: Bond Fund \$27,070.78, Capital Reserve Fund \$184,434.40, General Fund \$61,762.36, Local Option Levy Fund \$51,820.15. Accounts Receivable there was \$500.00. Director Kirk made a motion to approve the October 2018 financial report as presented, Director Dille seconded the motion, all were in favor and the motion passed, (5-0).
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Kirk and Director Meredith will sign checks on Monday, December 10th and Director Dille and Director Meredith will sign checks on Friday, December 21st 2018.
5. **Comments from the public** – none
6. **Unfinished Business** –
 - 6.1 **Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that all the new radios are here at the Station. He is in the process of doing inventory and working on a training calendar to start training with them. Training should be complete after the first part of next year. There was no further discussion.
7. **New Business** –
 - 7.1 **Active Shooter Threat Protocol** – Fire Chief, Harry Ward stated that he met with Dana and Chief Hartley in regards to putting together a protocol for any type of active

shooter threat here at the Station. This will include a protocol for Board Meetings, etc. He stated that right now in the Board meeting everyone is out in the open and vulnerable. He is also looking at Lobby window area into Dana's office and will be working with glass consultants on getting quotes to replace the window or get a type of film to put on the glass to slow any bullets down. He is working with Nathan Garibay from Deschutes County to come out and create a protocol for the District. In conjunction, Ranch Chapel is working on creating a protocol as well, and our ultimate goal is to have a mock drill in place to prepare for any type of active threat in our community. Director Kirk asked Chief Ward to share his information with Frank Day at the CRR Water Department on what information he found out on the bullet proof glass, etc. Director Dille also stated he would like our information shared with Richard Jensen at the HOA who is the safety officer for the HOA. There was no further discussion on this topic.

7.2 Review of SDAO Educational Board Assessment by Rob Moore - Director Bengtson stated that our assessment of our Board came out good. There was only one issue indicated on the assessment, which was that we do not have a plan in place for any type of succession planning, once a Board member, or staff member leaves the District. Director Kirk stated to use this as a benchmark to review and discuss. Within the next 60-90 days, Rob Moore (consultant for SDAO), will be doing a follow up with the Board on what plans we have in place if and when someone leaves the District. There was no further discussion on this topic.

7.3 Draft of 2017/2018 Audit - Fire Chief, Harry Ward stated that we have received a Draft of our 2017/2018 audit from Accuity, LLC. Both Chief Ward and Chief Hartley reviewed the audit and responded back to the Auditor with a couple questions and corrections on the names of the current Board members. We should have the final audit by the end of the year. There was no further discussion on this topic.

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that we sold the 1991 Ford F350 brush truck for \$6,000 and we received a good offer on it. One of the Type 1 engines is in the shop in Springfield, this is to fix the front pump seal that failed in the testing stages. The cost will be about \$5,000 to repair as there are a lot of man hours involved with fixing this issue. Director Bengtson stated that we might want to do a resolution to move funds from our Capital Reserve fund to the Vehicle Maintenance line item to pay for this. The conex's behind the station have been moved around to develop our new training area. The cement for this has been poured and we are now waiting for Les Schwab to donate the other 5 conex's to stack on top and around the new training grounds. We plan to have this area done by May of 2019. The Command staff had a meeting last month to go over goals, such as a safety meeting schedule, enhancing our Volunteer communications, etc. He also stated that he and Chief Hartley have been working a lot of shifts to fill in while the students are at school.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

10. Correspondence/Recognitions – none

11. Comments/Questions:

11.1 **Public** – none

- 11.2 **Chief, Staff and/or Volunteers** – Support volunteer, Tina Wilson mentioned that Shop with a Fire Fighter and the Food & Toy Drive are next month and will be very busy.
- 11.3 **Board** – Director Kirk stated expressed concern over the development of the MacPherson property around the Fire Station. Until we know more as to what they plan on building, we will have to wait and see if there will be enough water supply from the CRR Water Company. Director Meredith thanked everyone for attending the groundbreaking for the new Veterans Memorial down by the Tennis Court. Director Dille stated that the ribbon cutting for the new alternate exit will be at noon on November 27th.

12. Adjournment by Director Bengtson at 3:38 pm

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue As of November 30, 2018

NOV 30, 2018

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	153,346.29
Capital Reserve Fund	184,740.67
FIB - Checking	7,023.86
FIB - Payroll	2,924.32
General Fund	532,012.04
Local Option Levy Fund	222,963.75
PayPal	131.34
Total Cash and Cash Equivalents	1,103,142.27

Accounts Receivable	320.00
Total Current Assets	1,103,462.27

Total Assets	1,103,462.27
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Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	4,081.84
FIB - Credit Cards	520.90
Total Current Liabilities	4,602.74

Total Liabilities	4,602.74
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Equity

Current Year Earnings	1,086,391.15
Unrestricted Net Assets	12,468.38
Total Equity	1,098,859.53

Total Liabilities and Equity	1,103,462.27
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Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
 For the month ended 30 November 2018
 Cash Basis

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Ambulance Billing	\$71,922.22	\$150,000.00	-\$78,077.78	-52.0519%
Beginning Fund Balance:General/LO Levy Fund	\$263,282.29	\$239,987.00	\$23,295.29	9.7069%
Conflagration Revenue	\$2,019.68	\$1,000.00	\$1,019.68	101.968%
Deschutes County: General Fund	\$65,251.86	\$49,235.00	\$16,016.86	32.5315%
Deschutes County: Local Option Levy	\$390.69	\$18,485.00	-\$18,094.31	-97.8864%
Emergency Address Signs	\$260.00	\$500.00	-\$240.00	-48.0%
FireMed	\$5,985.00	\$12,375.00	-\$6,390.00	-51.6364%
Interest	\$1,234.29	\$3,500.00	-\$2,265.71	-64.7346%
Jefferson County: General Fund	\$514,931.49	\$580,575.00	-\$65,643.51	-11.3066%
Jefferson County: Local Option Levy	\$192,894.67	\$205,763.00	-\$12,868.33	-6.254%
Misc. Income	\$531.90	\$5,000.00	-\$4,468.10	-89.362%
Sale of Assets/Apparatus	\$7,239.00	\$0.00	\$7,239.00	
Training Income	\$0.00	\$500.00	-\$500.00	-100.0%
Grant Revenue				
AFG Grant Revenue	\$1,789.00	\$0.00	\$1,789.00	
Grants Funds	\$0.00	\$45,922.00	-\$45,922.00	-100.0%
SAFER Grant Revenue	\$3,823.00	\$0.00	\$3,823.00	
Total Grant Revenue	\$5,612.00	\$45,922.00	-\$40,310.00	-87.8%
Total Revenue	\$1,131,555.09	\$1,312,842.00	-\$181,286.91	-13.8087%
Gross Profit	\$1,131,555.09	\$1,312,842.00	-\$181,286.91	-13.8087%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards:AFG Grant Expenditures	\$7,432.00	\$0.00	\$7,432.00	
Debt Services & Contingency:Contingency	\$0.00	\$3,359.00	-\$3,359.00	-100.0%
Total Capital Outlay & Grant Awards	\$7,432.00	\$3,359.00	\$4,073.00	121.3%
Materials & Services				
Materials & Services:Administration	\$4,823.73	\$15,000.00	-\$10,176.27	-67.8418%
Materials & Services:Building & Maint.	\$1,799.61	\$10,000.00	-\$8,200.39	-82.0039%
Materials & Services:Department Services	\$390.84	\$5,000.00	-\$4,609.16	-92.1832%
Materials & Services:Dispatch Services	\$1,576.95	\$8,115.00	-\$6,538.05	-80.7000%
Materials & Services:EMS Operations	\$11,940.54	\$32,950.00	-\$21,009.46	-63.7616%
Materials & Services:Fire Suppression	\$2,808.40	\$16,705.00	-\$13,896.60	-83.1883%
Materials & Services:Fuel	\$6,300.49	\$10,000.00	-\$3,699.51	-36.9951%
Materials & Services:Insurance	\$2,628.00	\$30,000.00	-\$27,372.00	-91.24%
Materials & Services:Prevention	\$611.74	\$1,000.00	-\$388.26	-38.826%
Materials & Services:Professional Services	\$8,316.32	\$20,000.00	-\$11,683.68	-58.4184%
Materials & Services:Radios/Communications	\$618.18	\$4,611.00	-\$3,992.82	-86.5934%
Materials & Services:Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services:SAFER Grant Expenditures	\$1,873.00	\$9,422.00	-\$7,549.00	-80.121%
Materials & Services:Training	\$919.84	\$7,389.00	-\$6,469.16	-87.5512%
Materials & Services:Travel	\$0.00	\$9,105.00	-\$9,105.00	-100.0%
Materials & Services:Tuition Reimbursement	\$0.00	\$31,500.00	-\$31,500.00	-100.0%
Materials & Services:Uniforms	\$341.32	\$5,713.00	-\$5,371.68	-94.0256%
Materials & Services:Utilities	\$6,863.16	\$22,250.00	-\$15,386.84	-69.1543%
Materials & Services:Vehicle/Equipment Maint.	\$4,972.77	\$18,000.00	-\$13,027.23	-72.3735%
Materials & Services:Volunteer Incentives	\$5,535.00	\$29,400.00	-\$23,865.00	-81.1735%
Materials & Services:Wellness Program	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
Total Materials & Services	\$62,319.89	\$347,660.00	-\$285,340.11	-82.1%

Personnel Services				
Personnel Services: Employee Benefits	\$59,782.50	\$168,753.00	-\$108,970.50	-64.574%
Personnel Services:Administrative Assistant:Overtime	\$116.28	\$1,224.00	-\$1,107.72	-90.5%
Personnel Services:Administrative Assistant:Regular Wage	\$14,263.68	\$34,729.00	-\$20,465.32	-58.9286%
Personnel Services:Assistant Fire Chief:Salary	\$22,500.00	\$55,558.00	-\$33,058.00	-59.5018%
Personnel Services:Fire Chief	\$31,666.70	\$79,800.00	-\$48,133.30	-60.3174%
Personnel Services:Mechanic	\$855.00	\$12,480.00	-\$11,625.00	-93.149%
Personnel Services:Part-Time Employees	\$19,889.62	\$35,280.00	-\$15,390.38	-43.6235%
Personnel Services:Payroll Taxes	\$14,782.89	\$38,248.00	-\$23,465.11	-61.3499%
Personnel Services:PERS	\$38,529.11	\$98,419.00	-\$59,889.89	-60.852%
Personnel Services:Shift Personnel: Regular Wage	\$70,851.33	\$174,032.00	-\$103,180.67	-59.2883%
Personnel Services:Shift Personnel:Overtime	\$19,510.43	\$34,894.00	-\$15,383.57	-44.0866%
Personnel Services:Volunteer Conflag Reimbursement	\$515.40	\$516.00	-\$0.60	-0.1163%
Personnel Services:Volunteer Shift Stipends	\$2,200.00	\$36,500.00	-\$34,300.00	-93.9726%
Personnel Services:Workers Comp. & Group Accident	\$18,851.50	\$18,500.00	\$351.50	1.9%
Total Personnel Services	\$314,314.44	\$788,933.00	-\$474,618.56	-60.2%
Total Operating Expenses	\$384,066.33	\$1,139,952.00	-\$755,885.67	-66.3086%
Net Income / (Loss) before Tax	\$747,488.76	\$172,890.00	\$574,598.76	332.3493%
Net Income	\$747,488.76	\$172,890.00	\$574,598.76	332.3493%
Total Comprehensive Income	\$747,488.76	\$172,890.00	\$574,598.76	332.3493%



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

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Beginning Fund Balance:Capital Reserve Fund	\$183,404.57	\$182,864.00	\$540.57	0.2956%
Jefferson County: Capital Reserve Fund				
Jefferson County: Capital Reserve Fund:Interest	\$1,336.10	\$750.00	\$586.10	78.1467%
Total Jefferson County: Capital Reserve Fund	\$1,336.10	\$750.00	\$586.10	78.1%
Total Revenue	\$184,740.67	\$183,614.00	\$1,126.67	0.6136%
Gross Profit	\$184,740.67	\$183,614.00	\$1,126.67	0.6136%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards:AFG Grant Expenditures	\$0.00	\$13,614.00	-\$13,614.00	-100.0%
Total Capital Outlay & Grant Awards	\$0.00	\$13,614.00	-\$13,614.00	-100.0%
Total Operating Expenses	\$0.00	\$13,614.00	-\$13,614.00	-100.0%
Net Income / (Loss) before Tax	\$184,740.67	\$170,000.00	\$14,740.67	8.671%
Net Income	\$184,740.67	\$170,000.00	\$14,740.67	8.671%
Total Comprehensive Income	\$184,740.67	\$170,000.00	\$14,740.67	8.671%



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

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Beginning Fund Balance: Bond Fund	\$12,090.46	\$7,432.00	\$4,658.46	62.6811%
Deschutes County: Bond Fund	\$11,916.23	\$0.00	\$11,916.23	
Jefferson County: Bond Fund				
Jefferson County: Bond Fund: Current Year Taxes	\$127,293.29	\$160,609.00	-\$33,315.71	-20.7434%
Jefferson County: Bond Fund: Interest	\$129.31	\$0.00	\$129.31	
Jefferson County: Bond Fund: Other Income	\$23.06	\$0.00	\$23.06	
Jefferson County: Bond Fund: Prior Year Taxes	\$1,893.94	\$0.00	\$1,893.94	
Total Jefferson County: Bond Fund	\$129,339.60	\$160,609.00	-\$31,269.40	-19.5%
Total Revenue	\$153,346.29	\$168,041.00	-\$14,694.71	-8.7447%
Gross Profit	\$153,346.29	\$168,041.00	-\$14,694.71	-8.7447%
Operating Expenses				
Capital Outlay & Grant Awards				
Capital Outlay & Grant Awards: Bond Payment	-\$342.72	\$158,404.00	-\$158,746.72	-100.2164%
Total Capital Outlay & Grant Awards	-\$342.72	\$158,404.00	-\$158,746.72	-100.2%
Total Operating Expenses	-\$342.72	\$158,404.00	-\$158,746.72	-100.2164%
Net Income / (Loss) before Tax	\$153,689.01	\$9,637.00	\$144,052.01	1494.7806%
Net Income	\$153,689.01	\$9,637.00	\$144,052.01	1494.7806%
Total Comprehensive Income	\$153,689.01	\$9,637.00	\$144,052.01	1494.7806%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

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

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Aflac					
Nov 16, 2018	Premiums from staff - EFT	Total premiums from: Tom, Harry, Alysha, David, Sean and David	1	599.88	Payroll Liabilities
Total Aflac			1	599.88	
Alysha Delorto					
Nov 23, 2018	Reimbursement	Reimbursement of items purchased for Thanksgiving Dinner for duty crew	1	39.56	Materials & Services:Department Services:Events
Total Alysha Delorto			1	39.56	
Amazon					
Nov 28, 2018	XXXX 4382	Stainless Steel Hangers for Turnouts	1	25.99	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 28, 2018	XXXX 4382	Yellow Sew On Hood and Loop Velcro	5	34.95	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 28, 2018	XXXX 4382	Discount	1	(2.60)	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 30, 2018	XXXX 4382	Mo. Membership for December 2018	1	12.99	Materials & Services:Administration:Memberships
Total Amazon			8	71.33	
BendTel					
Nov 20, 2018	0348632	Telephone charges, long distance, recurring service charges, taxes, etc.	1	441.58	Materials & Services:Utilities:Telecommunications
Total BendTel			1	441.58	
BoundTree Medical, LLC					
Nov 20, 2018	83034659	Diltiazem 25 mg ml	2	7.72	Materials & Services:EMS Operations:Supplies
Total BoundTree Medical, LLC			2	7.72	
Carson Oil Company, Inc.					
Nov 2, 2018	CP-00161793	Fuel for all apparatus (10/16-10/31)	1	520.45	Materials & Services:Fuel
Nov 19, 2018	CP-00165038	Fuel for all apparatus (11/1-11/15)	1	536.86	Materials & Services:Fuel
Total Carson Oil Company, Inc.			2	1,057.31	
Charlie's Trading Post					
Nov 5, 2018	40155	Pizza for crew at Community event	1	59.67	Materials & Services:Prevention
Total Charlie's Trading Post			1	59.67	

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Communications Northwest					
Nov 1, 2018	Install of new Radios	Installation of 12 new Radios and 26 drop in chargers in all fire apparatus of CRR Fire & Rescue	1	7,432.00	Capitol Outlay & Grant Awards:AFG Grant Expenditures
Total Communications Northwest			1	7,432.00	
Crooked River Needle Works LLC					
Nov 16, 2018	1118-009	Embroidery on 3 uniform shirts for Dana	1	39.00	Materials & Services:Uniforms
Total Crooked River Needle Works LLC			1	39.00	
Crooked River Ranch Water Company					
Nov 1, 2018	94	Base Rate	1	34.59	Materials & Services:Utilities:Water
Nov 1, 2018	94	Water	1	54.50	Materials & Services:Utilities:Water
Nov 1, 2018	94	Backflow testing	1	50.00	Materials & Services:Utilities:Water
Total Crooked River Ranch Water Company			3	139.09	
Crooked River Sanitary					
Nov 16, 2018	00014	Sanitation Services for October	1	69.92	Materials & Services:Utilities:Sanitation
Total Crooked River Sanitary			1	69.92	
Dana Schulke					
Nov 16, 2018	HRA Reimbursement	HRA Reimbursement	1	50.00	HRA Reimbursements
Total Dana Schulke			1	50.00	
David McDonald					
Nov 24, 2018	Reimbursement	Gloves for wildland firefighting	3	59.97	Materials & Services:Fire Suppression:PPE
Nov 24, 2018	Reimbursement	Batteries for Headlamps	1	15.99	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 24, 2018	Reimbursement	Rebate on Batteries	1	(3.00)	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 24, 2018	Reimbursement	Batteries for Headlamps	1	15.99	Materials & Services:Fire Suppression:Supplies/Equipment
Nov 24, 2018	Reimbursement	Rebate on Batteries	1	(3.00)	Materials & Services:EMS Operations:Supplies
Total David McDonald			7	85.95	
Deschutes County 911 Service District					
Nov 6, 2018	651	911 Police Fire RMS User Fees	1	114.30	Materials & Services:Dispatch Services
Total Deschutes County 911 Service District			1	114.30	
Digital Employment/Streamline					
Nov 23, 2018	98796	Monthly Fee for Web hosting	1	100.00	Materials & Services:Professional Services:Computer Services
Total Digital Employment/Streamline			1	100.00	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Dr. Matthew Eschelbach					
Nov 16, 2018	Physician Advisor Fee	Physician Advisory Annual Fee	1	3,000.00	Materials & Services:EMS Operations:
Nov 16, 2018	Physician Advisor Fee	Medical Service Malpractice Insurance	1	1,000.00	Materials & Services:EMS Operations:
Total Dr. Matthew Eschelbach			2	4,000.00	
Every Bloomn Thing					
Nov 29, 2018	XXXX 4382	Get Well Floral Arrangement for Jill Ward	1	60.00	Materials & Services:Department Services
Total Every Bloomn Thing			1	60.00	
Foremost Promotions					
Nov 1, 2018	452340	Glow in the Dark bracelets for Halloween Event	1	425.00	Materials & Services:Prevention
Total Foremost Promotions			1	425.00	
gpscity.com					
Nov 28, 2018	PO-0115 / xxxx 4382	RAM Mount 1.75 inch Long Double 1 inch Ball Arm	1	14.49	Materials & Services:Vehicle/Equipment Maintenance:516001
Nov 28, 2018	PO-0115 / xxxx 4382	RAM Mount Medium Arm B-Socket	1	12.49	Materials & Services:Vehicle/Equipment Maintenance:516001
Total gpscity.com			2	26.98	
HRA VEBA Trust					
Nov 16, 2018	EFT	Contributions for: Tom, Alysha, Sean, David, Harry and David	6	1,500.00	Personnel Services:Employee Benefits:HRA VEBA
Total HRA VEBA Trust			6	1,500.00	
Hughes Fire Equipment					
Nov 8, 2018	531459	Pump Testing for 522	1	470.00	Materials & Services:Vehicle/Equipment Maintenance:510582
Nov 8, 2018	531461	Pump Testing on 532	1	470.00	Materials & Services:Vehicle/Equipment Maintenance:516092
Nov 8, 2018	531458	Pump Testing for 521	1	470.00	Materials & Services:Vehicle/Equipment Maintenance:510165
Nov 8, 2018	531460	Pump Testing for 531	1	470.00	Materials & Services:Vehicle/Equipment Maintenance:516608
Nov 28, 2018	C09684	Credit from return of PRC-59-0638 Valve, Heater Control 75"	1	(37.24)	Materials & Services:Vehicle/Equipment Maintenance:510165
Total Hughes Fire Equipment			5	1,842.76	
IAFF 3650 - Redmond Firefighters Union					
Nov 8, 2018	PAC Donation to Union - ACH	PAC donation to Union, from: Tom, Alysha, David	3	12.00	Payroll Liabilities
Nov 8, 2018	Union Dues - ACH	Union Dues for Tom, Alysha, David	3	100.50	Payroll Liabilities
Nov 21, 2018	PAC Donation to Union - ACH	PAC donation to Union from: Tom, Alysha, David	3	12.00	Payroll Liabilities
Nov 21, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha, David	3	100.50	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			12	225.00	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Lands End					
Nov 5, 2018	PO-0116 / XXXX 4382	Black Pants (FOR DANA)	3	74.23	Materials & Services:Uniforms
Nov 5, 2018	PO-0116 / XXXX 4382	Women's Long Sleeve No Gape Shirt (Black, White, Blue)	3	110.14	Materials & Services:Uniforms
Nov 5, 2018	PO-0116 / XXXX 4382	Shipping	1	9.95	Materials & Services:Uniforms
Total Lands End			7	194.32	
M & T Creations					
Nov 5, 2018	1030-0001	Sew 2 patches on Class B Shirt	2	20.00	Materials & Services:Uniforms
Total M & T Creations			2	20.00	
Nationwide Retirement Solutions					
Nov 8, 2018	Deferred Comp - EFT	Deferred Compensation contribution for: Tom, Alysha, David, Sean and Dana	1	215.00	Payroll Liabilities
Nov 21, 2018	Def. Comp - EFT	Deferred Compensation for: Tom, Alysha, David, Sean and Dana	1	215.00	Payroll Liabilities
Total Nationwide Retirement Solutions			2	430.00	
Norco					
Nov 1, 2018	25027574	Small Cylinders of Oxygen for Ambulance	62	21.08	Materials & Services:EMS Operations:Supplies
Total Norco			62	21.08	
Oregon PERS					
Nov 8, 2018	PERS - EFT	Employer contributions	1	3,132.40	Personnel Services:PERS
Nov 8, 2018	PERS - EFT	Employee contributions, paid by Employer	1	1,103.61	Personnel Services:PERS
Nov 21, 2018	EFT	Employer contribution	1	2,656.74	Personnel Services:PERS
Nov 21, 2018	EFT	Employee contribution, paid by Employer	1	936.02	Personnel Services:PERS
Total Oregon PERS			4	7,828.77	
Pacific Power					
Nov 6, 2018	24712171-001 3	Basic Charges, Load Size, Demand Charges, etc.	1	808.30	Materials & Services:Utilities:Electric
Total Pacific Power			1	808.30	
Quill Corporation					
Nov 1, 2018	2140007	Janitorial and Kitchen items for Station (paper towels, trash bags, coffee, laundry detergent, etc)	1	236.85	Materials & Services:Building & Maintenance:Supplies
Total Quill Corporation			1	236.85	
Solutions Yes					
Nov 26, 2018	INV168289	Color Copies	1	85.40	Materials & Services:Administration:Copier Expenses
Nov 26, 2018	INV168289	B/W Copies	1	8.29	Materials & Services:Administration:Copier Expenses
Total Solutions Yes			2	93.69	

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
Special Districts Insurance Services					
Nov 5, 2018	03-0052514	December Health Premium for Staff	1	9,001.44	Personnel Services:Employee Benefits:Health Insurance
Nov 5, 2018	03-0052514	December Dental Premium for Staff	1	862.62	Personnel Services:Employee Benefits:Dental Insurance
Nov 5, 2018	03-0052514	December Long-Term Premium for Staff	1	88.44	Personnel Services:Employee Benefits:Long Term Disability Insurance
Total Special Districts Insurance Services			3	9,952.50	
St. Charles Health System					
Nov 23, 2018	4459	Quarterly Fee for EAP Counseling	1	100.00	Materials & Services:Professional Services:E.A.P.
Total St. Charles Health System			1	100.00	
Stamps.com					
Nov 18, 2018	XXXX 4382	Mo. subscription Fee for Stamps	1	17.99	Materials & Services:Administration:Pos tage & Shipping
Nov 27, 2018	XXXX 4382	Purchase of Stamps	1	50.00	Materials & Services:Administration:Pos tage & Shipping
Total Stamps.com			2	67.99	
State of Oregon - DPSST Fire Cert.					
Nov 26, 2018	ARF72590	Processing of Fingerprinting through DPSST	3	120.00	Materials & Services:Training
Total State of Oregon - DPSST Fire Cert.			3	120.00	
Tom Fast - LOST CHECK / STOP PMT					
Nov 1, 2018	Reimbursement	Reimbursed Tom for purchase of Garbage Bags needed for Station	1	13.47	Materials & Services:Building & Maintenance:Supplies
Nov 15, 2018	HRA Reimbursement	HRA Reimbursement	1	230.00	HRA Reimbursements
Total Tom Fast			2	243.47	
UPS					
Nov 24, 2018	XXXX 4382	Shipping of package	1	9.43	Materials & Services:Administration:Pos tage & Shipping
Total UPS			1	9.43	
US Bank Equipment Finance					
Nov 16, 2018	370419954 - EFT	Contract payment for Kyocera 505CI Copier	1	139.99	Materials & Services:Administration:Cop ier Expenses
Nov 16, 2018	370419954 - EFT	Property Damage Surcharge	1	24.40	Materials & Services:Administration:Cop ier Expenses
Total US Bank Equipment Finance			2	164.39	
Verizon Wireless					
Nov 1, 2018	9817045359	Phone line for Zoll Machine	1	20.90	Materials & Services:Utilities:Telecomm unications
Total Verizon Wireless			1	20.90	

*VOIDED - & REISSUED
IN MO. OF BECEMBER*


Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	QUANTITY	GROSS	ACCOUNT
WHA Insurance					
Nov 20, 2018	725955	Provident Life & Accident/Axis Insurance renewal for 1/15/2019 - 1/15/20	1	238.00	Materials & Services:Insurance
Total WHA Insurance			1	238.00	
Xero					
Nov 19, 2018	XXXX 4382	Mo. Subscriptions for Accounting Services	1	22.50	Materials & Services:Professional Services:Accounting/Payroll Services
Total Xero			1	22.50	
Your Care, LLC					
Nov 16, 2018	1764	Firefighter physical for Kacey Epplert	1	300.00	Materials & Services:SAFER Grant Expenditures
Total Your Care, LLC			1	300.00	
Total			160	39,259.24	

S | D | A | 
ANNIVERSARY

2019

ANNUAL CONFERENCE



Celebrating 40 years of assisting special service districts in providing cost-effective and efficient public services to the people of Oregon.



SDAO

ANNUAL CONFERENCE



Don't miss the largest training and networking event of the year for special district board members and staff! The 2019 SDAO Annual Conference will take place in Sunriver, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, there will be a board training and session on risk management. The conference officially kicks off on Friday with a captivating keynote address on cyber-crime by Jon Engstrom followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and the Awards Banquet. Wrap up the festivities on Saturday with a fun evening of dueling pianos entertainment. Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at www.cvent.com/d/cbq3qq. We look forward to seeing you in Sunriver!

Register now to reserve your spot!

www.cvent.com/d/cbq3qq

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not be distributed during the conference.



FRIDAY

KEYNOTE SPEAKER: JON ENGSTROM - PROTECTING YOUR ORGANIZATION FROM CYBER-CRIME

This session will focus on recent trends of online fraud, computer intrusion, and methods that suspects use to steal valuable data from companies. Learn the details of how hackers commit their crimes and what every employee must do to protect company assets. This presentation will teach you about password hacking, email phishing, telephone attacks, social engineering, and online devices and how they are emerging threats against every organization.

EXHIBITOR TRADE SHOW & RECEPTION

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors will be honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board of Directors creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon.

SATURDAY

ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

AWARDS BANQUET & ENTERTAINMENT - DUELING PIANOS

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members. Join us after the banquet for a fun and exciting evening of singing along to your favorite songs with our dueling pianos entertainers Jeff and Rhiannon with Noteworthy Productions.

SUNDAY

BREAKFAST & RAFFLE DRAWING

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

SCHEDULE OF EVENTS

Pre-Conference • Thursday, February 7

- 7:30 a.m. | Breakfast
- 7 a.m. - 5 p.m. | Registration Desk Open
- 8:30 a.m. - 4 p.m. | Full Day Pre-Conference Sessions
- 10:15 - 10:30 a.m. | Morning Break
- noon - 1 p.m. | Lunch
- 3 - 3:15 p.m. | Afternoon Break
- 5 - 6:30 p.m. | Welcoming Reception

Conference • Friday, February 8

- 7:30 - 8:30 a.m. | Breakfast
- 7:30 a.m. - 5 p.m. | Registration Desk Open
- 7:30 a.m. - 6 p.m. | Exhibitor Trade Show
- 8:30 - 10 a.m. | Welcome & Keynote Address
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 5 p.m. | District Caucus Meetings

Conference • Saturday, February 9

- 7 a.m. - 6 p.m. | Registration Desk Open
- 7:30 - 8:30 a.m. | Breakfast
- 8:30 - 10 a.m. | Concurrent Sessions
- 10 - 10:30 a.m. | Morning Break
- 10:30 a.m. - noon | Concurrent Sessions
- noon - 1:30 p.m. | Lunch
- 1:30 - 3 p.m. | Concurrent Sessions
- 3 - 3:15 p.m. | Afternoon Break
- 3:15 - 4:30 p.m. | Annual Business Meeting & Board Elections
- 6 - 8 p.m. | Awards Banquet
- 8 - 9:30 p.m. | Dueling Pianos Show

Conference • Sunday, February 10

- 8 a.m. | Breakfast & Raffle Drawing

BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 9th. Positions open for nomination and the present representatives include:

WATER

• *Todd Heidgerken, Clackamas River Water*

PORT

• *Michele Bradley, Port of Tillamook Bay*

PARK & RECREATION

• *Keith Hobson, Tualatin Hills Park and Recreation District*

TRUE AT-LARGE (Not from Big Six*)

• *Reed Wagner, Multnomah County Drainage District #1*

• *Jim Huffman, Tillamook County Transportation District*

Board members are elected for two-year terms extending from July 1, 2019 through June 30, 2021.

* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

Interested in serving on the SDAO Board of Directors? The expiration of terms on the SDAO Board creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon. Nominations for these board positions will take place at the district caucus meetings on Friday, February 8 from 3:15 p.m. to 5:00 p.m. Elections are subsequently held at the Annual Business Meeting on Saturday, February 9 from 3:15 p.m. to 4:30 p.m.

CONFERENCE APP & HANDOUTS

Print session handouts before you arrive or access them electronically from your device while at the conference. Visit www.cvent.com/d/cbq3qq, and click on session handouts. After January 10th, visit the Apple App Store or Google Play and search for "CrowdCompass AttendeeHub" to download the conference app. Open the app and search for 2019 SDAO Annual Conference. Tap the download icon. To gain full access to the content, log in to receive a verification code by email. Enter the code in the app.

HOTEL INFORMATION

The 2019 SDAO conference will be returning to Sunriver Resort in Sunriver, Oregon. The resort is a renowned Northwest destination with stunning picturesque views and unparalleled recreational opportunities at your fingertips.

The SDAO hotel room block will open on **December 3rd at 8:00 a.m.** Members will receive reservation booking information in their confirmation emails after they register for the conference.

Lodge Village Guest Room: \$113/night + tax and resort fee

Lodge Village Suite: \$189/night + tax and resort fee

2-Bedroom Loft Condominium: \$199/night + tax and resort fee

THURSDAY, FEB. 7

8:30 a.m. - 4 p.m.

Special District Boards: Roles and Responsibilities

\$100

George Dunkel and Spencer Rockwell, SDAO

Join SDAO Consulting Services Administrator George Dunkel and SDAO Assistant General Counsel Spencer Rockwell in a lively discussion about the roles and responsibilities of special district board members. Topics will include public contracting, records, meetings, government ethics, board member decorum and conduct, and recent trends with public entities. Presentation will include discussion on how board actions and decisions impact the organization and community.

SDAO Risk Management Training

\$100

SDAO Risk Management Staff and Panel

Join our panel of speakers as we cover hot topics in risk management. This well-rounded session will offer you information about today's issues including cyber liability, OSHA, human resources, Cascadia earthquake preparedness, and wellness.

5 - 6:30 p.m.

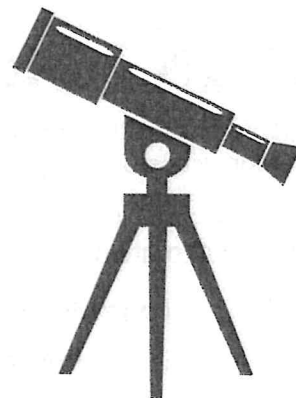
Welcoming Reception

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's our chance to celebrate your arrival at the conference.

**Enjoy a night of
stargazing!**

Oregon Observatory at Sunriver

*Sunriver's elevation, pitch-dark surroundings, and crystal clear air make it perfect for stargazing. **Weather permitting**, the Oregon Observatory at Sunriver will have a high-quality telescope set up outside during the conference Welcoming Reception for you to view some of the most exciting objects our skies have to offer. An observatory staff member will also be available to explain the sights you are viewing and answer your cosmic questions.*





FRIDAY, FEB. 8

7:30 a.m. - 6 p.m.

Exhibitor Trade Show

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their exhibitor drawing card.

8:30 a.m. - 10:00 a.m.

Keynote Address

Our keynote speaker, Jon Engstrom, will talk about recent trends of online fraud, computer intrusion, and methods that suspects use to steal valuable data from companies. The presentation includes the details of how hackers commit their crimes and what every employee must do to protect company assets. The audience will learn how password hacking, email phishing, telephone attacks, social engineering, and online devices are emerging threats against every organization. Live examples of 'hacking' into information will surprise you, while detailed solutions will be displayed on how to stop these threats. You and your district's employees can easily modify a few key online habits that will help protect your organization from the next attack.

10:30 a.m. - noon

Cyber-Security

Jon Engstrom

Our keynote speaker will talk more in-depth about the threats to our privacy and security and how we can defend ourselves from the most common attacks that target our organizations as well as our own personal data. This class will cover basic and more advanced best practices for reducing and securing your digital footprint. Learn how to properly create and store passwords, generate proper online security questions, secure your home and work computers from online threats, and apply better overall defensive behavior in regards to technology. This session will teach you how most hackers can access personal online accounts with only one attempt and how to stop the intrusion into our smart devices. We live in a time where malicious actors are attempting to steal our information on a daily basis and we will build a foundation of actionable measures to fend off these attacks.

Veterans' Preference

Spencer Rockwell, SDAO

Veterans' preference is an issue we face in our hiring and promotional processes. Join Spencer Rockwell, Assistant General Counsel, and special guest for a review of the veterans' preference law and practical tips on how to apply the preference in your hiring and promotional process.

Health Savings Accounts - The Basics

Katie Peterson, The Partners Group

This session will cover how a health savings account works, who is eligible, the advantages and disadvantages, and why it can be a very attractive health plan option. In addition, we'll also review pertinent legislative updates.

Recruiting, Orienting & Retaining a High-Impact Board

Vanessa Becker, V Consulting

Board recruitment, orientation and retention is a challenge for every board. High functioning boards approach recruitment and retention differently. This session will outline a recruitment and orientation process that results in improved group dynamics and higher performing board members. This session will also cover key tips to managing orientation and retention for elected boards, where recruiting your board members is difficult and limited. Learn processes and actions your board can take that will result in a higher functioning board of directors.



FRIDAY, FEB. 8

1:30 - 3 p.m.

Board Members and Pitfalls – Are You Likely to Misstep?

Judy Clark, HR Answers

This session will address board members' roles collectively and individually, and offer information about what the most effective boards do that contributes to district success. This promises to be a lively discussion as real-life examples are used to illustrate the salient points.

Internal Controls for Small Local Governments

Summer Sears, CPA and Kay Johnson, Sisters-Camp Sherman Fire District

This session will provide background, examples, and tips for implementing internal controls in local governments, especially those with limited staff and other challenges.

Public Employees' Due Process Rights in Discipline and Discharge

Chris Duckworth, Bullard Law

Public employees generally have more employment protections compared to private employees, and therefore must be given appropriate due process before being terminated or receiving serious discipline. In this session, Mr. Duckworth will provide an overview of which employees are entitled to receive due process and the various forms of process the employer must provide when disciplining or terminating those employees.

The Ten Principles for Recruiting Quality Volunteers for Your Organization

Daniel Olsen, Consultant

Effective recruitment of quality volunteers requires a well-planned approach. The approach begins with a careful planning process to determine who to recruit. It continues with developing an internal structure to search for potential volunteer candidates and the message that is conveyed to those persons. The recruitment process continues with activities necessary to approach those candidates, determine their level of interest and involvement in the organization. The recruitment process concludes with a system for selections, orientation and onboarding new volunteers to secure their interest, involvement and contributions to the success of the organization. This presentation provides practical and easy-to-use skills and techniques to improve volunteer recruitment efforts.

3:15 - 5 p.m.

Caucus Meetings

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

Exhibitor Reception

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (*Dinner is not provided for attendees on Friday evening.*)



SATURDAY, FEB. 9

8:30 - 10 a.m.

Public Meetings Overview and Executive Sessions

Eileen Eakins, Law Offices of Eileen Eakins, LLC

Public meetings are necessary, but they don't have to be a necessary evil. This session will provide a refresher on Oregon's public meetings requirements, with additional emphasis on the parameters and challenges of executive sessions.

Psychological First Aid for Responders and Those They Serve (Part One)

Jim Bennett, Bolante.NET

Psychological first aid (PFA) is an evidence-informed modular approach to help individuals in the immediate aftermath of a disaster and terrorism to foster short and long-term adaptive functioning. PFA can be provided by first responders and other disaster relief workers. PFA is not mental health therapy but is a "supportive intervention" *delivered* by both mental health professionals and disaster response workers. (Part One of Two)

Pay Equity, Compliance and Administration

Laurie Grenya, HR Answers

The Oregon revised Pay Equity was fully implemented on January 1, 2018. We will review the steps that need to be completed to know if compliance has been met and the ongoing administration needs for each organization. Pay Equity is about long-term planning and consistent administration of well defined processes.

Municipal Finance: Continuing Disclosure - New Rules and Regulations

David Ulbricht, SDAO; Ann Sherman, Hawkins Delafield & Wood LLP; and Lauren MacMillan, Piper Jaffray Inc.

New securities regulations will add to the list of information special districts and other governments must provide to investors during the life of their financing. The Securities Exchange Act of 1934, Rule 15c2-12 requires special districts that issue indebtedness in the public market agree to provide certain information to investors on an ongoing basis. The rule requires, among other things, that special districts provide prompt notice of certain "material events." The SEC recently adopted amendments to the rule, which add two new events to this list of "material events" that special districts must disclose. Learn what impact they could have on your district when incurring indebtedness. The session will also provide information about special districts' responsibilities with continuing disclosure and who must comply with the SEC disclosure rules.



SATURDAY, FEB. 9

10:30 a.m. - noon

Priority Planning

George Dunkel, SDAO

Special district boards and staff need to be confident that they are working together to accomplish the mission of their district. This presentation will outline steps boards should take in developing goals, establishing priorities and outlining the steps necessary for the organization to move towards positive outcomes.

Psychological First Aid for Responders and Those They Serve (Part Two)

Jim Bennett, Bolante.NET

Psychological first aid (PFA) is an evidence-informed modular approach to help individuals in the immediate aftermath of a disaster and terrorism to foster short and long-term adaptive functioning. PFA can be provided by first responders and other disaster relief workers. PFA is not mental health therapy but is a "supportive intervention" *delivered* by both mental health professionals and disaster response workers. (Part Two of Two)

Cutting-Edge Employee Gender Issues

Dee Rubanoff and Chandra Hatfield, Peck Rubanoff & Hatfield, P.C.

Join Dee and Chandra for an overview of recent legal trends regarding gender-related employment issues. The discussion will focus on pregnancy accommodations, transgender protections, making credibility determinations in "me too" sexual harassment investigations, and why the Oregon Equal Pay Act is no longer just about gender equality.

How Social Should Special Districts Be?

Sloane Dell'Orto, Streamline

Using real life stories, statistics and experience, we'll explore some of the potential, and the potential pitfalls, of using social media as a special district. If you're bewildered by social media options and their potential impact on your district (or if you're already challenged with trying to keep up your agency's social media content), this talk is for you. And if you're successfully using social media, bring your stories! We'll go over the most prevalent options, strengths/weaknesses and considerations for each, and potential pitfalls to watch for. We'll also look at agencies who have to co-exist with community-generated social media "district" pages that aren't in the control of the district, and give examples of social media being done well, and done poorly.

1:30 - 3 p.m.

Lessons Your Civics Teacher Never Taught You: Stronger Governance Through Collaboration, Compassion and Courtesy

Christy Monson, Local Government Law Group and Wendy Willis, Oregon's Kitchen Table

Have you ever watched a contentious board meeting and wondered to yourself, "There's got to be a better way?" Using meticulously researched national studies as well as real-life special district stories from Oregon, Wendy and Christy will discuss national and statewide governance trends—which suggest why board members and staff should rethink how they wield power in contentious situations. This session will also provide useful tools for communicating during a crisis, navigating adversarial situations, and collaborating with businesses, governments, and each other. This presentation is meant for both new and veteran elected officials, as well as staff.

SATURDAY, FEB. 9

1:30 - 3 p.m. (cont.)

The Seven Stages of Employment Practices Litigation

Teri Drago and Jens Jensen, SDAO

Join Teri and Jens as they describe the pitfalls of employment litigation, what to expect if you find yourself in an employment practices litigation case, and how to help avoid it.

Overview of Payroll and Related Rules

Monica Harrison and Aubrie Shewey, SDAO

Are you sure you're compensating your employees correctly? Are you confident that you are not at risk for a wage and hour claim? Join us for an overview of payroll compliance along with related human resources topics regarding employee compensation. This session is intended for the payroll practitioner and supervisors who oversee employees. It will include subject matter such as determining the position's classification, review of payroll taxes and reporting requirements, and other rules that may impact your operational decisions.

Legislative Summary

Hasina Wittenberg and Mark Landauer, SDAO

The Oregon State Legislature convenes for its long session in February. Expected to run through June, SDAO staff will track hundreds of pieces of legislation affecting all types of special districts. Legislative staff will provide an overview of SDAO legislative priorities and provide insight into potential positive and negative legislation that will affect special districts. Districts interested in pending legislation should not miss this legislative update.

3:15 - 4:30 p.m.

Annual Business Meeting

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

Awards Banquet

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 10 p.m.

Entertainment - Dueling Pianos

Join us after the Awards Banquet for an exciting evening of dueling pianos entertainment provided by Jeff and Rhiannon with Noteworthy Productions.

SUNDAY, FEB. 10

8:00 a.m.

Breakfast & Raffle Drawing

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees. (Must be present to win.)

SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

Administrators for SDIS

PO Box 12613
Salem OR 97309-0613

Toll-free: 800-285-5461

Phone: 503-371-8667

Fax: 503-371-4781

E-mail: sdao@sdao.com

Web: www.sdao.com

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2019 ANNUAL CONFERENCE





Dana Schulke <danas@crrfire.org>

Fwd: 2018-2019 SDIS Safety & Security Grant

2 messages

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

Thu, Dec 6, 2018 at 1:15 PM

Harry

Begin forwarded message:

From: Sandy Galaway <sgalaway@sdao.com>
Date: December 6, 2018 at 9:44:08 AM PST
To: Harry Ward <harry.ward@crrfire.org>
Subject: 2018-2019 SDIS Safety & Security Grant

December 6, 2018

Harry Ward

Crooked River Ranch Fire & Rescue

6971 SW Shad Road

Terrebonne OR 97756

Subject: SDAO Safety & Security Matching Grant

Congratulations!

Your request for the 2018-2019 SDIS Safety & Security Grant has been reviewed

and your district has been awarded **\$3,457** in grant funds. Please read the enclosed acknowledgement form and do the following:

- Check the appropriate box
- Sign the form
- Return the completed form to SDAO by mail, fax, or email:

Sandy Galaway**PO Box 12613**

Salem, Oregon 97309**503-375-8891 Direct Dial****Fax: 503-371-4781****Email: sgalaway@sdao.com**

Funds will be disbursed upon our receipt of your completed acknowledgement form. Payment will be disbursed upon paid in full receipts and pictures of the completed project. Thank you for being a member of SDAO and for participating in our matching safety grant program. If you have any questions, please contact me at the numbers/email listed above.

Sincerely,

Sandy Galaway

Enc: Acknowledgement

Sandy Galaway
Member Relations Administrator
S|D|A|O

Administrators for SDIS and PACE
Direct: 503-375-8891 | Toll-free: 800-285-5461 x111
Fax: 503-371-4781
SDAO Website: www.sdao.com

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2018-2019 Acknowledgement Form.docx

65K

Dana Schulke <danas@crrfire.org>
To: Harry Ward <harry.ward@crrfire.org>
Cc: Sean Hartley <seanh@crrfire.org>

Thu, Dec 6, 2018 at 1:17 PM

FANTASTIC NEWS!

Dana

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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District **RESOLUTION: 2018-05**

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

WHEREAS, Crooked River Ranch Rural Fire Protection District has received a Safety and Security Grant from SDAO of \$3,457.00 for Security Cameras and

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

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

General Fund	Budget Appropriation	Increase	Adjusted
Revenue: Grant Funds	\$45,922	\$3,457.	\$49,379.
Operating Expenses:			
Capital Outlay: Building Capital Purchase	\$-0-	\$6,914.	\$ 3,457.
Capital Reserve Fund	Budget Appropriation	Decrease	Adjusted
Reserved for future expenditures	\$170,000.	(\$3,457)	\$166,543.

INTRODUCED and ADOPTED Thursday, December 20th, 2018

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

CRR Fire & Rescue Operations Report December 2018

- Staff meeting this month was held on 3 December. Training class subject was on the next session of leadership.
- Staff updates:
 - Harry:
 - See Chiefs report
 - Alysha:
 - No response to request for information
 - Tom:
 - No response to request for information
 - David:
 - No response to request for information
 - Gary:
 - On Nov. 16 I taught a 3 hr. block on Origin and Cause for the CO FFII Academy.
 - On December 2nd Mr. James J. Winterholer was arrested by Jefferson Co. SO for suspicion of Arson, based in part on statements he made to me at the scene of the High Cone fire. The following day an OSP Arson Detective and I processed the High Cone fire scene, we concluded that the fire was arson caused; based on physical evidence and Mr. Winterholer's statements the night of the fire. I testified before the Jefferson Co. Grand Jury on the 5th. Mr. Winterholer was indicted on one felony count of 1st Degree Arson and remains in custody in the Jefferson Co. Jail with a \$250,000 bond. His next court appearance is on January 3rd.
 - I attended the Jefferson Co. CWPP (Community Wildfire Prevention Plan) Meeting on the 11th, mostly a review of 2018 accomplishments, I highlighted the opening of Quail Rd to Lower Bridge, the No. 1 CWPP goal for 10 years. Discussion of formally pushing for fire adapted communities county wide, and the availability of Title III funds for 2019 (status unknown at this time.) Formal announcement of Mark Carmen's retirement as Jeff Co. Emergency Manager.
 - Dana:
 - No response to request for information
 - Sean:
 - No response to request for information
 - Mark:
 - Had to leave staff meeting / training to repair valve on 521 and then report to work for unscheduled meeting.
 - Shop With A Fire Fighter program successfully completed on 8 December with the pizza party and a visit from Santa Clause.
 - 27 kids participated and spent \$3400.00 for gifts at Fred Meyers
 - All expenses covered with last year and this year donations which included meals for kids and shopper fire fighters / support members leaving a little over \$500.00 for future.
 - We were able to recruit additional fire fighters from Redmond Fire & Rescue to assist with the kids shopping due to low response from CRR Fire & Rescue personnel.
 - Food and Toy Drive still in progress.
 - 25 families signed up this year
 - We have almost \$7000.00 in cash donations from last year and this year.
 - We have had several people step up to assist in the toy wrapping and shopping needs to make this event successful.
 - The Pump House "Surf & Turf" dinner special brought in a pickup truck load of food and toys.
 - We are planning on purchasing gift certificates from Cinder Butte Meats and Eberhard Dairy for use by the families in the future.
 - Congratulations to Garret and Cayla on successfully completing their EMT certification.

- Next Blood Drive January 16, 2019 Time: 11:00 to 5:00.
- Call report:
 - From Image Trend reports for month of November:
 - Total All Calls-52
 - There is an issue with Image Trend currently not allowing the breakdown of the report.

Respectively Submitted.

Mark W. Wilson

Assistant Chief / NREMT

Master Emergency Vehicle Technician

(Ambulance; Fire; Law Enforcement)

Master ASE Technician

(Automotive, Medium / Heavy Truck, Transit)

Kohler Certified Technician

(Generator / Transfer Switch)

17-Dec-18

Crooked River Ranch Volunteer Fire Association, Inc.

Special Meeting Minutes (set up at the Regular Meeting on 8/6/18)

October 15 2018

1. Call Meeting to Order by President Senko at 19:50

Association Members Present: Ethan Brown, Frank Day, Bobby Edwards, Cayla Forsythe, Dan Marsh, Marta McGovern Philpott, Jeff Scheetz, Garrett Schweigert, Dennis Senko, Myrsideys Steward, Gary White, Mark Wilson, Nolan Wironen

Support Volunteers Present: Pat Hayes, Mark Jaehnig, Kay Norberg, Tina Wilson,
GUESTS:

District Board Members: Barb Oakley

District Staff: Captain Tom Fast, Asst. Chief Hartley, Chief Ward

Others Guests: None

Flag Salute: Dennis Senko

Review and Approval of previous Association Meeting Minutes: NONE

2. **Treasurer's Report:** Treasurer Mark Wilson went over the amounts available for SWAFF and the Food & Toy Drive. \$2350 in SWAFF, and \$5366 in Food & Toy Drive.
3. **Standing Committee Reports:** NONE
4. **Correspondence:** None
5. **Old Business:** NONE
6. **New Business:**

➤ **Shop With A Firefighter:**

➤ Mark Wilson stated that Fred Meyer has already called to ask us if we plan to hold the Shop With A Firefighter program there again this year. Chief Wilson expressed his concern about the viability of the SWAFF program this year because we only have 12 response volunteers that are consistently here. If we can get enough help from the Response volunteers, Support volunteers, and staff, we will plan to do the shopping on Dec. 4, 5, and 6th. That leaves Monday night open for drill and Friday open if we have enough kids to do a 4th night. If you plan to meet at the station and drive in with the kids, be at the station by 4:30 PM. We may need 3 drivers if we have 10 kids per night. If you work in Redmond, then meet at Fred Meyer between 5:00 PM and 5:30 PM. Class B uniforms. Mark suggested that, as we always get a good amount of donations, we increase the amount spent for clothing from \$50 to \$100, keeping the toy budget at \$50 per child. The Pizza party will be held on December 8, at 11:00 AM.

Food & Toy Drive:

We had 25 families last year that we provided food and toys to, and we were hard pressed to get that many, so not sure what we will get this year. We will need someone to volunteer to shop for additional food items. Sign up on white board.

Mark Wilson will contact Bonnie at Terrebonne Thriftway to see if they are willing again this year to help us put together the perishable food items and hold them for us.

This year we will get phone numbers of the folks that pick up application forms so we can follow up with them. In the past, we handed out x number of forms but never knew if they were going to come back filled out or not. We will plan for 40 applicants this year and then see what happens. We told the IRS in our 501(C)(3) application that we do not have any criteria for applicants. If they apply, we give them a dinner, and toys if they ask for them.

In the past, we were given applications that the Salvation Army received from people on the Ranch. The lady we worked with got transferred, and the guy that took over did not want to work with us, so all applications will be from those that we hand out.

We asked that the Food & Toy Drive info be put on the District Reader Board on Nov. 1. We will meet on Tuesday, Dec. 18 to box up the food and toys. We will put out our donation buckets at the Sandbager, Crr Realty, the Administration Office, and the Fire Station. May also put one out at Base Camp Pizza. This will be fewer than in the past, but easier to take care of. Of course, as Gary White mentioned, many folks like to donate cash.

A discussion was held regarding changing the regular business meeting day of the Volunteer Association to an evening other than Monday because of drill and rig checks. In the past, drill and our meetings were held on a Tuesday night, with no drill on the meeting night. The day was changed to Monday because EMT classes were on Tuesday and Thursday evenings, so those taking class were not able to attend drills and meeting. Mark Wilson felt that if we are to change the meeting night to other than Monday, there should be a day in between, so meetings would be Wednesday, not Tuesday. The general consensus was that we keep the regular, quarterly meetings on Mondays, and hold special meetings on a different night.

It was mentioned that if the Association needs to spend more than \$500 on any one item, a quorum of the Association Members is needed to vote on that action.

➤ **Comments/Reports from District Staff, Board Members, & Others**

Asst. Chief Hartley:

- Trunk or Treat: Chief Ward has details, but the plan is to take an engine and ambulance, set up a canopy, and decorate the canopy. We will need candy. There is some coming in, and if not enough is donated by then, we will purchase some. The theme this year is "Under the Sea". Sign up on the white board if you can help. Marta asked about purchasing glow sticks. Chief Ward came into the meeting, and said that the District has

ordered glow in the dark wrist bands with "CRR Fire" on them. He also stated that we have been asked if we could furnish 4 members to help with the carnival at the church. Chief also stated that we are running quite a few calls, and that when the new radios go into service, those not in the station may not hear much on the radio as there is an effort to cut down on radio talk since we will all be on the same dispatch frequency.

- Mark Wilson advised Chief Ward that we will be starting the food and toy drive on Nov 1 and will be setting up tables, etc.
- It was noted that the reader board has incorrect Blood Drive times so that needs to be corrected. The blood drive is next Wednesday, 10/24. Please sign up ahead of time . Much blood is needed.

Captain Tom Fast: Levy info out Saturday, and there will be a table at the Saturday Market to answer questions. He could use help in the afternoon. Signs will be ready on Tuesday or Wednesday of this week. If you are going to help give out information, do not wear any CRR Fire related clothing. You can provide information, but do not ask folks to vote for the levy.

Adjourn Meeting: There being no further business to conduct, the Special meeting was adjourned at 20:39.

Respectfully submitted by Dennis Senko, President and acting Secretary.

Number of new Fire Med Memberships in November 2018: 7

Number of Fire Med Memberships expired/moved away: 2

