

**Columbia River Fire and Rescue
BOARD OF DIRECTORS
REGULAR BOARD MEETING
58611 McNulty Way, St. Helens, OR 97051**

November 14, 2024

6:00 P.M.

[Join the meeting now](#)

Meeting ID: 277 879 269 470

Passcode: JjesLe

Dial in by phone

[+1 332-249-0606](tel:+13322490606),[419194686](tel:+19194686)# United States, New York City

[Find a local number](#)

Phone conference ID: 419 194 686#

Please Note: *Members of the Board of Directors will be attending the meeting in person. Public comments will be taken. Please email lehnerk@crfr.com to be included on the sign-in sheet by 5:45 pm on Thursday, November 14, 2024. All attendees should mute their mics when not called on for comment.*

Call Regular Meeting To Order: President Welby

Flag Salute: President Welby

Changes To Agenda: As applicable

Public Comment: Comments from the public:

Local 3215 Report: As applicable

Volunteer Report: As applicable

Correspondence: As applicable

Consent Agenda: Minutes from Board Meeting 10/10/2024 – Financials

Chief Officer's Report:

Old Business: Board policy review/discussion (Section A 13-17)

New Business: Board policy review/discussion (Section A 18-20)

Board Members' Comments:

Adjourn:

Columbia River Fire & Rescue
Regular Meeting of the Boards of Directors
106 W B St., Rainier, OR
And Virtual via Teams Meeting
October 10, 2024, 6:00 pm

Regular Meeting: After due and legal notice, the Regular Board meeting of the Columbia River Fire & Rescue Board of Directors was called to order by President Welby at 6:00 pm.

Present: Ryan Welby, Richard Fletcher, Mark Gundersen

Absent: Paul Rice, Austin Zimbrick

Others: Chief Smythe, K. Lehner

Via Teams Meeting/Phone In: 503-438-5703

Flag Salute: President Welby led the flag salute.

Changes to Agenda: None

Public Comment: None

Local 3215 Report: None

Volunteer Report: Chief Smythe recognized the volunteers' work attending the races and football games and mentioned all the preparations for the Toy'n Joy program.

Correspondence: Thank you card from citizen.

CRFR Consent Agenda: Included in the consent agenda are the minutes from the Regular Board meeting on September 12, 2024, the check register for September checks, and the September bank statement. Secretary Fletcher made a motion to approve the consent agenda, and Director Gunderson 2nd the motion, all in favor, approved 3-0.

Chief Officers Report: Chief Smythe discussed the district's average call volume running at 570 per month, 1700 per quarter, and is on track for approximately 6800-7000 annually. For this time of the year, there is an increase in flu and fall-related calls. Call volume reporting has been included in the board packet. Chief Smythe assured the board with the lean staff in the administrative office, deadlines are being met, and assistance from the neighboring fire district is helpful for the battalion coverage. An employee on lite duty recovering from an OJI has assisted with district property inventory and policy review. The completed audit for FY 22/23 will be presented at the November board meeting, and auditors will begin FY 23/24 at the beginning of December.

Old Business: None

New Business: The board members reviewed section A board policies 13-17 and requested discussion and approval be tabled until next month's board meeting when all board members are present.

Board Comments:

President Welby: Thanks to everyone for their progress, teamwork, and communication. I am proud of the organization and proud to be the president.

Director Gundersen: Thank you to everyone for all their hard work.

Adjourn: 6:17 pm



ACCOUNT NUMBER: 0152005765

91 05648

Statement Period
10/01/24 TO 10/31/24
IM0099002900000000

COLUMBIA RIVER FIRE AND RESCUE
270 COLUMBIA BLVD
ST HELENS OR 97051-2022

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CHECKING ACCOUNTS

PUBLIC FUNDS CHECKING COLUMBIA RIVER FIRE AND RESCUE
ACCOUNT NUMBER 0152005765 (Checking)

DEPOSIT ACCOUNT SUMMARY

Previous Balance as of September 30, 2024	369,321.90
120 Deposits (Plus)	416,258.35
93 Withdrawals (Minus)	219,487.05
Ending Balance as of October 31, 2024	566,093.20

Deposits and Other Credits

Date	Amount	Description	
Oct 01	158.56	EDI/EFT CCD+ CREDIT	
		CCD ODS Health Plan	HCCLAIMPMT
Oct 01	173.53	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 01	886.65	EDI/EFT CCD+ CREDIT	
		CCD ODS Health Plan	HCCLAIMPMT
Oct 01	1,758.11	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 01	2,176.88	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 02	62.51	ACH DEPOSIT	
		CCD iStream	4920003
Oct 02	224.99	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 02	512.69	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 02	17,503.51	ACH DEPOSIT	
		CCD iStream	4920003
Oct 03	498.04	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 03	700.44	EDI/EFT CCD+ CREDIT	
		CCD UNITEDHEALTHCARE	HCCLAIMPMT
Oct 03	1,515.37	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT

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COLUMBIA RIVER FIRE AND RESCUE

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Oct 03	1,553.80	EDI/EFT CCD+ CREDIT	
		CCD PacificSource	CREDIT
Oct 04	300.00	ACH DEPOSIT	
		CCD iStream	4920003
Oct 04	599.82	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 07	58.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	100224SETT
Oct 07	786.26	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 07	2,622.75	EDI/EFT CCD+ CREDIT	
		CCD Regence BCBCO	HCCLAIMPMT
Oct 08	50.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 08	412.15	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 08	496.92	EDI/EFT CCD+ CREDIT	
		CCD UHC Benefits TX	HCCLAIMPMT
Oct 08	1,815.47	EDI/EFT CCD+ CREDIT	
		CCD ODS Health Plan	HCCLAIMPMT
Oct 08	2,517.74	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 08	100,621.48	TELLER DEPOSIT	
Oct 08	126,178.44	TELLER DEPOSIT	
Oct 09	25.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 09	58.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	100424SETT
Oct 09	3,349.90	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 09	15,727.31	ACH DEPOSIT	
		CCD iStream	4920003
Oct 10	60.00	ACH DEPOSIT	
		CCD iStream	4920003
Oct 10	146.76	EDI/EFT CCD+ CREDIT	
		CCD AARP Supplementa	HCCLAIMPMT
Oct 10	158.74	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 10	406.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	100724SETT
Oct 10	509.75	EDI/EFT CCD+ CREDIT	
		CCD ODS Health Plan	HCCLAIMPMT
Oct 10	1,187.86	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 10	1,192.64	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 10	1,546.26	EDI/EFT CCD+ CREDIT	
		CCD AETNA AS01	HCCLAIMPMT
Oct 11	477.17	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 11	629.47	EDI/EFT CCD+ CREDIT	
		CCD CIGNA	HCCLAIMPMT
Oct 11	638.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	100824SETT



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Oct 15	111.71	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 15	437.53	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 15	696.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	100924SETT
Oct 15	1,921.05	EDI/EFT CCD+ CREDIT	
		CCD Regence BCBCO	HCCLAIMPMT
Oct 15	1,933.14	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 15	2,359.12	EDI/EFT CCD+ CREDIT	
		CCD Regence BCBCO	HCCLAIMPMT
Oct 16	58.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101324SETT
Oct 16	100.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 16	174.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101124SETT
Oct 16	174.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101224SETT
Oct 16	522.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101024SETT
Oct 16	1,349.26	EDI/EFT CCD+ CREDIT	
		CCD OR DHS HP MMIS	HCCLAIMPMT
Oct 16	1,397.94	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 16	2,140.44	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 17	151.76	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 17	406.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101424SETT
Oct 17	819.81	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 17	1,010.88	EDI/EFT CCD+ CREDIT	
		CCD UNITEDHEALTHCARE	HCCLAIMPMT
Oct 17	1,233.58	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 17	2,290.78	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 17	6,230.00	ACH DEPOSIT	
		CCD iStream	4920003
Oct 17	16,964.12	ACH DEPOSIT	
		CCD iStream	4920003
Oct 18	250.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 18	300.00	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 18	812.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101524SETT
Oct 18	2,001.53	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 18	4,777.47	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY



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Oct 21	121.34	EDI/EFT CCD+ CREDIT	
		CCD AARP Supplementa	HCCLAIMPMT
Oct 21	232.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101624SETT
Oct 21	302.78	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 21	399.74	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 21	572.51	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 21	2,252.06	EDI/EFT CCD+ CREDIT	
		CCD Regence BCBCO	HCCLAIMPMT
Oct 21	5,779.12	EDI/EFT CCD+ CREDIT	
		CCD Regence BCBCO	HCCLAIMPMT
Oct 22	111.29	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 22	136.69	EDI/EFT CCD+ CREDIT	
		CCD OR DHS HP MMIS	HCCLAIMPMT
Oct 22	232.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101724SETT
Oct 22	275.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 22	484.67	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 22	747.02	EDI/EFT CCD+ CREDIT	
		CCD AETNA AS01	HCCLAIMPMT
Oct 22	1,230.48	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 22	2,381.90	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 23	58.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101924SETT
Oct 23	116.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	101824SETT
Oct 23	174.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102024SETT
Oct 23	250.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 23	604.03	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 23	1,162.85	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 23	4,620.00	ACH DEPOSIT	
		CCD iStream	4920003
Oct 23	11,872.80	ACH DEPOSIT	
		CCD iStream	4920003
Oct 24	306.39	EDI/EFT CCD+ CREDIT	
		CCD AARP Supplementa	HCCLAIMPMT
Oct 24	319.96	EDI/EFT CCD+ CREDIT	
		CCD AETNA AS01	HCCLAIMPMT
Oct 24	348.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102124SETT
Oct 24	605.16	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815



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Oct 24	1,072.33	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 25	142.10	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 25	158.20	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 25	185.07	EDI/EFT CCD+ CREDIT	
		CCD CIGNA	HCCLAIMPMT
Oct 25	232.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102224SETT
Oct 25	604.04	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 28	25.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 28	58.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102324SETT
Oct 28	121.72	EDI/EFT CCD+ CREDIT	
		CCD AARP Supplementa	HCCLAIMPMT
Oct 28	2,361.40	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 29	50.00	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 29	136.33	EDI/EFT CCD+ CREDIT	
		CCD WPS-TMEP CONTRAC	HCCLAIMPMT
Oct 29	290.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102424SETT
Oct 30	116.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102624SETT
Oct 30	123.53	ACH DEPOSIT	
		PPD LOYALEHLTH SV9T	8886407815
Oct 30	174.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102724SETT
Oct 30	291.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102524SETT
Oct 30	946.96	EDI/EFT CCD+ CREDIT	
		CCD UnitedHealthcare	HCCLAIMPMT
Oct 30	1,641.04	ACH DEPOSIT	
		CCD iStream	4920003
Oct 30	2,379.63	EDI/EFT CTX CREDIT	
		CTX 36 TREAS 310	MISC PAY
Oct 30	11,931.89	ACH DEPOSIT	
		CCD iStream	4920003
Oct 31	232.00	ACH DEPOSIT	
		CCD PNP BILLPAYMENT	102824SETT
Oct 31	679.39	EDI/EFT CCD+ CREDIT	
		CCD PacificSource	CREDIT
Oct 31	2,134.85	EDI/EFT CCD+ CREDIT	
		CCD UNITEDHEALTHCARE	HCCLAIMPMT
Oct 31	2,970.84	EDI/EFT CCD+ CREDIT	
		CCD NORIDIAN WAORAK	HCCLAIMPMT
Oct 31	10,586.15	TELLER DEPOSIT	

Withdrawals and Other Debits
Date Amount Description



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Oct 01	69.99	ACH DEBIT	
		CCD MERCHANT SERVICE MERCH FEE	
Oct 01	84.99	ACH DEBIT	
		CCD MERCHANT SERVICE MERCH FEE	
Oct 01	400.00	ACH DEBIT	
		CCD VALIC	EREMIT PRM
Oct 02	19.21	ACH DEBIT	
		PPD NORTHWEST NATURA BILLPAY	
Oct 02	19.21	ACH DEBIT	
		PPD NORTHWEST NATURA BILLPAY	
Oct 02	29.30	ACH DEBIT	
		PPD NORTHWEST NATURA BILLPAY	
Oct 02	69.62	ACH DEBIT	
		PPD NORTHWEST NATURA BILLPAY	
Oct 02	198.54	ACH DEBIT	
		CCD SECURE PACIFIC C ACH	
Oct 02	2,029.31	ACH DEBIT	
		PPD Penserv Plan Ser PenServ Pl	
Oct 02	11,833.17	ACH DEBIT	
		CCD HRA VEBA	WITHDRAWAL
Oct 03	22.67	ACH DEBIT	
		PPD NORTHWEST NATURA BILLPAY	
Oct 04	275.57	ACH DEBIT	
		CCD CLATSKANIE PUD	PUD PAYMNT
Oct 04	13,170.72	ACH DEBIT	
		PPD NATIONWIDE	PAYMENTS
Oct 07	78.41	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	120.08	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	135.84	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	146.52	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	169.32	ACH DEBIT	
		CCD AFLAC COLUMBUS	ACHPMT
Oct 07	233.54	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	238.11	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	264.27	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	329.63	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	632.95	ACH DEBIT	
		CCD COLUMBIA RIVER P ACH ITEM	
Oct 07	2,996.11	ACH DEBIT	
		PPD ATT	Payment
Oct 15	24.12	ACH DEBIT	
		WEB WASTE CONNECTION	WEB_PAY
Oct 15	29.74	ACH DEBIT	
		WEB WASTE CONNECTION	WEB_PAY
Oct 15	30.07	ACH DEBIT	
		WEB WASTE CONNECTION	WEB_PAY



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Oct 15	62.21	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	73.90	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	91.30	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	120.16	ACH DEBIT	
		WEB ST HELENS OR DEBITS	
Oct 15	168.70	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	186.90	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	246.10	ACH DEBIT	
		WEB WASTE CONNECTION WEB_PAY	
Oct 15	437.21	ACH DEBIT	
		WEB ST HELENS OR DEBITS	
Oct 15	546.78	ACH DEBIT	
		WEB GOTO COMMUNICATI GOTO/JIVE	
Oct 15	781.04	ACH DEBIT	
		WEB ST HELENS OR DEBITS	
Oct 16	85.00	ACH DEBIT	
		CCD BENEFITHELP SOLU EMPL FEE	
Oct 16	1,423.54	ACH DEBIT	
		CCD CINTASCORPORATIO 67EAA77A3D	
Oct 22	182.98	ACCT ANALYSIS SERV CHG	
Oct 29	989.79	ACH DEBIT	
		WEB NEW HORIZONS COM NEWHORIZON	

Checks by Serial Number

Date	Serial #	Amount	Date	Serial #	Amount
Oct 04	75085	6,150.00	Oct 17	75151	7,265.00
Oct 11	75096 *	2,000.00	Oct 18	75152	66,932.00
Oct 01	75111 *	28.76	Oct 23	75153	756.55
Oct 25	75119 *	1,055.00	Oct 24	75154	2,266.35
Oct 02	75128 *	1,755.00	Oct 21	75155	4,842.92
Oct 21	75129	743.15	Oct 23	75156	677.50
Oct 18	75130	3,777.80	Oct 16	75157	9,638.86
Oct 23	75131	248.84	Oct 17	75158	7,233.20
Oct 21	75132	229.22	Oct 15	75159	600.00
Oct 25	75133	1,640.00	Oct 10	75160	2,100.00
Oct 21	75134	1,011.44	Oct 21	75161	571.24
Oct 21	75135	365.03	Oct 25	75162	22,583.54
Oct 15	75136	500.00	Oct 22	75163	1,890.00
Oct 17	75137	435.00	Oct 22	75164	10,036.00
Oct 22	75138	166.66	Oct 23	75166 *	289.82
Oct 25	75139	1,055.00	Oct 23	75167	45.00
Oct 11	75140	192.38	Oct 24	75168	35.40
Oct 15	75141	4,099.67	Oct 23	75169	960.00
Oct 21	75142	119.95	Oct 22	75170	22.19
Oct 17	75143	637.00	Oct 24	75171	7,595.29
Oct 24	75144	36.00	Oct 24	75172	60.00
Oct 22	75146 *	510.00	Oct 28	75173	131.25
Oct 24	75147	178.20	Oct 21	75174	35.00
Oct 22	75148	1,254.74	Oct 22	75175	1,824.74
Oct 16	75149	104.69	Oct 21	75177 *	3,640.89
Oct 18	75150	94.20	Oct 24	75178	19.96

* Indicates break in check sequence



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Daily Balance Summary

Date	Balance	Date	Balance
Sep 30	369,321.90	Oct 17	621,486.58
Oct 01	373,891.89	Oct 18	558,823.58
Oct 02	376,242.23	Oct 21	556,924.29
Oct 03	380,487.21	Oct 22	546,636.03
Oct 04	361,790.74	Oct 23	562,516.00
Oct 07	359,912.97	Oct 24	554,976.64
Oct 08	592,005.17	Oct 25	529,964.51
Oct 09	611,165.38	Oct 28	532,399.38
Oct 10	614,273.39	Oct 29	531,885.92
Oct 11	613,825.65	Oct 30	549,489.97
Oct 15	613,286.30	Oct 31	566,093.20
Oct 16	607,949.85		

Columbia River Fire & Rescue

Bank Check Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
75129	Accounts Payable	Computer Check	10/09/2024	Airgas Nor Pac	\$0.00	\$743.15	(\$743.15)	10/09/2024	Outstanding
75130	Accounts Payable	Computer Check	10/09/2024	Akin Blitz	\$0.00	\$3,777.80	(\$4,520.95)	10/09/2024	Outstanding
75131	Accounts Payable	Computer Check	10/09/2024	Canon Financial Services, Inc.	\$0.00	\$248.84	(\$4,769.79)	10/09/2024	Outstanding
75132	Accounts Payable	Computer Check	10/09/2024	City of Rainier	\$0.00	\$229.22	(\$4,999.01)	10/09/2024	Outstanding
75133	Accounts Payable	Computer Check	10/09/2024	Clearly Amazing	\$0.00	\$1,640.00	(\$6,639.01)	10/09/2024	Outstanding
75134	Accounts Payable	Computer Check	10/09/2024	Comcast	\$0.00	\$1,011.44	(\$7,650.45)	10/09/2024	Outstanding
75135	Accounts Payable	Computer Check	10/09/2024	Comcast	\$0.00	\$365.03	(\$8,015.48)	10/09/2024	Outstanding
75136	Accounts Payable	Computer Check	10/09/2024	Cultivate Group	\$0.00	\$500.00	(\$8,515.48)	10/09/2024	Outstanding
75137	Accounts Payable	Computer Check	10/09/2024	Day Wireless Systems	\$0.00	\$435.00	(\$8,950.48)	10/09/2024	Outstanding
75138	Accounts Payable	Computer Check	10/09/2024	Emmert Motors	\$0.00	\$166.66	(\$9,117.14)	10/09/2024	Outstanding
75139	Accounts Payable	Computer Check	10/09/2024	EMS Technology Solutions LLC	\$0.00	\$1,055.00	(\$10,172.14)	10/09/2024	Outstanding
75140	Accounts Payable	Computer Check	10/09/2024	Jeremy Lehner	\$0.00	\$192.38	(\$10,364.52)	10/09/2024	Outstanding
75141	Accounts Payable	Computer Check	10/09/2024	Jim Band Investigations & Consu	\$0.00	\$4,099.67	(\$14,464.19)	10/09/2024	Outstanding
75142	Accounts Payable	Computer Check	10/09/2024	Kno2 LLC	\$0.00	\$119.95	(\$14,584.14)	10/09/2024	Outstanding
75143	Accounts Payable	Computer Check	10/09/2024	Markowitz Herbold PC	\$0.00	\$637.00	(\$15,221.14)	10/09/2024	Outstanding
75144	Accounts Payable	Computer Check	10/09/2024	McNulty Water PUD	\$0.00	\$36.00	(\$15,257.14)	10/09/2024	Outstanding
75145	Accounts Payable	Computer Check	10/09/2024	Merina & Co.	\$0.00	\$375.00	(\$15,632.14)	10/09/2024	Outstanding
75146	Accounts Payable	Computer Check	10/09/2024	Miller Nash LLP	\$0.00	\$510.00	(\$16,142.14)	10/09/2024	Outstanding
75147	Accounts Payable	Computer Check	10/09/2024	Pacific Office Automation	\$0.00	\$178.20	(\$16,320.34)	10/09/2024	Outstanding
75148	Accounts Payable	Computer Check	10/09/2024	Potter Webster Co	\$0.00	\$1,254.74	(\$17,575.08)	10/09/2024	Outstanding
75149	Accounts Payable	Computer Check	10/09/2024	RAYMOND MALONE	\$0.00	\$104.69	(\$17,679.77)	10/09/2024	Outstanding
75150	Accounts Payable	Computer Check	10/09/2024	SeaWestern Fire Fighting Equip	\$0.00	\$94.20	(\$17,773.97)	10/09/2024	Outstanding
75151	Accounts Payable	Computer Check	10/09/2024	SingerLewak LLP	\$0.00	\$7,265.00	(\$25,038.97)	10/09/2024	Outstanding
75152	Accounts Payable	Computer Check	10/09/2024	Special Districts Insurance Servic	\$0.00	\$66,932.00	(\$91,970.97)	10/09/2024	Outstanding
75153	Accounts Payable	Computer Check	10/09/2024	State of Oregon-Ethics	\$0.00	\$756.55	(\$92,727.52)	10/09/2024	Outstanding
75154	Accounts Payable	Computer Check	10/09/2024	Stericycle, Inc	\$0.00	\$2,266.35	(\$94,993.87)	10/09/2024	Outstanding
75155	Accounts Payable	Computer Check	10/09/2024	Systems Design	\$0.00	\$4,842.92	(\$99,836.79)	10/09/2024	Outstanding
75156	Accounts Payable	Computer Check	10/09/2024	TELEFLEX LLC	\$0.00	\$677.50	(\$100,514.29)	10/09/2024	Outstanding
75157	Accounts Payable	Computer Check	10/09/2024	True North Equipment Inc	\$0.00	\$9,638.86	(\$110,153.15)	10/09/2024	Outstanding
75158	Accounts Payable	Computer Check	10/09/2024	Wilcox & Flegel	\$0.00	\$7,233.20	(\$117,386.35)	10/09/2024	Outstanding
75159	Accounts Payable	Computer Check	10/09/2024	Wolfe Consulting, LLC	\$0.00	\$600.00	(\$117,986.35)	10/09/2024	Outstanding
75160	Accounts Payable	Computer Check	10/10/2024	Scappoose Fire Department	\$0.00	\$2,100.00	(\$120,086.35)	10/10/2024	Outstanding
75161	Accounts Payable	Computer Check	10/17/2024	Amazon Capital Services	\$0.00	\$571.24	(\$120,657.59)	10/17/2024	Outstanding
75162	Accounts Payable	Computer Check	10/17/2024	Blackbaud	\$0.00	\$22,583.54	(\$143,241.13)	10/17/2024	Outstanding
75163	Accounts Payable	Computer Check	10/17/2024	CDR Labor Law, LLC	\$0.00	\$1,890.00	(\$145,131.13)	10/17/2024	Outstanding
75164	Accounts Payable	Computer Check	10/17/2024	Centerlogic Inc	\$0.00	\$10,036.00	(\$155,167.13)	10/17/2024	Outstanding
75165	Accounts Payable	Computer Check	10/17/2024	Cotiviti	\$0.00	\$2,293.06	(\$157,460.19)	10/17/2024	Outstanding

Columbia River Fire & Rescue

Bank Check Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
75166	Accounts Payable	Computer Check	10/17/2024	Day Wireless Systems	\$0.00	\$289.82	(\$157,750.01)	10/17/2024	Outstanding
75167	Accounts Payable	Computer Check	10/17/2024	FinishLine Graphics	\$0.00	\$45.00	(\$157,795.01)	10/17/2024	Outstanding
75168	Accounts Payable	Computer Check	10/17/2024	Jim Pulito	\$0.00	\$35.40	(\$157,830.41)	10/17/2024	Outstanding
75169	Accounts Payable	Computer Check	10/17/2024	Kno2 LLC	\$0.00	\$960.00	(\$158,790.41)	10/17/2024	Outstanding
75170	Accounts Payable	Computer Check	10/17/2024	Landmark Ford	\$0.00	\$22.19	(\$158,812.60)	10/17/2024	Outstanding
75171	Accounts Payable	Computer Check	10/17/2024	Life-Assist	\$0.00	\$7,595.29	(\$166,407.89)	10/17/2024	Outstanding
75172	Accounts Payable	Computer Check	10/17/2024	Michelle Johnson	\$0.00	\$60.00	(\$166,467.89)	10/17/2024	Outstanding
75173	Accounts Payable	Computer Check	10/17/2024	Phyllis Richardson	\$0.00	\$131.25	(\$166,599.14)	10/17/2024	Outstanding
75174	Accounts Payable	Computer Check	10/17/2024	Ryan Ridinger	\$0.00	\$35.00	(\$166,634.14)	10/17/2024	Outstanding
75175	Accounts Payable	Computer Check	10/17/2024	Standard Insurance	\$0.00	\$1,824.74	(\$168,458.88)	10/17/2024	Outstanding
75176	Accounts Payable	Computer Check	10/17/2024	Stryker Medical	\$0.00	\$7,317.11	(\$175,775.99)	10/17/2024	Outstanding
75177	Accounts Payable	Computer Check	10/17/2024	Sunset Auto Parts, Inc	\$0.00	\$3,640.89	(\$179,416.88)	10/17/2024	Outstanding
75178	Accounts Payable	Computer Check	10/17/2024	Witmer Public Safety Group, Inc.	\$0.00	\$19.96	(\$179,436.84)	10/17/2024	Outstanding

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$179,436.84)
Total Payments:	(\$179,436.84)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$179,436.84)

Columbia River Fire & Rescue

Budget to Actual Status Report

Unaudited - Management Use Only

		Original Budget 07/01/2024 to 06/30/2025	Actuals 07/01/2024 to 09/30/2024	Variance	% Budget Remaining
00 - General Fund					
Revenues					
00-00-4000	BUDGETED - Beginning Fund Balance	\$2,500,000.00	\$0.00	\$2,500,000.00	(100%)
00-00-4001	Property Tax - Delinquent	\$0.00	\$69,122.61	(\$69,122.61)	0%
00-00-4005	Property Tax - Interest & Penalties	\$185,000.00	\$1,975.75	\$183,024.25	(99%)
00-00-4010	Property Tax - Current Year	\$8,775,000.00	\$37,943.20	\$8,737,056.80	(100%)
00-00-4020	Interest Earned	\$75,000.00	\$28,935.42	\$46,064.58	(61%)
00-00-4030	Donations & Grants	\$500.00	\$0.00	\$500.00	(100%)
00-00-4040	Ambulance Revenue	\$1,800,000.00	\$593,163.80	\$1,206,836.20	(67%)
00-00-4041	GEMT	\$350,000.00	\$0.00	\$350,000.00	(100%)
00-00-4060	Fire-Med Revenue	\$60,000.00	\$0.00	\$60,000.00	(100%)
00-00-4081	Shop Maint Revenue	\$0.00	\$2,727.31	(\$2,727.31)	0%
00-00-4100	Address Sign Revenue	\$0.00	\$25.00	(\$25.00)	0%
00-00-4110	Sale of Equipment & Property	\$11,000.00	\$4,050.00	\$6,950.00	(63%)
00-00-4130	Training Revenue	\$5,000.00	\$0.00	\$5,000.00	(100%)
00-00-4150	Public Education Donations	\$100.00	\$0.00	\$100.00	(100%)
00-00-4160	Fire Service Agreements	\$10,000.00	\$1,822.33	\$8,177.67	(82%)
00-00-4180	LBTC Rent/Lease Income	\$7,500.00	\$0.00	\$7,500.00	(100%)
00-00-4200	Miscellaneous Revenue	\$10,000.00	\$6,532.23	\$3,467.77	(35%)
00-00-4205	Fleet Maint Revenue	\$20,000.00	\$0.00	\$20,000.00	(100%)
00-00-4210	Public Records Request Revenue	\$500.00	\$10.00	\$490.00	(98%)
Total Revenues		\$13,809,600.00	\$746,307.65	\$13,063,292.35	(95%)
Expenses					
00-10-5000	Base Wages	\$4,472,440.00	\$989,172.76	\$3,483,267.24	78%
00-10-5100	Overtime	\$781,000.00	\$207,676.09	\$573,323.91	73%
00-10-5130	Acting Lieutenant	\$0.00	\$2,700.00	(\$2,700.00)	0%
00-10-5135	FLSA	\$0.00	\$4,799.42	(\$4,799.42)	0%
00-10-5145	EMT Differentials & Recertification	\$0.00	\$600.00	(\$600.00)	0%
00-10-5146	Mechanics On Call	\$0.00	\$3,521.36	(\$3,521.36)	0%
00-10-5150	Volunteer Stipend	\$10,000.00	\$0.00	\$10,000.00	100%
00-10-5160	Conflagration	\$0.00	\$800.00	(\$800.00)	0%
00-10-5200	Payroll Tax Expense (Employer Paid Taxes)	\$445,110.00	\$108,687.73	\$336,422.27	76%
00-10-5205	PERS	\$1,108,370.00	\$353,185.20	\$755,184.80	68%
00-10-5210	Unemployment	\$10,000.00	\$1,236.73	\$8,763.27	88%
00-10-5215	Workers Compensation	\$115,600.00	\$63,341.20	\$52,258.80	45%
00-10-5220	Life Insurance	\$2,280.00	\$660.80	\$1,619.20	71%
00-10-5225	Medical Insurance	\$1,045,390.00	\$180,862.29	\$864,527.71	83%
00-10-5230	Disability Insurance	\$139,530.00	\$4,724.69	\$134,805.31	97%
00-10-5235	Employee Asst Program	\$1,540.00	\$0.00	\$1,540.00	100%
00-10-5240	Post Employment Health Plan	\$28,000.00	\$0.00	\$28,000.00	100%
00-10-5245	HRA VEBA Contribution	\$164,000.00	\$0.00	\$164,000.00	100%

Columbia River Fire & Rescue

Budget to Actual Status Report

Unaudited - Management Use Only

		Original Budget	Actuals	Variance	% Budget Remaining
		07/01/2024 to 06/30/2025	07/01/2024 to 09/30/2024		
00-10-5250	Opt Out Medical Benefit	\$0.00	\$26,000.00	(\$26,000.00)	0%
00-10-5400	Sick Leave/Retirement Payout	\$100,000.00	\$0.00	\$100,000.00	100%
00-10-5405	Vacation Payout	\$0.00	\$12,776.10	(\$12,776.10)	0%
00-20-6001	Vehicle Maintenance Parts (CRFR)	\$60,000.00	\$24,328.06	\$35,671.94	59%
00-20-6002	Vehicle Maintenance Parts (Outside Work)	\$45,000.00	\$4,981.59	\$40,018.41	89%
00-20-6003	Apparatus Fuel & Lubricants	\$160,000.00	\$21,474.67	\$138,525.33	87%
00-20-6004	Building Services / Maint.	\$50,000.00	\$10,099.86	\$39,900.14	80%
00-20-6005	Repairs & Maintenance	\$20,000.00	\$0.00	\$20,000.00	100%
00-20-6015	Utilities	\$169,870.00	\$29,017.40	\$140,852.60	83%
00-20-6019	Postage & Shipping	\$500.00	\$244.05	\$255.95	51%
00-20-6020	Administrative Fees	\$0.00	\$596.20	(\$596.20)	0%
00-20-6021	Office Supplies	\$5,000.00	\$476.60	\$4,523.40	90%
00-20-6022	Memberships / Subscriptions	\$120,750.00	\$1,506.55	\$119,243.45	99%
00-20-6023	Professional Licenses	\$10,500.00	\$0.00	\$10,500.00	100%
00-20-6024	Noncapital Furniture & Equip	\$2,500.00	\$0.00	\$2,500.00	100%
00-20-6025	Training / Education	\$27,000.00	\$1,771.14	\$25,228.86	93%
00-20-6026	Travel / Per Diem	\$9,500.00	\$297.07	\$9,202.93	97%
00-20-6027	IT Software As Service	\$22,500.00	\$0.00	\$22,500.00	100%
00-20-6028	IT Services	\$105,000.00	\$5,421.84	\$99,578.16	95%
00-20-6029	IT Hardware	\$10,000.00	\$0.00	\$10,000.00	100%
00-20-6030	Personal Protective Equipment	\$40,000.00	\$1,840.35	\$38,159.65	95%
00-20-6031	Uniforms	\$35,000.00	\$3,104.05	\$31,895.95	91%
00-20-6032	Volunteer Recruitment/Retention	\$10,000.00	\$0.00	\$10,000.00	100%
00-20-6033	EMS Supplies	\$0.00	\$18,307.20	(\$18,307.20)	0%
00-20-6034	Supplies	\$17,500.00	\$2,544.73	\$14,955.27	85%
00-20-6035	Bank Charges & Merchant Fees	\$7,500.00	\$1,226.51	\$6,273.49	84%
00-20-6041	Background Checks	\$6,500.00	\$986.00	\$5,514.00	85%
00-20-6042	Medical Physicals	\$42,000.00	\$0.00	\$42,000.00	100%
00-20-6045	Firefighting Equipment	\$35,000.00	\$665.09	\$34,334.91	98%
00-20-6049	Biohazard Disposal Fees	\$10,000.00	\$2,140.74	\$7,859.26	79%
00-20-6050	Medical Supplies & Pharmaceuticals	\$150,000.00	\$12,591.33	\$137,408.67	92%
00-20-6100	Radio Equipment	\$20,000.00	\$1,049.00	\$18,951.00	95%
00-20-6105	Breathing Apparatus	\$10,000.00	\$0.00	\$10,000.00	100%
00-20-6106	Professional Services	\$125,000.00	\$18,770.50	\$106,229.50	85%
00-20-6115	District Mapping/Address Signs	\$1,000.00	\$0.00	\$1,000.00	100%
00-20-6210	Public Education	\$5,000.00	\$0.00	\$5,000.00	100%
00-20-6900	Miscellaneous Expenses	\$6,000.00	\$0.00	\$6,000.00	100%
00-20-7005	Legal Services	\$350,000.00	\$16,738.15	\$333,261.85	95%
00-20-7035	Apparatus Testing	\$10,000.00	\$0.00	\$10,000.00	100%
00-30-7000	Contractual Svcs - Audit	\$0.00	(\$3,571.53)	\$3,571.53	0%
00-30-7010	Contractual Svcs - Service Contracts	\$100,000.00	\$57,767.92	\$42,232.08	42%
00-30-7015	Contractual Svcs - I.T. Service	\$0.00	\$12,460.56	(\$12,460.56)	0%
00-30-7021	Contractual Svcs - Shop Maintenance	\$0.00	\$1,021.57	(\$1,021.57)	0%
00-30-7030	Contractual Svcs- District Physician Advisor	\$35,000.00	\$0.00	\$35,000.00	100%

Columbia River Fire & Rescue

Budget to Actual Status Report

Unaudited - Management Use Only

		Original Budget	Actuals	Variance	% Budget Remaining
		07/01/2024 to 06/30/2025	07/01/2024 to 09/30/2024		
00-30-7045	Fairgrounds Lease	\$1,000.00	\$0.00	\$1,000.00	100%
00-30-7050	Contractual Svcs - Liability Insurance	\$125,000.00	\$0.00	\$125,000.00	100%
00-30-7060	Contractual Svcs - Civil Service	\$0.00	\$450.00	(\$450.00)	0%
00-30-7065	GEMT Fees & Match	\$85,000.00	\$0.00	\$85,000.00	100%
00-50-9000	Debt Service Principal	\$243,575.00	\$0.00	\$243,575.00	100%
00-50-9005	Debt Service Interest	\$86,100.00	\$0.00	\$86,100.00	100%
00-50-9500	Contingency Funds	\$500,000.00	\$0.00	\$500,000.00	100%
00-50-9510	Unappropriated Ending Fund Balance	\$2,262,045.00	\$0.00	\$2,262,045.00	100%
00-50-9999	Transfer Out	\$250,000.00	\$0.00	\$250,000.00	100%
Total Expenses		\$13,809,600.00	\$2,209,051.57	\$11,600,548.43	84%
 NET SURPLUS/(DEFICIT)		 \$0.00	 (\$1,462,743.92)	 \$1,462,743.92	 0%

Columbia River Fire & Rescue

Budget to Actual Status Report

Unaudited - Management Use Only

		Original Budget	Actuals	Variance	% Budget Remaining
		07/01/2024 to 06/30/2025	07/01/2024 to 09/30/2024		
08 - Grants Fund (Special Revenue)					
Revenues					
08-00-4030	Donations & Grants-Special Revenue	\$15,000.00	\$124,219.08	(\$109,219.08)	728%
Total Revenues		\$15,000.00	\$124,219.08	(\$109,219.08)	728%
Expenses					
08-20-6025	Training & Travel	\$15,000.00	\$0.00	\$15,000.00	100%
Total Expenses		\$15,000.00	\$0.00	\$15,000.00	100%
NET SURPLUS/(DEFICIT)		\$0.00	\$124,219.08	(\$124,219.08)	0%

Columbia River Fire & Rescue

Budget to Actual Status Report

Unaudited - Management Use Only

		Original Budget	Actuals	Variance	% Budget Remaining
		07/01/2024 to 06/30/2025	07/01/2024 to 09/30/2024		
10 - Capital Fund					
Revenues					
10-00-4000	BUDGETED - Beginning Fund Balance	\$395,000.00	\$0.00	\$395,000.00	(100%)
10-00-4020	Interest Earned	\$5,000.00	\$0.00	\$5,000.00	(100%)
10-00-4999	Transfers In	\$250,000.00	\$0.00	\$250,000.00	(100%)
Total Revenues		\$650,000.00	\$0.00	\$650,000.00	(100%)
Expenses					
10-40-8005	Capital Outlay - Building Improvements	\$50,000.00	\$0.00	\$50,000.00	100%
10-40-8010	Capital Outlay - Equipment	\$100,000.00	\$0.00	\$100,000.00	100%
10-40-8015	Capital Outlay - Apparatus	\$340,000.00	\$0.00	\$340,000.00	100%
10-50-9505	Reserved for Future Expenditures	\$160,000.00	\$0.00	\$160,000.00	100%
Total Expenses		\$650,000.00	\$0.00	\$650,000.00	100%
NET SURPLUS/(DEFICIT)		\$0.00	\$0.00	\$0.00	0%

Columbia River Fire & Rescue Budget to Actual Status Report

Unaudited - Management Use Only

Criteria

Report name: Budget to Actual Status Report by Fund

Chart template: Default

Include account levels 1 to 4

Do not include accounts with no activity

Do not include inactive accounts

User has access to all accounts

User has access to all projects

Include all Funds

Include all Account Codes

Include all Accounts

Include all Account Attributes

Include all Category(s)

Include all Projects

Include all Project Attributes

Include all Transaction Attributes

Include all Classes

Include all Journals

Include all Project Types

Include all Project Statuses

Include all Project Divisions

Include all Project Departments

Include all Project Locations

Include all Not Yet Posted Transactions

Include all Location(s)

Column 1 criteria:

Heading:

Definition: Account Number

Column 2 criteria:

Heading:

Definition: Account Description

Column 3 criteria:

Heading: Original Budget

7/1/2024 to 6/30/2025

Include these dates: This fiscal year (7/1/2024 to 6/30/2025)

Definition: {Original Budget[ADOPT]}

Column 4 criteria:

Heading: Actuals

7/1/2024 to 9/30/2024

Include these dates: <Specific fiscal periods> (7/1/2024 to 9/30/2024)

Definition: {Actual}

Column 5 criteria:

Heading: Variance

Include these dates: <Specific fiscal periods> (7/1/2024 to 9/30/2024)

Definition: {Column 3} - {Column 4}

Column 6 criteria:

Heading: % Budget Remaining

Columbia River Fire & Rescue Budget to Actual Status Report

Unaudited - Management Use Only

Include these dates: <Specific fiscal periods> (7/1/2024 to 9/30/2024)

Definition: GetPercentVariance({Column 3},{Column 4})



Columbia River Fire & Rescue

ADMINISTRATION OFFICES

270 Columbia Blvd * St Helens, Oregon * 97051
Phone (503)-397-2990 * www.crrf.com * FAX (503)-397-3198

Memorandum

To: All Personnel
From: Chief Smythe
Re: State of the District

Memorandum ME-2024-25-019

This memorandum is dedicated to the members of Columbia River Fire and Rescue, including our volunteers and Board of Directors. It serves to provide an update on the current state of our fire district and outline our plans for the coming months. The journey of Columbia River Fire and Rescue has not been easy over the past few years. We have faced significant challenges that necessitated a change in direction. Together, we have risen to meet these challenges, finding solutions that have kept us strong while other fire districts struggled. The sacrifices made by both past and present members have allowed the district to survive and maintain the professionalism, honor, and dedication that our citizens have come to expect from us since our inception.

There is a saying that “there is never a new idea in the fire service,” but I would argue otherwise. Our response model, which has streamlined current deployments of personnel and resources, demonstrates that we can accomplish more with less. However, we shouldn’t have to operate this way. It is time for change. Thanks to your patience and willingness to manage with decreased staffing while reimagining how we best serve our taxpayers with the resources available, we are now financially stable enough to add personnel and resources back to the line. The following projects, resources, and personnel changes will be implemented in the coming months of Fiscal Year 2024/25:

- We recently met with Wolfe and Associates to review our current budget and discuss future forecasts for our district's fund balances. These meetings have proven fruitful, allowing us to add personnel back into our lineup and support these positions moving forward.
- I am pleased to announce that the vacant medic position for Medic 9 (Single Role) has been filled. After interviewing last week, we have extended a tentative job offer to a paramedic with over 15 years of experience, pending background checks and medical/psychological clearance. We aim for this new team member to start their Field Training and Evaluation Program (FTEP) in December 2024.
- Firefighter Kirchoffer has been assigned recruitment duties and will manage the National Testing Network (NTN) as the point of contact for new hires for firefighter/paramedic, firefighter/EMT, and Medic 9 positions. We have several current openings and anticipate more over the next six months, which we intend to fill immediately.

- The district will be hiring three additional firefighter/paramedics, raising our total number of career fire personnel to 30. We are also preparing to fill anticipated vacancies resulting from retirements and personnel seeking employment at other fire districts. With the reinstatement of staff, I plan to increase our minimum staffing level to eight firefighters per day, regardless of single-role unit deployment. Both the union and I recognized that relying on one unit for daily staffing levels was burdensome for our staff and our scheduling officers. Relying on seven firefighters per day is not sustainable. My intention is that, with this increase to eight, our minimum staffing will not depend on Medic 9 staffing.
- The district will conduct a Lieutenant exam in early 2025. Upon approval from the Civil Service Commission, information will be communicated to all interested parties. We anticipate 2-4 promotions due to vacancies and changes in the organizational chart.
- Additionally, we will open an administrative lieutenant position, which will be a 40-hour union-represented role to assist in managing the district. This opening will occur after the promotional testing in January and February 2025.
- We are currently seeking candidates for the position of Division Chief of Training and EMS. Members interested in promoting should apply. This is an open recruitment, and both internal and external candidates may apply. Having a second chief and an administrative lieutenant will significantly enhance our efficiency in managing the many administrative tasks we face. However, I want to be explicitly clear: as long as I serve as Fire Chief, we will not hire a number of chiefs that detracts from the funding available for hiring line staff. You do the work and respond to the calls, and you deserve support. Candidates for the chief position will undergo a stringent hiring process in line with our policies, which will include thorough background checks, extensive interviews with past employers, review of school transcripts, training records, and a psychological evaluation. We are not in a hurry and will not cut corners in filling this role.
- The district is also seeking bids for a replacement ambulance for the Medic 9 staff. Our goal is to order and receive one ambulance in this fiscal year, followed by a second ambulance to be delivered in late 2025.
- Lastly, the Apparatus Committee will begin reviewing options for a replacement fire engine or quint for the St. Helens 471 station. If you would like to be considered for the committee, please email the Chief. We will be evaluating manufacturers in Spring 2025.

We have regained solid financial stability. However, as a taxing district, we receive only limited annual increases in revenue. We must stay vigilant and avoid adding staff or purchasing equipment that exceeds our budget.

We are committed to fulfilling our promise to our members: as a district, we will address the challenges we face, seize opportunities when they arise, and maintain a steadfast approach to sound fiscal management both now and in the future.



*"Plans are nothing;
planning is everything."*

Dwight D. Eisenhower



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Section A
Adequate Info
Policy A-13
Adopted 01/11/1988

ADEQUATE INFORMATION TO PRECEDE ACTION

13.0 Introduction

All matters presented by the Fire Chief for Board action shall include his/her recommendations on such action.

13.1 This does not preclude the Fire Chief from presenting alternative actions to be considered by the Board. However, the Fire Chief should highlight the option that the Chief is recommending.

13.2 All matters presented by persons other than the Fire Chief that require Board action should be directly assigned to the Fire Chief for further action or recommendation before taking a position or effecting action even if this means a delay of action to a subsequent meeting.



BOARD MEMBERS QUORUM & VOTING

14.0 Introduction

- 14.1** A quorum shall consist of any three (3) members. Should a quorum not be present, the members present shall set a date for the next meeting. Less than three affirmative votes on any matter before the board shall fail.
- 14.2** Voting shall be by voice vote unless a majority of the members present request otherwise. The minutes shall reflect the individual vote of each member except when a unanimous vote is cast.
- 14.3** Any Board Member abstaining from voting shall indicate his/her abstention for the record.
- 14.4** A majority of the members of the Board must concur in order to enact any proposal. If only three (3) members of the Board are present at a meeting, all three (3) must concur to pass a measure.



ORGANIZATIONAL MEETING

15.0 Introduction

An organizational meeting shall be the first regular meeting of the Board, held after July 1, of each year.

15.1 The Board shall elect a President, Vice-President and Secretary-Treasurer at this meeting.

15.2 Other organizational guidelines such as; official newspaper for the Fire District, time and place of Board Meetings and other guidelines shall be established at this meeting.

15.3 After the first meeting of the Board in July of each year, the Board shall require the Fire Chief to advertise in the official newspaper of record for the Fire District; the time, place and date of the Board Meetings for the coming year.



BOARD MEMBER ISSUED INFORMATION

16.0 Introduction

Each Board member, when elected, will be issued information to aid in the familiarization with both the position requirements and the Fire District.

16.1 Upon notification of successful election to the Fire District Board of Directors, the Fire District will prepare the following documents to be issued to the successful candidate:

- A. Board Members Guide
- B. Fire District Organization Manual
- C. Current year adopted Fire District Budget
- D. Current Labor Contract
- E. Board minutes, and pertinent information from the past 3 months
- F. Copies of any current staff reports
- G. Any other requested information approved by the Board of Director's President
- H. Copy of the District's most recent "Strategic Plan" information
- I. Copy of the District's current deployment/standard of Cover document
- J. Copy of the most recent annual report on the deployment document
- K. Copy of the most recent annual audit

16.2 Any CONFIDENTIAL information shall be marked accordingly, and treated as such.

16.3 Requests for information, beyond that issued to the full Board, shall have the approval of the Board of Director's President or the Board of Directors as a body.

16.4 When a Board member's elected term expires, items "A" and "B" in section 16.1 and all information marked "CONFIDENTIAL" shall be returned to the Fire District, or the Board President.

16.5 If the items listed in 16.4 are not returned in a timely fashion (to be determined by the Board President) the person issued the documents will be charged the replacement costs at the present time.



Section A
Parliamentary Procedure
Policy A-17
Adopted 01/11/1988

PARLIAMENTARY PROCEDURE

17.0 Introduction

The rules of parliamentary procedure as listed in the latest edition of Roberts Rules of Order shall be used as guidelines for the Board in its deliberations.

17.1 Departure from the Rules does not negate any action of the Board.



MINUTES AND DISTRIBUTION OF MINUTES

18.0 Introduction

A complete and accurate set of minutes of each Board Meeting shall be recorded.

- 18.1** A complete and accurate set of minutes shall be kept in the business office of the Fire District. They shall be kept available for public viewing for a period of one (1) year and shall be held in storage thereafter as required by ORS.
- 18.2** Unless otherwise directed, the Fire District Staff shall take minutes of the Board Meetings. In their absence, the Board may direct the Secretary-Treasurer of the Board to take minutes.
- 18.3** Minutes of the meetings of the Board shall be made available to each of the Board members prior to the next Board meeting.
- 18.4** Minutes of Executive Sessions will only be transcribed upon a majority vote of the Board.
- 18.5** Persons presenting materials to the Board of Directors for their consideration at a meeting shall provide one extra copy of said material to the recording secretary for inclusion to the official minutes.



GRIEVANCES AND COMPLAINTS TO THE BOARD

19.0 Introduction

Grievances, complaints and communications from employees shall be taken to the Fire Chief before being brought to the Board. Any employee or group of employees may at any time appeal to the Board a decision from the Fire Chief. Employees desiring to address the Board on any matter shall direct their communications to the Fire Chief and not to the Board Members as individuals, except that copies of any communications may be sent to all of the Board Members as well as the Fire Chief. The Board recognizes that members have multiple sources to redress their grievances, and will not address complaints that are being processed through another channel.

19.1 Complaints from the public will be transmitted to the Fire Chief. If an appeal from the Fire Chief is desired, it shall be presented to the Board. The Board shall act on the request within thirty (30) days. All decisions of the Board shall be final.

19.2 District patients have the right to complain to the District, or to the Secretary of the United States Department of Health and Human Services if a patient believes their privacy rights have been violated. Patients will not be retaliated against in any way for filing a complaint with the District or to the government. Should a patient have any questions, comments or complaints they should direct all inquiries to the privacy officer. Individuals will not be retaliated against for filing a complaint.

District patients have the right to make a complaint directly to the Privacy Officer of Columbia River Fire & Rescue concerning our policies and procedures with respect to the use and disclosure of protected health information (PHI). Patients may also make a complaint about concerns they have regarding our compliance with any of our established policies and procedures concerning the confidentiality and use or disclosure of their PHI, or about the requirements of the federal Privacy Rule.

All complaints should be directed to our Privacy Officer at the following address and phone number: 503-397-2990.

19.3 PATIENTS MAY ALSO MAKE A COMPLAINT TO THE GOVERNMENT

If a patient believes Columbia River Fire & Rescue is not complying with the applicable requirements of the Federal Privacy Rule they may file a complaint with the Secretary of the U.S. Department of Health and Human Services. The Privacy Rule states the following:

Requirements for filing complaints - Complaints under this section must meet the following requirements:

- (1) A complaint must be filed in writing, either on paper or electronically.
- (2) A complaint must name the entity that is the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable requirements of the Federal Privacy Rule or the applicable standards, requirements, and implementation specifications of subpart E of part 164 of the Federal Privacy Rule.
- (3) A complaint must be filed within 180 days of when the complainant knew or should have known that the act or omission complained of occurred, unless the Secretary (USDH&HS) for good cause shown waives this time limitation.



Section A
Grievances
Policy A-19
Adopted 01/11/1988

- (4) The Secretary may prescribe additional procedures for the filing of complaints, as well as the place and manner of filing, by notice in the Federal Register.
- (5) The Secretary may investigate complaints. Such investigation may include a review of the pertinent policies, procedures, or practices of the covered entity and of the circumstances regarding any alleged acts or omissions concerning compliance.

The Oregon Health Division service designation is #0506

The Medicare Provider #RGBKH UPIN #W20198

The Medicaid Stretcher Ambulance Provider #222661

The Medicaid Care Car Provider #158256

The Washington Welfare Provider #9020207

19.4 Anonymous correspondence will not be considered officially by the Chief and/or the Board.



STANDBY AND USE OF DISTRICT APPARATUS AT SPECIAL FUNCTIONS

20.0 Introduction

To set guidelines, procedures and charges for the requested standby and use of Columbia River Fire & Rescue equipment, apparatus and personnel at profit and non-profit functions and events within the boundaries of the District.

- 20.1** The District may elect to standby when requested, for profit or non-profit functions, within its boundaries. Such functions could include; auto races, concerts, motorcycle races, road runs, sporting events, and other events that can draw large crowds of people and expose them to some elevated risk of harm.
- 20.2** A thirty (30) day notice shall be given for all requests for standby. The fee for standby will be based on the State Fire Marshal's fee schedule.
- 20.3** The District will retain the right to use any standby equipment, apparatus or personnel in the event of an emergency that requires their use. The Duty Officer shall return such apparatus and personnel as soon as possible and adjust charges accordingly.
- 20.4** The Board of Directors of the Fire District, Fire Chief or designee will have the right to waive any charges, if they feel it will be in the best interest of the community and the Fire District.