



Notice of Regular Meeting of the Directors of the Sisters-Camp Sherman R.F.P.D.  
April 15, 2008 – 5:00 p.m. – Sisters Fire Hall  
All proceedings before the Board of Directors are recorded

1. Meeting to order
2. Consent Agenda:
  - a. Approval March 18, 2008 minutes
  - b. Bank statements/reconciliations
  - c. Financial reports
3. Resolutions:
  - a. Resolution 2007-2008-032 Building Fund \$4,530.00
  - b. Resolution 2007-2008-033 Building Fund budgeted transfer \$240,000.00
4. Administration:
  - a. Review and possible approval of Fire Marshal job description
  - b. 08-09 Budget update – committee meeting scheduled April 29th
  - c. Possible appointment budget committee member:
    - a. Position 2 expires 2008 (possible appointment is Russ Morrison).
    - b. Vance Jacobson salary schedule document
  - d. Woodburn Construction – no invoice received
5. Fire Chief Report
  - a. Construction/Building re-model update
6. Activity Log to be presented at meeting
7. Association Report
8. Any other business
9. Adjournment



March 18, 2008 Minutes of the Board of Directors of the  
Sisters-Camp Sherman RFPD – Sisters Fire Hall

President Dave Elliott called the meeting to order at 5:05 p.m. Directors attending: Chuck Newport, Peter Storton and Don Boyd. Absent: Chan Cathcart. Staff attending: Chief Robertson, Admin Houck, Captains Brown and Liming, Medics Crawford, Harrison, Storton and Bruegeman.

**Unanimously approved:**

1. Consent agenda: February 19, 2008 minutes with correction on 3<sup>rd</sup> page, 3<sup>rd</sup> paragraph (us to is) and bank statements/reconciliations. Motion Director Storton, second Director Newport.
2. Resolutions 2007-2008-028,029,030 and 031 expending funds from building and equipment reserves. Motion Director Storton, second Director Boyd.
3. Appointed Director Chuck Newport as new Vice-President. Motion Director Elliott, second Director Boyd.

**Administration: Budget Committee members:** Appointed Russ Morrison to Position 1 vacancy with term expiration of 2009. Chief will contact Andrew Gorayeb regarding his interest in possibly filling the Position 2 vacancy which expires in 2008.

**Salary Schedule:** Received this afternoon from consultant Vance Jacobson. Revision based upon data researched by staff and board requests. Per board request that salaries be maintained slightly above average, Jacobson presentation placed staff in the 60<sup>th</sup> percentile. This means salaries are now current with the average of other area departments. Also salary ranges were based on position not area. Added positions were Division Chief and Medic-Engineer. Fire Chief was deleted as this is a contractual position. Additional steps were added. Step 1 was initially to be deleted but consultant felt it skewed the schedule. Consultant states that step 2 for fire-medic is "right-on" with other departments and is in the 60<sup>th</sup> percentile. Chief Robertson clarified to Board the proposed schedule aligns staff salaries to current and does not include a cost of living or any other proposed adjustments. Chief to review COLA and budget to insure funds are available. Chief did have a quick review of draft salary schedule with available staff. Director Storton asked the opinion of Medic Crawford who stated he believed the schedule looked good. Chief is questioning Fire Marshal schedule and will re-visit with consultant. Currently the position is scheduled lower than the Captain's rate. Director Storton questions how grade/step is created. Chief answered that it is based on years of service and performance. Steps are only available to staff based on performance and competence. Chief noted we have several staff that, in the current schedule, are approaching the end of the steps. It is his belief that we must retain our staff and that their longevity and experience makes them invaluable. Board and Chief believe the District must remain competitive and offer our personnel incentives and competitive wages. Step 1 vs. Step 2 is discussed: Chief notes Step 1 will be utilized for an initial hire that may not have all licenses or qualifications at time of hire. When requirements met, then advance to step 2. Director Storton requested Chief establish cost based on current staff and present to Board. Chief agreed and mentioned revenue concerns especially with the construction project and notes we may wait another year prior to hiring another medic. Director Boyd concurs. Director Newport questioned how revenue is projected. Chief replies: we receive estimates from both county assessors; we project conservatively and review history. Major funding is taxes and ambulance revenue. We watch collections and trends closely. Question about how steps/grades are decided. Chief replies consultant looks closely at job titles, and duties. Explained compaction and that the schedule must have separation.

Director Newport leaves the meeting at 5:40 p.m.

**Unanimously approves:**

1. Woodburn Construction invoice \$300,543.62 and retainage \$15,818.09. Motion Director Storton, second Director Boyd.
2. Authorization of January/February board per diem check in the amount of \$100 to Dave Blann.

**Emergency Plan** update: Low bid from ESCI, Jack Snook's group. Bid award to be presented by AFC Enoch to Board at April meeting. This consultant will be paid through the \$75,000 grant we received.

**Strategic Plan** update: Thank you to Director Storton for attending the meeting and representing the Board. Due to many emergency calls, the meeting was also held the next Sunday. Draft in works with public comment needed. Chief Karjala will compile survey. Chief thanked Jan Liming for her work on this project.

**New Employee** is Cassidy Joy. This is a temporary position while Administrative Assistant Julie Spor is on leave of absence. Projected return is June. Chief commended Admin Houck for her work.

**Construction:** Projected move is scheduled for week of April 7<sup>th</sup>. Furnishings, utensils, etc. are being purchased. A needed electrical panel is not available until May 1<sup>st</sup> causing us to operate under limited power. However, we will insure that we have enough power to operate appropriately. We have had a number of approved change orders but there are still 2 changes being disputed: 1. CEC bid of \$30,000 to bring electricity to building – contractor stating cost not in bid with architect saying electrical contractor failed to bid; and 2. as previously discussed windows, etc. April board meeting may be held in new meeting room.

Chief Enoch returns this week from trip to National Fire Academy and vacation. Chief Karjala also returns this week from his vacation.

The board did not have any questions for the Fire Chief.

**Activity Log:** The Board reviewed with no questions. Chief questioned the Board as to whether or not they still desired to review a personnel log each month. Directors did not feel they need to review a personnel call log.

**Association Report:** Association President Jeff Liming discussed 3 items: 1) Easter approaching and expecting 300 children. This is done in cooperation with Cloverdale Fire Department. Our department members will be well represented. 2) Association members will represent our Fire District by providing support services at the Fire Chief conference in Eagle Crest. 3) Fundraiser total is currently \$18,600.00 received from 247 donations. We received several notes from community members appreciating the fact they could donate to the fire association. Budget of donations include 10% of total to assist in purchasing equipment for the new gym for the wellness project; 10% to purchase items for the new station; 10% to purchase EMS mannequin for training; 10% to purchase pocket masks for all department members; funds to purchase AED for new fire hall for emergencies when all ambulances have been dispatched; increased scholarship amount to \$700 and increased the number of scholarships to 7.

Chief thanked the Association especially for the AED and exercise equipment. He commended Jeff Liming on his leadership role in helping to direct the Association toward positive change.

**Other Business:** Distributed copies of the IGA between the District and the City of Sisters. Director Storton and Chief Robertson are to meet with city officials this Friday to discuss this agreement. Chief Robertson believes from conversations with city staff the City no longer desires the district to have the property and would like us to vacate the property for some other unknown option. The contract calls for a specific timeline in which the city is to have the property re-zoned. The District expects the City to honor the contract.

New Director Don Boyd was welcomed to the Board; no other business was discussed and the meeting adjourned at 5:50 p.m.

Respectfully submitted,



Monthly Local Government Statement of Account Balance and Transactions

Sisters-Camp Sherman RFPD

Account: 0000004374

March 31, 2008

Page 1 of 2

Susan Houck  
Sisters-Camp Sherman RFPD  
PO Box 1509  
Sisters, OR 97759

Beginning Balance	Debits		Credits		Interest Amount	Fee Amount	Ending Balance
	Count	Amount	Count	Amount			
\$2,403,087.10	4	196,467.84	2	81,232.33	7,468.74	10.65	\$2,295,309.68

Effective Date	Posting Date	Description / Comments	Document Number	Item Count	Debit Amount	Credit Amount	Balance
<b>OR Treasury</b>							
3/4/2008	3/4/2008	TES Deschutes County TT End of day balance	AT8742555			68,744.90	2,471,832.00
<b>OR Treasury-Outgoing ACH</b>							
3/6/2008	3/6/2008	Voice Response Deposit	CVA8750433			12,487.43	
3/6/2008	3/6/2008	Voice Response Withdrawal End of day balance	DVA8750393		112,551.13		2,371,768.30
<b>OR Treasury-Outgoing ACH</b>							
3/11/2008	3/11/2008	Voice Response Withdrawal End of day balance	DVA8765072		3,195.03		2,368,573.27
<b>OR Treasury-Outgoing ACH</b>							
3/24/2008	3/24/2008	Voice Response Withdrawal End of day balance	DVA8812775		76,191.68		2,292,381.59
<b>OR Treasury</b>							
3/31/2008	3/31/2008	Interest Credit	EI033108			7,468.74	
3/31/2008	3/31/2008	ACH Direct Deposit Fee	FEE033108		0.24		
3/31/2008	3/31/2008	ACH Direct Payment Fee	FEE033108		0.06		
3/31/2008	3/31/2008	Manual Transfer-In Fee	FEE033108		0.35		
3/31/2008	3/31/2008	Monthly Maintenance Fee	FEE033108		10.00		
<b>OR Treasury-Outgoing ACH</b>							
3/31/2008	3/31/2008	Voice Response Withdrawal End of day balance	DVA8833930		4,530.00		2,295,309.68

Fees

Description	Item Count	Amount	Current Rate
ACH Direct Deposit Fee	4	0.24	0.0600
ACH Direct Payment Fee	1	0.06	0.0600
Manual Transfer-In Fee	1	0.35	0.3500
Monthly Maintenance Fee	1	10.00	10.0000

Interest

Effective Date	Rate
3/1/2008	3.9500%

Report Criteria:

Account.Acct No = 10001070, 20001070, 30001070, 40001070, 50001070, 50001075, 70001076  
Actual Amounts  
Print Periods With No Activity  
Summarize Payroll Detail

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
			2/29/2008 ( 02/08 ) Balance	1-00-0-1070			1,711,163.88
3/5/2008	CRJE	1	tx funds from pool to botc			100,000.00 -	
3/21/2008	CRJE	17	tx funds from pool to botc			75,000.00 -	
3/31/2008	CRJE	26	Pool Interest		7,468.74		
3/3/2008	JE	5	Deschutes County Taxes		68,744.90		
3/31/2008	JE	63	Pool fees			10.65 -	
			3/31/2008 (03/08) Period Totals and Balance		76,213.64 *	175,010.65 - *	1,612,366.87

(1) GENERAL FUND Totals:

No. of Transactions: 5 No. of Accounts: 1

Totals: 76,213.64 175,010.65 - 98,797.01 -

0.0

1,612,366.87 +  
33,942.81 +  
579,039.91 +  
41,576.69 +  
8,387.4 +  
9,295,309.68 \*

*bal  
error*

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
Empl Fund			2/29/2008 ( 02/08 ) Balance	2-00-0-1070			34,752.34
3/21/2008	CRJE	21	tx funds from empl res to botc			803.53 -	
			3/31/2008 (03/08) Period Totals and Balance		.00 *	803.53 - *	33,948.81

(2) EMPLOYMENT RESERVE FUND Totals:  
No. of Transactions: 1 No. of Accounts: 1

Totals: .00 803.53 - 803.53 -

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
Bldg Fund			2/29/2008 ( 02/08 ) Balance	3-00-0-1070			599,116.79
3/5/2008	CRJE	3	tx funds from bldg res to botc			4,451.13 -	
3/5/2008	CRJE	8	tx city deq pymt to bldg fund		12,487.43		
3/10/2008	CRJE	9	tx bldg to botc 6 mos rental storage			390.00 -	
3/10/2008	CRJE	11	tx bldg to botc 2 mos rental storage			130.00 -	
3/10/2008	CRJE	13	tx bldg to botc furniture			2,621.74 -	
3/10/2008	CRJE	15	tx bldg to botc bldg corn food			53.29 -	
3/21/2008	CRJE	19	tx funds from bldg res to botc			388.15 -	
3/28/2008	CRJE	23	tx bldg to botc			4,030.00 -	
3/28/2008	CRJE	24	tx bldg to botc			500.00 -	
3/31/2008 (03/08) Period Totals and Balance					12,487.43 *	12,564.31 - *	599,039.91

(3) BUILDING RESERVE FUND Totals:

No. of Transactions: 9 No. of Accounts: 1

Totals: 12,487.43 12,564.31 - 76.88 -

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
			2/29/2008 ( 02/08 ) Balance	4-00-0-1070			49,666.69
3/5/2008	CRJE	5	tx funds from equip res to bolt			8,100.00 -	
			3/31/2008 (03/08) Period Totals and Balance		.00 *	8,100.00 - *	41,566.69

(4) EQUIPMENT RESERVE FUND Totals:  
No. of Transactions: 1 No. of Accounts: 1

Totals: .00 8,100.00 - 8,100.00 -

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
			2/29/2008 ( 02/08 ) Balance	5-00-0-1075			8,387.40
			3/31/2008 (03/08) Period Totals and Balance		.00 *	.00 *	8,387.40

(5) TECHNOLOGY RESERVE FUND Totals:  
No. of Transactions: 0 No. of Accounts: 1

Totals: .00 .00 .00

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
			2/29/2008 ( 02/08 ) Balance	7-00-0-1076			.00
			3/31/2008 (03/08) Period Totals and Balance		.00 *	.00 *	.00

(7) DEBT SERVICE FUND Totals:

No. of Transactions: 0 No. of Accounts: 1 Totals: .00 .00 .00

Grand Totals:

No. of Transactions: 16 No. of Accounts: 6 Totals: 88,701.07 196,478.49 - 107,777.42 -

Report Criteria:

Account.Acct No = 10001070, 20001070, 30001070, 40001070, 50001070, 50001075, 70001076

Actual Amounts

Print Periods With No Activity

Summarize Payroll Detail

SISTERS-CAMP SHERMAN RURAL FIRE  
 PO BOX 1509  
 SISTERS OR 97759

SUMMARY OF ACCOUNTS

Account Number	Type of Account	Balance	Enclosures
@XXXXXXXXXX@0170	Public Interest Checking	124,998.81	88

Checking Accounts

Public Interest Checking	Number of Enclosures	88	
Account Number @XXXXXXXXXX@0170	Statement Dates	3/03/08 thru 3/31/08	
Previous Balance	63,353.14	Days in the Statement Period	29
10 Deposits/Credits	248,812.76	Average Ledger	142,894.54
93 Checks/Debits	187,196.04	Average Collected	141,367.80
Service Charge	.00	Interest Earned	28.08
Interest Paid	28.95	Annual Percentage Yield Earned	0.25%
Current Balance	124,998.81	2008 Interest Paid	76.89
Overdraft Item Fee for this Statement Period			.00
Overdraft Item Fee for Year-to-Date			.00
Non-Sufficient Item Fee for this Statement Period			.00
Non-Sufficient Item Fee for Year-to-Date			.00

Deposits and Additions

Date	Description	Amount
3/05	DDA Regular Deposit	10,158.63
3/05	DDA Regular Deposit	12,816.02
3/06	LGIP ACH OREGON ST TREAS 940091709908/03/06 ID#-455 AW TRACE#-042000013587512	112,551.13
3/07	DDA Regular Deposit	5,227.09
3/10	DDA Regular Deposit	3,352.57
3/11	LGIP ACH OREGON ST TREAS 940091709908/03/11 ID#-455 AW TRACE#-042000015645498	3,195.03
3/13	DDA Regular Deposit	12,825.70
3/24	LGIP ACH OREGON ST TREAS 940091709908/03/24	76,191.68

Public Interest Checking @XXXXXXXXXX@0170 (Continued)

Deposits and Additions		
Date	Description	Amount
	ID#-455 AW TRACE#-042000014119416	
3/26	DDA Regular Deposit	7,964.91
3/31	LGIP ACH OREGON ST TREAS 940091709908/03/31 ID#-455 AW TRACE#-042000016811704	4,530.00
3/31	Interest Deposit	28.95

Checks and Withdrawals		
Date	Description	Amount
3/06	LGIP ACH OREGON ST TREAS 940081709908/03/06 ID#-455 AD TRACE#-042000013587475	12,487.43-
3/21	USATAXPYMT IRS 338770200008/03/21 ID#-270848100330592 TRACE#-061036010018350	20,366.30-
3/21	PAYROLL Sisters-Camp She 193093270408/03/21 ID#-0 TRACE#-930932700000023	55,800.49-
3/24	TAXPAYMENT OR COMB TAXES 930001509108/03/24 ID#- 005022192 TRACE#-042000014108493	5,283.78-
3/27	PERS CNTRB EMPLOYER CONTRB 930004592508/03/27 ID#-02701 TRACE#-042000014116168	12,635.91-

Checks in Number Order					
Date	Check No	Amount	Date	Check No	Amount
3/20	8556	150.00	3/14	8615	113.57
3/03	8560*	200.00	3/10	8617*	234.55
3/20	8593*	160.90	3/10	8618	78.40
3/03	8605*	54.95	3/12	8619	980.34
3/05	8609*	933.09	3/06	8620	160.00
3/10	8610	328.00	3/03	8621	200.00
3/06	8611	174.15	3/06	8622	3,568.32
3/04	8612	2,292.26	3/06	8623	160.05
3/10	8613	375.00	3/11	8624	8,100.00
3/07	8614	277.00	3/18	8625	64.00

\* Denotes missing check numbers



SISTERS-CAMP SHERMAN RURAL FIRE  
 PO BOX 1509  
 SISTERS OR 97759

SUMMARY OF ACCOUNTS

Account Number      Type of Account      Balance      Enclosures  
 @XXXXXXXXXX@0614      Public MMDA Pool Rate      394,337.37

Checking Accounts

Public MMDA Pool Rate		Number of Enclosures	0
Account Number	@XXXXXXXXXX@0614	Statement Dates	3/03/08 thru 3/31/08
Previous Balance	708,731.48	Days in the Statement Period	29
Deposits/Credits	.00	Average Ledger	588,732.21
1 Checks/Debits	316,361.71	Average Collected	588,732.21
Service Charge	.00	Interest Earned	1,804.50
Interest Paid	1,967.60	Annual Percentage Yield Earned	3.93%
Current Balance	394,337.37	2008 Interest Paid	10,483.79
Overdraft Item Fee for this Statement Period			.00
Overdraft Item Fee for Year-to-Date			.00
Non-Sufficient Item Fee for this Statement Period			.00
Non-Sufficient Item Fee for Year-to-Date			.00

Deposits and Additions

Date	Description	Amount
3/31	Interest Deposit	1,967.60

Checks and Withdrawals

Date	Description	Amount
3/21	TELEPHONE TRANSFER BY SUSAN	316,361.71-

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
3/03	708,731.48	3/21	392,369.77	3/31	394,337.37

Period: 03/31/2008 (3/08) GL Account No: 60001080

Bank No: 4 Bank: BOTC Bond Bank Acct No: 04380614

Report Criteria:  
Department Only

Bank Statement Balance:	394,337.37	Book Balance Previous Month:	708,731.48
Outstanding Deposits:	.00	Total Receipts:	314,394.11 -
Outstanding Checks:	.00	Total Disbursements:	.00
<b>Bank Adjustments</b>	<b>Amount</b>	<b>Book Adjustments</b>	<b>Amount</b>
	.00		.00
	.00		.00
	.00		.00
	.00		.00
	.00		.00
<b>Bank Balance:</b>	<b>394,337.37</b>	<b>Book Balance:</b>	<b>394,337.37</b>

Outstanding Deposits

Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	
							Total:	.00

Outstanding Checks

Check #	Amount	Check #	Amount	Check #	Amount	Check #	Amount	
							Total:	.00

SISTERS-CAMP SHERMAN RURAL FIRE  
 BOND TAX REVENUE FUND  
 PO BOX 1509  
 SISTERS OR 97759

SUMMARY OF ACCOUNTS

Account Number @XXXXXXXXXX@5462 Type of Account Public MMDA Pool Rate Balance 45,540.26 Enclosures *effect*

Checking Accounts

Public MMDA Pool Rate		Number of Enclosures	0
Account Number	@XXXXXXXXXX@5462	Statement Dates	3/03/08 thru 3/31/08
Previous Balance	36,993.43	Days in the Statement Period	29
2 Deposits/Credits	8,407.48	Average Ledger	44,291.56
Checks/Debits	.00	Average Collected	44,269.85
Service Charge	.00	Interest Earned	131.04
Interest Paid	139.35	Annual Percentage Yield Earned	3.79%
Current Balance	45,540.26	2008 Interest Paid	669.07
Overdraft Item Fee for this Statement Period			.00
Overdraft Item Fee for Year-to-Date			.00
Non-Sufficient Item Fee for this Statement Period			.00
Non-Sufficient Item Fee for Year-to-Date			.00

Deposits and Additions

Date	Description	Amount
3/05	DDA Regular Deposit	729.41
3/07	DDA Regular Deposit	7,678.07
3/31	Interest Deposit	139.35

Daily Balance Information

Date	Balance	Date	Balance
3/03	36,993.43	3/07	45,400.91
3/05	37,722.84	3/31	45,540.26

Interest Rate Summary

Date	Rate
3/02	4.100000%
3/03	3.950000%

Period: 03/31/2008 (3/08) GL Account No: 70001020

Bank No: 6 Bank: BOTC - Tax Revenue Bank Acct No: 04385462

Report Criteria:  
Department Only

Bank Statement Balance:	45,540.26	Book Balance Previous Month:	36,993.43
Outstanding Deposits:	.00	Total Receipts:	8,546.83
Outstanding Checks:	.00	Total Disbursements:	.00

Bank Adjustments	Amount	Book Adjustments	Amount
	.00		.00
	.00		.00
	.00		.00
	.00		.00
	.00		.00
<b>Bank Balance:</b>	<b>45,540.26</b>	<b>Book Balance:</b>	<b>45,540.26</b>

Outstanding Deposits

Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	
							<b>Total:</b>	<b>.00</b>

Outstanding Checks

Check #	Amount	Check #	Amount	Check #	Amount	Check #	Amount	
							<b>Total:</b>	<b>.00</b>

SISTERS-CAMP SHERMAN RURAL FIRE  
 RETAINAGE FEE  
 PO BOX 1509  
 SISTERS OR 97759

SUMMARY OF ACCOUNTS

Account Number      Type of Account      Balance      Enclosures  
 @XXXXXXXXXX@4261      Money Market Business      109,029.89

Checking Accounts

*efact*

Money Market Business		Number of Enclosures	0
Account Number	@XXXXXXXXXX@4261	Statement Dates	3/03/08 thru 3/31/08
Previous Balance	93,107.18	Days in the Statement Period	29
1 Deposits/Credits	15,818.09	Average Ledger	99,107.14
Checks/Debits	.00	Average Collected	99,107.14
Service Charge	.00	Interest Earned	98.50
Interest Paid	104.62	Annual Percentage Yield Earned	1.26%
Current Balance	109,029.89	2008 Interest Paid	272.75
Overdraft Item Fee for this Statement Period			.00
Overdraft Item Fee for Year-to-Date			.00
Non-Sufficient Item Fee for this Statement Period			.00
Non-Sufficient Item Fee for Year-to-Date			.00

Deposits and Additions

Date	Description	Amount
3/21	TELEPHONE TRANSFER BY SUSAN	15,818.09
3/31	Interest Deposit	104.62

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
3/03	93,107.18	3/21	108,925.27	3/31	109,029.89

Interest Rate Summary

Date	Rate
3/02	1.200000%
3/18	1.080000%
3/21	1.350000%

Period: 03/31/2008 (3/08) GL Account No: 60001020

Bank No: 5 Bank: Bank of The Cascades Bank Acct No: 04384261

Report Criteria:  
Department Only

Bank Statement Balance:	109,029.89	Book Balance Previous Month:	93,107.18
Outstanding Deposits:	.00	Total Receipts:	15,922.71
Outstanding Checks:	.00	Total Disbursements:	.00

Bank Adjustments	Amount	Book Adjustments	Amount
	.00		.00
	.00		.00
	.00		.00
	.00		.00
	.00		.00
<b>Bank Balance:</b>	<b>109,029.89</b>	<b>Book Balance:</b>	<b>109,029.89</b>

Outstanding Deposits

Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	
							Total:	.00

Outstanding Checks

Check #	Amount	Check #	Amount	Check #	Amount	Check #	Amount	
							Total:	.00

SISTERS-CAMP SHERMAN RURAL FIRE  
 CONSTRUCTION ACCOUNT  
 PO BOX 1509  
 SISTERS OR 97759

SUMMARY OF ACCOUNTS

Account Number @XXXXXXXXXX@0622 Type of Account Business Checking Balance .00 Enclosures 2

Checking Accounts

Business Checking Account Number @XXXXXXXXXX@0622 Number of Enclosures 2  
 Previous Balance 268,816.75 Statement Dates 3/03/08 thru 3/31/08  
 1 Deposits/Credits 300,543.62 Days in the Statement Period 29  
 2 Checks/Debits 569,360.37 Average Ledger 50,723.83  
 Service Charge .00 Average Collected 50,723.83  
 Current Balance .00  
 Overdraft Item Fee for this Statement Period .00  
 Overdraft Item Fee for Year-to-Date .00  
 Non-Sufficient Item Fee for this Statement Period .00  
 Non-Sufficient Item Fee for Year-to-Date .00

Deposits and Additions

Date Description Amount  
 3/21 TELEPHONE TRANSFER BY SUSAN 300,543.62

Checks in Number Order

Date Check No Amount Date Check No Amount  
 3/04 1009 268,816.75 3/25 1010 300,543.62  
 \* Denotes missing check numbers

Daily Balance Information

Date Balance Date Balance  
 3/03 268,816.75 3/21 300,543.62  
 3/04 .00 3/25 .00

\* \* \* END OF STATEMENT \* \* \*

Period: 03/31/2008 (3/08) GL Account No: 60001010

Bank No: 3 Bank: Bank of the Cascades Bank Acct No: 04380622

Report Criteria:  
Department Only

Bank Statement Balance:	.00	Book Balance Previous Month:	.00
Outstanding Deposits:	.00	Total Receipts:	300,543.62
Outstanding Checks:	.00	Total Disbursements:	300,543.62

Bank Adjustments	Amount	Book Adjustments	Amount
	.00		.00
	.00		.00
	.00		.00
	.00		.00
	.00		.00
Bank Balance:	.00	Book Balance:	.00

Outstanding Deposits

Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	Deposit #	Amount	
							Total:	.00

Outstanding Checks

Check #	Amount	Check #	Amount	Check #	Amount	Check #	Amount	
							Total:	.00

Report Criteria:

Account.Acct No = All  
Account Detail

Acct No	Account Description	03/08 Period Actual	07/07-04/08 Cur YTD Actual	2007-08 Cur Year Budget	Variance	Percentage
<b>GENERAL FUND</b>						
<b>GENERAL FUND REVENUE</b>						
<b>REVENUE</b>						
1-01-0-40100	Desch Cnty Current Yr Taxes	66,916.52	1,420,238.00	1,519,714.00	99,476.00	93.45
1-01-0-40200	Jeff Cnty Current Yr Taxes	6,446.14	153,512.30	158,023.00	4,510.70	97.15
1-01-0-41100	Desch Cnty Prior Yr Taxes	1,720.19	30,479.85	30,000.00	( 479.85 )	101.60
1-01-0-41200	Jeff Cnty Prior Yr Taxes	310.09	5,358.25	5,500.00	141.75	97.42
1-01-0-42100	Ambulance Transports	17,361.52	161,682.85	175,000.00	13,317.15	92.39
1-01-0-42120	Ambulance Collection Account	283.06	2,224.11	0.00	( 2,224.11 )	0.00
1-01-0-42121	Amb Collection Fees	0.00	0.00	0.00	0.00	0.00
1-01-0-42200	Fire Contracts	1,462.27	3,552.78	2,780.00	( 772.78 )	127.80
1-01-0-42300	Fire Apparatus Response	4,301.23	8,785.94	3,000.00	( 5,785.94 )	292.86
1-01-0-42400	Fire Med Membership	1,038.53	20,136.53	22,000.00	1,863.47	91.53
1-01-0-42401	Fire Med Membership Fees	0.00	0.00	0.00	0.00	0.00
1-01-0-42500	Pay from Outside Parties	0.00	5,153.11	47,000.00	41,846.89	10.96
1-01-0-43300	Grant Revenue	0.00	0.00	67,265.00	67,265.00	0.00
1-01-0-44120	Bank Interest	28.95	434.26	500.00	65.74	86.85
1-01-0-44140	Deschutes Cnty Interest	108.19	892.33	500.00	( 392.33 )	178.47
1-01-0-44160	Jefferson Cnty Interest	0.01	0.75	25.00	24.25	3.00
1-01-0-44180	Reserve Bank Interest	7,468.74	63,062.25	40,000.00	( 23,062.25 )	157.66
1-01-0-45000	Misc Revenue	65.00	10,779.06	5,000.00	( 5,779.06 )	215.58
1-01-0-45100	Donations for Christmas	( 2,475.13 )	0.30	6,619.00	6,618.70	0.00
1-01-0-45400	D- Tums Grant Donations	0.00	0.00	0.00	0.00	0.00
1-01-0-49990	Beginning Working Capital	0.00	1,242,825.00	980,506.00	( 262,319.00 )	126.75
	REVENUE Totals:	105,035.31	3,129,117.67	3,063,432.00	( 65,685.67 )	102.14
	GENERAL FUND REVENUE Totals:	105,035.31	3,129,117.67	3,063,432.00	( 65,685.67 )	102.14
	GENERAL FUND Totals:	105,035.31	3,129,117.67	3,063,432.00	65,685.67	102.14
	Grand Totals:	105,035.31	3,129,117.67	3,063,432.00	( 65,685.67 )	102.14

Report Criteria:

Account.Acct No = All  
Source / Dept Totals

Acct No	Account Description	03/08 Period Actual	07/07-04/08 Cur YTD Actual	2007-08 Cur Year Budget	Variance	Percentage
<b>GENERAL FUND</b>						
	BOARD DEPARTMENT Totals:	0.00	462.00	487.00	25.00	94.87
	FIRE CHIEF DEPARTMENT Totals:	12,003.50	107,283.69	155,991.00	48,707.31	68.78
	ADMINISTRATION DEPARTMENT Totals:	13,356.50	112,922.28	155,063.00	42,140.72	72.82
	DIV CHIEF AND TRAINING DEPT Totals:	7,433.63	69,388.28	99,488.00	30,099.72	69.75
	FIRE MARSHAL DEPARTMENT Totals:	9,542.35	96,577.99	129,030.00	32,452.01	74.85
	CAREER DEPARTMENT Totals:	60,997.72	545,776.26	850,404.00	304,627.74	64.18
	NEW FF Totals:	0.00	0.00	0.00	0.00	0.00
	VOLUNTEERS DEPARTMENT Totals:	862.45	8,554.65	23,168.00	14,613.35	36.92
	ASSISTANT FIRE CHIEF DEPT Totals:	9,899.45	90,466.75	126,237.00	35,770.25	71.66
	TEMPORARY EMPLOYEES DEPARTMENT Totals: (	192.40 )	7,690.10	11,546.00	3,855.90	66.60
	GENERAL FUND Totals:	113,903.20	1,039,122.00	1,551,414.00	512,292.00	66.98
	Grand Totals: (	113,903.20 ) (	1,039,122.00 ) (	1,551,414.00 ) (	512,292.00 )	66.98

Report Criteria:

Account.Acct No = All  
Source / Dept Totals

Acct No	Account Description	03/08 Period Actual	07/07-04/08 Cur YTD Actual	2007-08 Cur Year Budget	Variance	Percentage
<b>GENERAL FUND</b>						
	BOARD DEPARTMENT Totals:	4,921.74	55,021.18	65,822.00	10,800.82	83.59
	FIRE CHIEF DEPARTMENT Totals:	813.52	4,628.71	11,055.00	6,426.29	41.87
	ADMINISTRATION DEPARTMENT Totals:	1,785.50	19,553.45	48,010.00	28,456.55	40.73
	DIV CHIEF AND TRAINING DEPT Totals:	2,139.28	17,720.44	41,450.00	23,729.56	42.75
	FIRE MARSHAL DEPARTMENT Totals:	701.30	6,275.97	22,275.00	15,999.03	28.17
	CAREER DEPARTMENT Totals:	85.00	7,705.57	10,100.00	2,394.43	76.29
	VOLUNTEERS DEPARTMENT Totals:	3,320.25	18,797.44	48,795.00	29,997.56	38.52
	ASSISTANT FIRE CHIEF DEPT Totals:	203.32	2,727.43	7,050.00	4,322.57	38.89
	STUDENTS DEPARTMENT Totals:	4,865.78	16,936.01	29,500.00	12,563.99	57.41
	TEMPORARY EMPLOYEES DEPARTMENT Totals:	0.00	65.95	200.00	134.05	32.98
	EMERGENCY MED SERV DEPARTMENT Totals:	6,884.22	30,293.97	54,060.00	23,766.03	56.04
	COMMUNICATIONS DEPARTMENT Totals:	1,468.09	8,964.05	15,600.00	6,635.95	57.46
	FACILITIES DEPARTMENT Totals:	3,079.54	30,777.87	73,065.00	42,287.13	42.12
	FIRE EQUIPMENT DEPARTMENT Totals:	320.85	5,977.21	23,000.00	17,022.79	25.99
	VEHICLE MAINTENANCE DEPARTMENT Totals:	4,043.88	26,957.58	41,500.00	14,542.42	64.96
	WELLNESS PROGRAM Totals:	0.00	0.00	32,714.00	32,714.00	0.00
	<b>GENERAL FUND Totals:</b>	<b>34,832.27</b>	<b>252,402.83</b>	<b>524,196.00</b>	<b>271,793.17</b>	<b>48.15</b>
	<b>Grand Totals:</b>	<b>( 34,832.27 )</b>	<b>( 252,402.83 )</b>	<b>( 524,196.00 )</b>	<b>( 271,793.17 )</b>	<b>48.15</b>

Report Criteria:

Account.Acct No = All  
Source / Dept Totals

Acct No	Account Description	03/08 Period Actual	07/07-04/08 Cur YTD Actual	2007-08 Cur Year Budget	Variance	Percentage
<b>GENERAL FUND</b>						
	BOARD DEPARTMENT Totals:	0.00	0.00	0.00	0.00	0.00
	FIRE CHIEF DEPARTMENT Totals:	0.00	0.00	0.00	0.00	0.00
	ADMINISTRATION DEPARTMENT Totals:	0.00	0.00	2,500.00	2,500.00	0.00
	DIV CHIEF AND TRAINING DEPT Totals:	0.00	4,000.99	8,300.00	4,299.01	48.20
	FIRE MARSHAL DEPARTMENT Totals:	0.00	0.00	0.00	0.00	0.00
	CAREER DEPARTMENT Totals:	0.00	0.00	0.00	0.00	0.00
	VOLUNTEERS DEPARTMENT Totals:	0.00	0.00	0.00	0.00	0.00
	ASSISTANT FIRE CHIEF DEPT Totals:	0.00	0.00	0.00	0.00	0.00
	EMERGENCY MED SERV DEPARTMENT Totals:	0.00	0.00	7,085.00	7,085.00	0.00
	COMMUNICATIONS DEPARTMENT Totals:	0.00	1,505.00	4,500.00	2,995.00	33.44
	FACILITIES DEPARTMENT Totals:	0.00	0.00	3,000.00	3,000.00	0.00
	FIRE EQUIPMENT DEPARTMENT Totals:	0.00	133.88	36,266.00	36,132.12	0.37
	VEHICLE MAINTENANCE DEPARTMENT Totals:	0.00	4,975.02	9,500.00	4,524.98	52.37
	WELLNESS PROGRAM Totals:	0.00	0.00	35,804.00	35,804.00	0.00
	<b>GENERAL FUND Totals:</b>	<b>0.00</b>	<b>10,614.89</b>	<b>106,955.00</b>	<b>96,340.11</b>	<b>9.92</b>
	<b>Grand Totals:</b>	<b>0.00</b>	<b>( 10,614.89 )</b>	<b>( 106,955.00 )</b>	<b>( 96,340.11 )</b>	<b>9.92</b>



## RESOLUTION 2007-2008-032

### Resolution to Approve Expenditures from Building Reserve


WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors budgeted funds to be expended in Station 701 Project and contract fees from the Building Reserve Fund during the 2007-2008 budget period; and

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors have ascertained that these fees are now due and payable;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District has reviewed and unanimously approves expending \$4,530.00 of Building Reserve Funds as follows:

Tewalt – fill dirt removal	\$4,030.00
US Bank/furniture deposit Aasland's	<u>\$ 500.00</u>
Total Expenditure:	\$4,530.00

DATED this 15<sup>th</sup> day of April 2008.

  
\_\_\_\_\_  
M. David Elliott, President

  
\_\_\_\_\_  
Peter Storton, Director

\_\_\_\_\_  
Chuck Newport, Vice-President

\_\_\_\_\_  
Channing Cathcart, Secretary-Treasurer

\_\_\_\_\_  
Don Boyd, Director





March Statement for activity from Feb. 14, 2008 through Mar. 17, 2008  
 SISTERS CAMP SHERMAN (CPN 000389940)

Inquiries: 1-866-485-4545  
 Page 2 of 2

**Transactions** WHEELER, DAVID Credit Limit \$500

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
03/17	03/14	4865	TARGET 00007666 BEND OR .....	\$1.99	-----
Total for account 4798 5312 0544 6364 .....				\$344.73	

**Transactions** BROWN, THORNTON Credit Limit \$500

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
02/28	02/27	0037	AASLAND'S FINE FURNITU 541-3880288 OR.....	\$500.00	-----
Total for account 4798 5312 0544 6380 .....				\$500.00	

*OFFICE FURNITURE DOWN PAYMENT RESERVE HB 3-10-2-53414*

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
03/10	03/10	0206	PAYMENT THANK YOU .....	\$980.34	CR -----
03/10			LATE FEE - PAYMENT DUE ON 03/09 .....	\$35.00	-----
03/17			***FINANCE CHARGE**INTEREST .....	\$28.20	-----
Total for account .....				\$917.14	CR

Balance Type	Balance By Type	Avg. Daily Balance	Daily Periodic Rate	Rate Type	Interest	Corresp. APR	***APR*** This Period	Grace Period
BALANCE TRANSFER	\$0.00	\$0.00	0.060931%	VARIABLE	\$0.00	22.24%	0.00%	N
PURCHASES	\$1,049.79	\$1,402.55	0.060931%	VARIABLE	\$28.20	22.24%	22.24%	Y
ADVANCES	\$0.00	\$0.00	0.063671%	VARIABLE	\$0.00	23.24%	0.00%	N

**Important Messages**

Congratulations! As a valued customer, we are pleased to advise you that we have raised your credit line \$3000. Your new credit line appears on this statement.

If you exceed your Credit Limit, we may assess an Overlimit Fee. Please review your Cardmember Agreement for more information on Account fees.

As a reminder, we may charge a foreign fee of 3% on transactions that occur in a country other than the U.S., even for transactions performed in U.S. Dollars or converted to U.S. Dollars prior to being processed by Visa (and therefore not converted by Visa). Please refer to the "Using Your Card in a Foreign Country" section of your Cardmember Agreement.

**To contact us regarding your account... 4798 1757 6600 0333**

- By Telephone:**  
*Every Hour! Every Day!*  
 Voice: 1-866-485-4545  
 TDD: 1-888-352-6455  
 Fax: 1-866-807-9053
- Send Inquiries to:**  
 Cardmember Service  
 P.O. Box 6353  
 Fargo, ND 58125-6353
- Send Payments to:**  
 U.S. Bank  
 P.O. Box 790408  
 St. Louis, MO 63179-0408
- By E-Mail:**  
 visit our website:  
 usbank.com



## **RESOLUTION 2007-2008-033**

### **Resolution to Transfer Funds to Building Reserve Fund**

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors budgeted funds for transfer into specially designated funds during the 2007-2008 budget period, and

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District has those funds available now;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District approves the 2007-2008 budgeted fund transfers to Building Reserve as follows:

\$230,000.00	budgeted funds
<u>\$ 10,000.00</u>	interest funds
\$240,000.00	in transferred budgeted funds

Approved this 15<sup>th</sup> day of April 2008.

\_\_\_\_\_  
M. David Elliott, President

\_\_\_\_\_  
Chuck Newport, Vice-President

\_\_\_\_\_  
Don Boyd, Director

\_\_\_\_\_  
Channing Cathcart, Secretary-Treasurer

\_\_\_\_\_  
Peter Storton, Director

### DEFINITION

Manages, directs, oversees and coordinates the operations and administration of the Fire Prevention/Education program: coordinates fire prevention activities with other departments and outside agencies; interprets fire codes, conducts plan reviews, and ensures program compliance with all State and Federal code requirements.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Assistant Fire Chief

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Manages, directs and organizes and evaluates all fire inspection, plans review and fire code enforcement program activities, including, planning, organizing, coordinating, directing and evaluating fire prevention inspections, regulatory activities, fire cause investigations, fire safety and accident prevention education and hazardous materials management.

Develops, evaluates, and implements program goals and objectives; develops, implements and reviews policies and procedures for fire prevention services; develops fire prevention service operational protocols and procedures. Develops and reviews Counties of Deschutes and Jefferson, and City of Sisters ordinances and administrative rules.

Develops new codes, ordinances and administrative orders pertaining to fire prevention, fire protection, and regarding the manufacture, storage, use, handling and disposal of hazardous materials. Oversees enforcement of and compliance with fire protection code and ordinances.

Enforces rules, regulations and ordinances of the department; reviews inspection service for compliance with standard operating procedures; investigates complaints and problems in service delivery.

Manages, directs and coordinates development and plan review functions for fire protection issues in conjunction with other City of Sisters or County departments and divisions; reviews code enforcement and plan review appeals processes.

Researches, analyzes and interprets complex technical fire protection and detection systems standards, codes, and regulations.

Evaluates, creates, and provides training regarding code enforcement, fire investigation, and plan review; oversees and manages the development of public education programs.

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Oversees the investigation of fire cause determination. Works cooperatively with other public safety agencies as required.

Responds to emergencies as needed; coordinates investigations of major fires.

Identifies and responds to public issues and concerns; promptly addresses citizen complaints and follow-up.

Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the FC or AFC.

Prepares and presents staff reports to a variety of boards and commissions including the City Council and District Board of Directors when requested by the FC or AFC.

May work as Shift Commander from time-to-time as required.

Performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations governing fire hazard elimination and control, including the handling of hazardous materials and current Oregon Fire and Building codes.

Fire causes and hazards and the uses of protective devices.

Modern methods of fire prevention and protection.

Practices, procedures and equipment used in fire investigations, including the ability to recognize and collect evidence.

Fire related engineering problems found in the construction and repair of buildings.

Fire alarm, sprinkler, and detection systems.

Fire prevention education techniques.

Building construction and building code requirements.

Plan review processes and code enforcement protocols.

Principles of supervision, training and performance evaluation.

Procedures and techniques of budget preparation and administration.

Report preparation and presentation techniques and procedures.

Ability to:

Organize, direct and implement a comprehensive fire code and inspection program.

Prepare and administer section budget.

Supervise, train and evaluate any assigned staff.

Interpret and enforce a variety of Federal, State and local laws, codes, ordinances and regulations pertaining to fire prevention.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Prepare and deliver public presentations.

Read and interpret building plans for conformance with laws and regulations.

Inspect and detect hazards and order necessary corrections.

Communicate clearly and concisely, both orally and in writing; write complex technical reports.

Establish and maintain cooperative-working relationships with those contacted in the course of work including builders, contractors and architects and public agency representatives.

Act quickly and calmly in an emergency situation.

Operate radio and computer equipment at emergency scenes.  
Perform prolonged and strenuous work in adverse conditions.

Lift, bend, crawl and walk in hostile environment, and wear firefighter protective clothing as required. The Fire Marshal will work in both office/fire station settings and in dirty, unpleasant and dangerous conditions at a fire or emergency scene. Physical effort in non-emergency or non-training environments would normally consist of sitting, walking, running and standing but becomes extremely strenuous and demanding on the emergency or training scene. Exposure to bodily fluids and other hazardous materials is possible.

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Must live within the response boundaries and time lines as set by policy.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of responsible fire prevention experience including experience in fire investigation, inspection, code enforcement, plan review processes, fire protection engineering and education, and including at least two years of administrative or supervisory experience.

License or Certificate

Possession of, or ability to obtain and maintain a valid Oregon driver's license.

Uniform Fire Code (UFC) Inspector Certification through the International Fire Code Institute (IFCI) or ability to obtain within a reasonable amount of time.

Possess current EMT Basic Certification

Current DPSST Fire Certifications

Current DPSST Fire Investigation Certification

Juvenile Firesetter Certification

Public Education Officer Certification