



## **AGENDA**

**Notice of the Regular Meeting of the  
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District  
August 20, 2024 – 5:00 p.m.**

**Zoom Link: <https://us06web.zoom.us/j/84309346113?pwd=bzZqSDZEY1htdJZwV3hEM1VGeTVOZz09>**

- 1. Open the Regular Meeting**
- 2. Receive Public Comment**
- 3. Receive Line Staff Comments**
- 4. Consent agenda**
  - a. Administrative Summary**
  - b. July 16, 2024 Minutes of the Regular Meeting**
  - c. July 16, 2024 Minutes of the Special Meeting**
  - d. August 1, 2024 Minutes of the Special Meeting**
  - e. Dashboard report**
  - f. Bank statements and reconciliations**
  - g. Operating fund summaries**
  - h. Balance sheets**
  - i. Check register**
  - j. Adjusting Journal Entries**
  - k. Ambulance Receivables**
  - l. Engine Response Report**
  - m. Association Update**
  - n. Updates to Old Business**
    - i. Directors & officers' insurance – Director McGowan**
    - ii. Background checks for directors – Director McGowan**
    - iii. Board member bios for the website – Julie**
    - iv. PERS Update - Julie**
- 5. Correspondence**
  - a. Card from Fire Corps member Margie Lombardo**
  - b. Card from Volunteer Anna Westburg**
  - c. Letter from Judy Hotchkiss**
  - d. Letter from Ken Stout, Central Oregon Seeds, Inc.**
  - e. Letter from Lee Kearney**
  - f. Letter from DPSST**
- 6. Administration**
  - a. Staff Reports:**
    - i. SR-24-8 Review and Update of Fleet Replacement Schedule**
    - ii. SR-24-9 Command Vehicle Purchase**
  - b. Resolutions:**
    - i. Resolution 2024-2025-002 Authorization to Expend Employment Reserve Funds for Johnson Wages**

- ii. Resolution 2024-2025-003 Authorization to Expend Equipment Reserve Funds for Command Vehicle.
  - c. Policy Review:
    - i. 2-1-6 Finance Manager
    - ii. 2-1-38 Office Assistant
    - iii. 2-1-43 Administrative Assistant
    - iv. 2-3-6 Pregnancy & Maternity Accommodations
    - v. 2-2-0 Employee Rights & Benefits
7. President's Report
  - a. Budget Committee Member Resignation - Campbell
8. Fire Chief Report
9. Fire Safety Manager Report
10. Other business
11. Adjourn meeting

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# CONSENT AGENDA

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# Administrative Summary for Consent Agenda

## July 2024 Data

Minutes – No changes to the minutes.

### Revenue & Expenditure Dashboard Report

- The target goal for this period is 8% of budgeted revenue and expenditures.
  - Revenue is at 41%. A large portion of this can be attributed to the Beginning Working Capital, which at this time is unaudited and could change after we receive the draft audit report.
  - Expenditures overall are at 9% of the budget. The expenditures trend a little higher towards the beginning of each fiscal year with some one-time annual payments due at the start of the year. The Administration Department is at 13.3%; the Operations Department at 8.4%; the Maintenance Department at 3.2%; and the Volunteers Department at 3.1%.

### Operations Overview Dashboard Report

- EMS transports spiked again last month and totaled 82. The District responded to 8 fire calls in July.
- Total calls increased 3% over last month, and total calls are up 2.7% year over year.
- A total of 6 7PC's were called in July and five move-ups were requested by the District. There were 48 back-to-back calls in July, which is a 14% increase over the prior month.

### Bank Statements and Reconciliations

#### LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$4,102,146.22 at the end of July. The interest rate increased to 5.27%.

#### LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$81,381.35.

#### U.S. Bank Operating

- Total sum of funds in the US Bank Operating Account balances with the bank and totals \$103,267.54.

### Operating Fund Summaries

#### Revenue

- Overall tracking at 41% of the budget.
- Beginning Working Capital is unaudited as of the end of July and could be adjusted by the auditor's at a later date.
- The Grant Revenue line item includes the 2024 Oregon State Fire Marshal Summer Staffing Grant funds.

#### Expenditures

- Overall tracking slightly higher than budget at 9% at the end of July.
  - Personnel Services – 10% of budget. This line item trends higher at the beginning of each fiscal year due to the worker's compensation premiums paid at the start of the year.
  - Materials & Services – 6% of the budget.
  - Capital Outlay – 0% of budget at the end of July.

### **Balance Sheets**

- Accounts payable balance is due to July invoices that were paid in August and have since cleared.
- SWH tax liability is for Oregon Paid Leave. Paychex had been calculating the amount due incorrectly and this final amount should clear when we are billed by the State. Paychex has since remedied the situation.
- Deferred comp liability is due to new employee withholdings that can't be transferred to the Oregon Growth Savings Plan until their 30-day waiting period has expired.
- Insurance disability/liability balance is orthodontia pass-through payments. I am working to reconcile the orthodontia liability and clear that.
- Miscellaneous Liability of \$80 is due to employee pass-through donations to Central Oregon Public Safety Chaplaincy, Community Assistance Fund, and Oregon Fire Service Honor Guard.

### **Check Register**

- Check number 16707 to Oregon Health Authority. This is the federal draw-down amount and State fee for Oregon Ground Emergency Transport (GEMT) services. We anticipate receiving a check from the State within the next 4-6 weeks.
- Check number 16714 to SDIS. This is the annual payment for all staff and volunteers to have access to an Employee Assistance Program (EAP).
- Check numbers 16657 and 16726 to David Rosenberg, MD. These checks (total \$5,000) are the annual contracted payment for the District's physician advisor.
- Check number 700042 to US Bank. This payment includes \$1,402.11 for the smoke detectors, fire extinguishers, and CO monitors for the houseless project.
- Check number 700042 to US Bank. This payment includes \$660 for employee Costco cards. This is a part of the District's benefit package for permanent, full-time staff.

*\*The following checks were signed by the Deputy Chief and Finance Manager or the Fire Chief and Finance Manager.*

### **Adjusting Journal Entries**

- Entry for an adjustment to the interest income account as requested by the Auditor.
- Entry for ambulance receivables to actual.
- Entries for adjusting the Current Year Appropriation for each fund.
- Entries for creating the Beginning Working Capital for each fund.

**Ambulance Report** - Total of 82 transports for July. The total ending ambulance receivable of \$351,868.52 is reconciled to the General Fund balance sheet.

**Engine Response Report** – Two new charges and no new payments for July.



**Minutes of the Regular Meeting of the Board of Directors  
of the Sisters-Camp Sherman Rural Fire Protection District  
July 16, 2024**

1. Call to Order:
  - a. Board Vice President Jack McGowan called the meeting to order at 5:00 p.m.
    - i. Directors attending: Vice President Jack McGowan, Secretary/Treasurer Herrmann, Director Cooper, and Director Campbell. Absent: President Kristie Miller.
    - ii. Staff attending: Chief Tony Prior, Division Chief Puller, Finance Manager/Executive Assistant Julie Spor, and Engineer-Medic Matt Millar.
    - iii. Guests attending: None.
2. Oath of Office – New Director
  - a. FM/EA Spor gave the Oath of Office to Bret Campbell.
3. Public Comment: None.
4. Line Staff Comments: EM Millar thanked the Board for the opportunity to attend the meeting and for having a seat at the table. VP McGowan said it is long overdue and the Board appreciates the line staff being here.
5. Consent Agenda: ***The Directors present unanimously approved the consent agenda as presented. Motion by Director Herrmann, Director Campbell second.***
  - a. Updates to old business: VP McGowan expressed concern at a prior meeting regarding the homeless population and a potential increased fire risk due to some of the camp's proximity to the District and town. Since that meeting, the Fire District has taken steps to increase safety and education through a campaign aimed at that group of citizens. Chief Puller budgeted for smoke detectors, carbon monoxide detectors, and fire extinguishers and has connected with the USFS Sisters Ranger District regarding the campaign. The USFS currently reports 100 camps around Sisters and only about 15 are tents. The District has some smoke alarms in supply through an Oregon State Fire Marshal (OSFM) grant that need to be used as they are about five years old already. In addition, the OSFM has granted us 100 additional detectors. The fire extinguishers have been ordered, and Captain Ast has expanded the campaign to include kits with overdose (Narcan) supplies and hydration kits. These will be passed out at the end of July to the houseless community by visiting each camp with a USFS and Deschutes County Sheriff's Office (DCSO) representative. Chief Puller said staff will monitor the effectiveness of this program and depending upon how it goes, it could expand into a winter campaign as well.
    - i. Director Herrmann asked if there has been any discussion with USFS on enforcing the 14-day camping rule. Chief Puller replied he is not privy to any of those discussions.
6. Correspondence:

- a. A letter was received from Dan Daugherty from La Pine Fire District thanking the District for their help with the Darlene Fire response.
7. **Administration:**
  - a. **Resolution 2024-2025-001. *The Directors present unanimously approved Resolution 2024-2025-001 making the 2024/2025 budgeted Employment Reserve Fund transfer and authorizing staff to make the payment to PERS for the transitional liability for an amount not to exceed \$1,443,691. Motion by Director Herrmann, Director Campbell second.***
  - b. Chief Prior requested the Board consider changing Chief Puller's title from Community Risk and Fire Safety Manager to Fire Marshal. Chief Puller works in conjunction with the Oregon State Fire Marshal's office and it can be confusing to the public with a different title. This would require a Book 2 policy change to update the related job description. The consensus of the Board was to change the title. Staff will update the policy and have it ready for the next meeting.
8. **Vice President's Report:**
  - a. Director McGowan recently posed the question to President Miller regarding whether or not the Board needs separate Director's and Officer's insurance. This type of insurance protects the Board in the event they are involved in something related to the District that is outside their normal duties. Director McGowan spoke to President Miller and she authorized him to speak to Special District's Association regarding the matter. Director McGowan reached out to George Dunkel who is a consultant with SDAO the Board has worked with in the past. George suggested the Board discuss this with Jeff Griffin at Wilson Heirgood. Director McGowan will do some more research and provide an update at the next Board meeting.
  - b. Director McGowan is researching the possibility of requiring Board members who are appointed by the Board (and not by a vote of the public) to have a cursory background check performed. Both Director Herrmann and FM/EA Spor indicated this can be done through the District's hired background consultant at minimal cost. Director McGowan will discuss with President Miller and bring back a recommendation to the group.
9. **Fire Chief Report:** Chief Prior provided a written report and highlighted the following items:
  - a. The OSFM has worked with Washington State to send resources to Oregon to help with the wildfires. This keeps local resources available to help with any new fire starts in/around their Districts.
  - b. The Employee Rights policy is completed and staff will provide several policies for review/approval at the next Board meetings.
  - c. Captain Harrison and crew, Fire Corps Chair Beverly Halcon and the Fire Corps group, and Office Assistant Linker did an amazing job for the family that lost their home to a fire in Tollgate last month. They provided one of the children with a birthday party at the fire station, car seats, clothing for each child, and more.
10. **Fire Safety Manager Report:** Chief Puller provided a written report and highlighted the following items:
  - a. The Incident support unit (ISU) responded to a fire in Jefferson County to support crews in the middle of the night last month. One of the Jefferson County firefighters coded during the call and the District's Peer Support Team ran a debriefing for the group afterwards. The firefighter is doing well and the feedback we received for the ISU and the Peer Support Team was incredible.

- b. The wildfire home safety inspection program was busy last month. The majority of the assessments completed were at Lake Creek Lodge.
  - c. The Fire Corps participated in a Read to Kids program in Jefferson County. This went well.
  - d. Fire Corps Chair Beverly Halcon installed/checked 10 child safety seats last month.
  - e. The Jefferson County Board of Commissioners approved a grant extension for home hardening for the District to help residents in Camp Sherman with that type of work. The grant funds can be used for wage reimbursement for Chief Prior, Chief Puller, and FF/EMT Lord to complete Firewise consultations and related items.
11. Adjourn. No further business was discussed and the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board



**Minutes of the Special Meeting of the Board of Directors  
of the Sisters-Camp Sherman Rural Fire Protection District  
July 16, 2024**

1. Board Vice President Jack McGowan called the meeting to order at 4:30 p.m.
  - a. Directors attending: Vice President Jack McGowan, Secretary/Treasurer Herrmann, and Director Cooper. Absent: President Kristie Miller.
  - b. Staff attending: Chief Tony Prior and Finance Manager/Executive Assistant Julie Spor.
  - c. Guests attending: Bret Campbell, Sisters-Camp Sherman Fire District Budget Committee member.
2. Board Vacancy and Potential Appointment:
  - a. Vice President McGowan gave an update on the board vacancy. An ad announcing the vacancy was published in The Nugget and on the District's website. Four applications were received. One applicant dropped out and two interviews were completed last month. The Board appointed James Petray last month. In the weeks since his appointment, Mr. Petray contacted the Board announcing he would not be able to fulfill the commitment after all. VP McGowan reached out to Bret Campbell who had applied and then dropped out after the interview due to his potential other commitments. Mr. Campbell's schedule has since been freed up and he agreed to be appointed to the Board.
  - b. VP McGowan asked if the Board members attending had any questions and after hearing none, recommended the Board move forward with the appointment of Mr. Campbell.
  - c. ***Unanimously approved the appointment of Bret Campbell to the District's Board of Directors in Position 5. Motion by Secretary/Treasurer Herrmann, Director Cooper second.***
3. Other Business: None.
4. Adjourn. No further business was discussed and the meeting adjourned at 4:37 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board



**Minutes of the Special Meeting of the Board of Directors  
of the Sisters-Camp Sherman Rural Fire Protection District  
August 1, 2024**

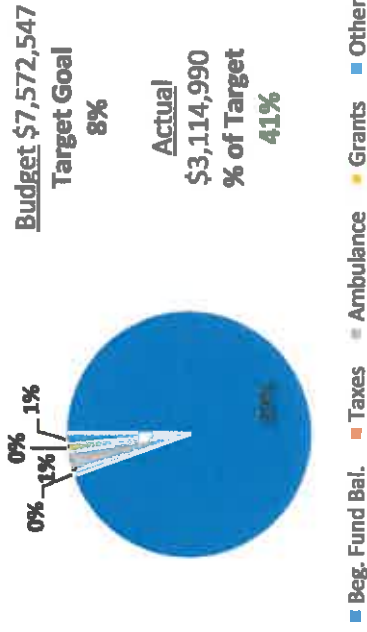
1. Board Vice President Jack McGowan called the meeting to order at 9 a.m.
  - a. Directors attending: Vice President Jack McGowan (via Zoom), Secretary/Treasurer Herrmann, Director Cooper, and Bret Campbell (via Zoom). Absent: President Kristie Miller.
  - b. Staff attending: Chief Tony Prior, Deputy Chief Craig, and Finance Manager/Executive Assistant Julie Spor.
2. Staff Report SR-24-7
  - a. Chief Prior presented Staff Report SR-24-7 and corresponding policy 2-2-5 Personnel Compensation During State Conflagration Act Response. Due to the dire fire situation currently in Oregon with 43 large fires burning and over 1 million acres burned so far this season, the District felt it was important to put into policy the current practice of sending volunteer and career staff on conflagration deployments. In addition to sending career and volunteer staff, the Chief asked the Board to consider compensating the Deputy Chief for overtime hours on conflagration deployments.
  - b. VP McGowan met with Director Herrmann to discuss the issue and Director McGowan met with Chief Prior and FM/EA Spor as well to answer some questions prior to the meeting. A summary of the questions/comments included:
    - i. Volunteers utilized for paid positions on conflagration responses do not create a contractual agreement between the District and its volunteer personnel.
    - ii. Deployments for the Deputy Chief will be at the discretion of the Fire Chief and if a priority incident takes place within the District, the Fire Chief has the right to recall the resources.
    - iii. After a satisfactory review of the questions, the Board,  
***Unanimously approved the addition of Policy 2-2-5 as presented. Motion by Director Herrmann, Director Cooper second.***
3. Other Business: None.
4. Adjourn. No further business was discussed and the meeting adjourned at 9:17 a.m.

Respectfully submitted,

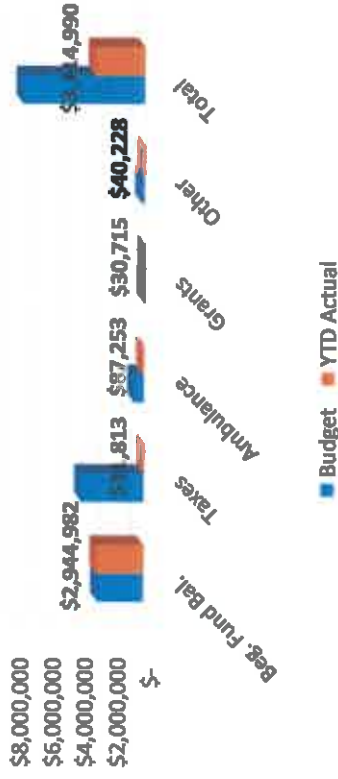
Julie Spor, Clerk of the Board

# REVENUE & EXPENDITURE OVERVIEW - AS OF JULY 31, 2024

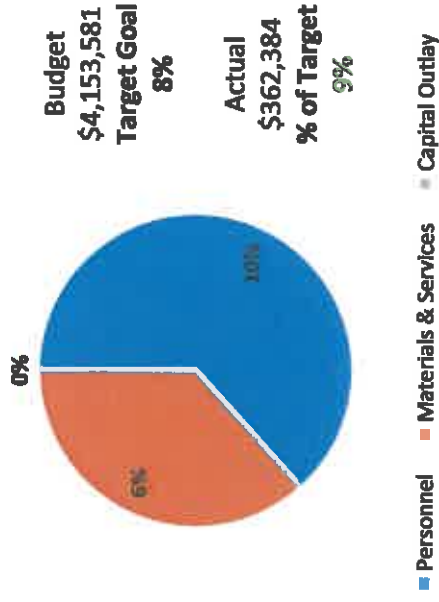
24/25 Actual Revenue as % of Budget



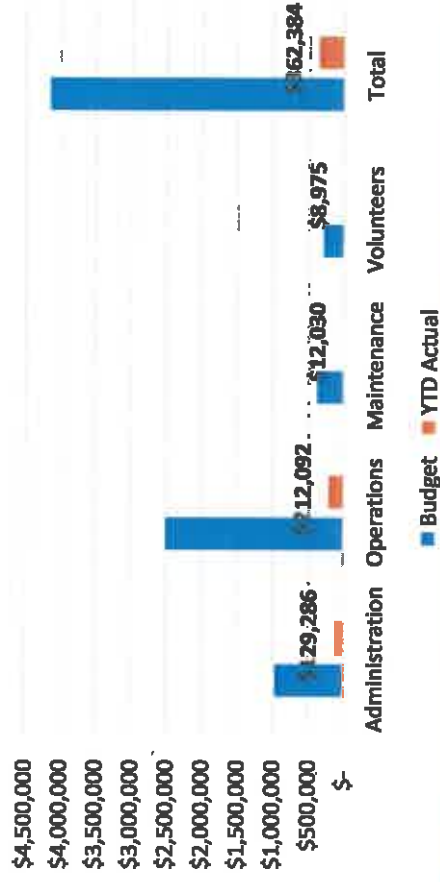
Budget vs. Actual Revenue - Year to Date



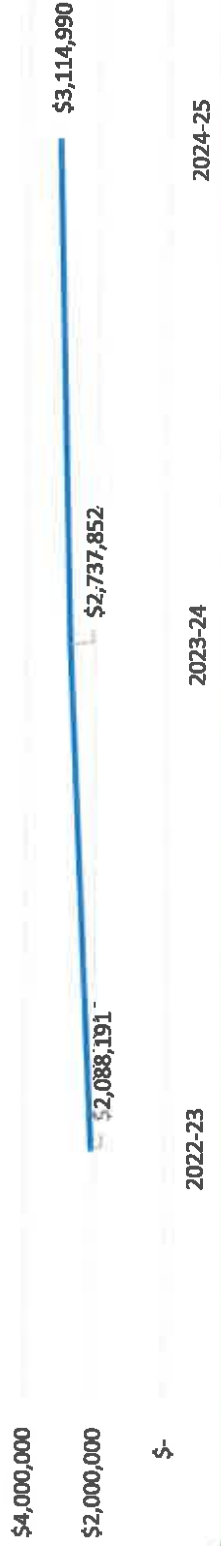
24/25 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

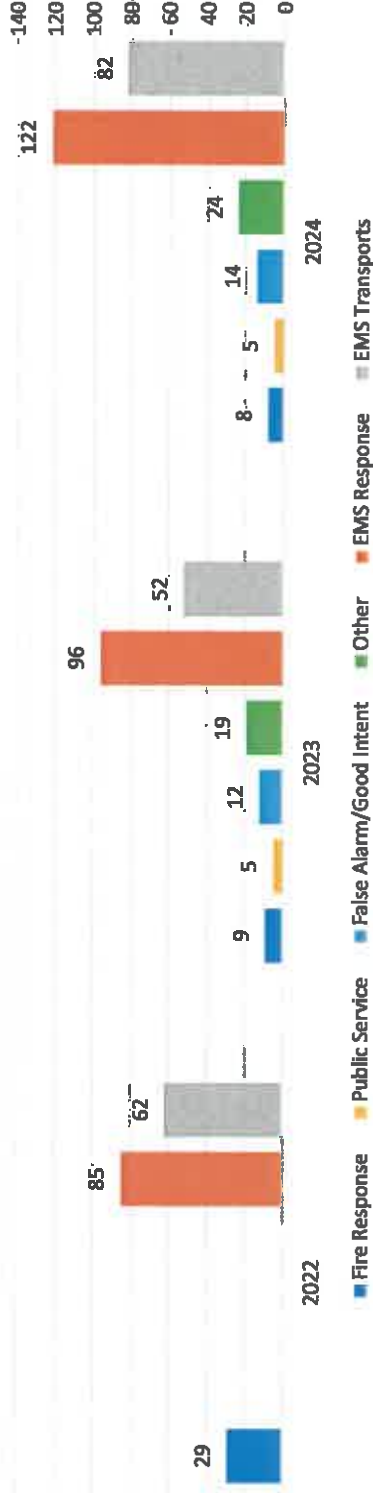


Total Revenue - 3 Years - As of End of July



# OPERATIONS OVERVIEW - AS OF JULY 31, 2024

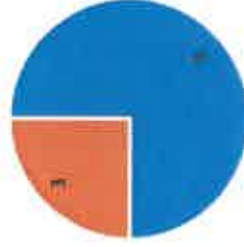
Responses by Type - 3 Years



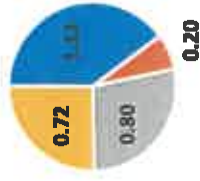
## Responses by First-Due Station



## Mutual Aid Given/Received



## Average Response by Personnel Type



Back to Back Calls

48

## Callback Overview

Personnel Callbacks (7PC's) = 6  
 7PC's Staffed with ALS Staffing = 2  
 7PC's Staffed with Engine Staffing = 2  
 Move-Ups = 5

Ave Personnel on Standby

2.27

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)  
July 31, 2024

Account: 10001081  
Bank Account Number: 189700958849

Bank Statement Balance:	154,902.87	Book Balance Previous Month:	48,373.95-
Outstanding Deposits:	.00	Total Receipts:	443,279.66
Outstanding Checks:	51,835.33	Total Disbursements:	291,838.16
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	103,267.54	Book Balance:	103,267.54

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 69 Items Deposits Outstanding: 0 Items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	47,907.91	18634	600.00	18683	20.00-	18708	125.00
15965	8.25	18640	600.00-	18683	20.00	18709	120.50
15974	17.57	18661	1.34	18684	820.00-	18717	1,635.40
15974	17.57-	18664	85.00	18684	820.00	18728	1,000.00
15975	3.78	18676	110.00-	18687	15.00		
18390	38.57	18676	110.00	18690	480.00	Total:	51,635.33
18553	17.57	18679	160.00	18699	57.00		

Checks cleared: 95 Items Checks Outstanding: 25 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



P.O. Box 1800  
Saint Paul, Minnesota 55101-0800

3233 TRN 6480 S Y ST01

**Business Statement**

Account Number:  
1 697 0095 8849  
Statement Period:  
Jul 1, 2024  
through  
Jul 31, 2024



000638767649653 P



SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1509  
SISTERS OR 97759-1509

**To Contact U.S. Bank**

**Commercial Customer Service:** 877-295-2509

**U.S. Bank accepts Relay Calls**

**Internet:** [usbank.com](http://usbank.com)

**INFORMATION YOU SHOULD KNOW**

Effective August 12, 2024, please review updates made to the *Your Deposit Account Agreement* document which may affect your rights.

Beginning July 8, 2024, you can review the full revised document at [usbank.com/YDAA-upcoming-version](http://usbank.com/YDAA-upcoming-version), by calling 24-Hour Banking at 800-USBANKS (872-2657) or by visiting your local U.S. Bank branch. We accept relay calls.

**Here's what you should know:**

Under the **Time Deposits** section, the early withdrawal fee will be removed.

If you have questions or need to request a copy of the current *Your Deposit Account Agreement*, visit [usbank.com/tmtermsandconditions](http://usbank.com/tmtermsandconditions) or please call your customer service team at the phone number listed at the top of this statement.

**MUNICIPAL INVESTOR CHECKING**

U.S. Bank National Association

**Member FDIC**

Account Number 1-697-0095-8849

**Account Summary**

Beginning Balance on Jul 1		\$	42,486.27	Interest Paid this Year	\$	89.44
Customer Deposits	2		9,356.10	Number of Days in Statement Period		31
Other Deposits	62		475,309.37			
Other Withdrawals	11		285,632.71-			
Checks Paid	87		86,616.16-			
<b>Ending Balance on Jul 31, 2024</b>		<b>\$</b>	<b>154,902.87</b>			

**Customer Deposits**

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Jul 19	9213593013	8,613.60		Jul 25	8913344225	742.50
			<b>Total Customer Deposits</b>	<b>\$</b>			<b>9,356.10</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Jul 1	Electronic Deposit REF=241800176324450N00	From CIGNA EDGE TRANS 7026944582HCCLAIMPMT603901017126	\$ 921.28
Jul 1	Electronic Deposit REF=241790091965500N00	From Regence BCBCO 6930238155HCCLAIMPMPTRPMX00001	3,978.40
Jul 2	Electronic Deposit REF=241840025729870N00	From LOYALEHLTH SV9T 10435758818886407815	97.05
Jul 2	Electronic Deposit REF=241830104893620N00	From AARP Supplementa 1362739571HCCLAIMPMT930932704	136.74
Jul 2	Electronic Deposit REF=241830101217100N00	From 36 TREAS 310 9101036151 MISC PAY930932704360012	2,178.00

Products and services available in U.S. only. Eligibility requirements and restrictions apply. For additional information, contact a U.S. Bank branch or call 800-872-2657.



# Account Statement - Transaction Summary

For the Month Ending July 31, 2024

## SISTERS-CAMP SHERMAN RFPD - SISTERS CAMP SHERMAN RFPD - 4374

Oregon LGIP	
Opening Balance	4,436,422.76
Purchases	30,723.56
Redemptions	(365,000.10)
<b>Closing Balance</b>	<b>\$4,102,146.22</b>
Dividends	18,886.65

Asset Summary		
	July 31, 2024	June 30, 2024
Oregon LGIP	4,102,146.22	4,436,422.76
<b>Total</b>	<b>\$4,102,146.22</b>	<b>\$4,436,422.76</b>

LEIP 1,712,809.98 +  
 Employment 606,188.05 +  
 Building 380,363.61 +  
 Equipment 402,784.58 +  
 4,102,146.22 \*

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>1-00-0-1070 LGIP Acct #4374</b>					
		07/01/2024 (00/24) Balance	.00 *	.00 *	2,032,062.52
CR	3	Deschutes County Property Tax Revenue	10,073.60		
CR	7	Jefferson County Property Tax Revenue	1,763.31		
CR	17	LGIP - ACH Redemption fees (2)		.10-	
CR	13	Transfer frm LGIP to Checking for Payroll		150,000.00-	
CR	19	Accrual Inc Div Reinvestment	18,886.65		
CRUS	14	Transfer from LGIP to Checking		75,000.00-	
CRUS	18	Transfer from LGIP to Checking		100,000.00-	
CRUS	16	Transfer from LGIP to Checking		40,000.00-	
JE	1	Auditor's Adjusting Entry	15,024.00		
		07/31/2024 (07/24) Period Totals and Balance	45,747.56 *	365,000.10- *	1,712,809.98

Number of transactions: 9    Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	45,747.56	365,000.10-	319,252.54-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
	07/01/2024 (00/24)	Balance	.00 *	.00 *	608,188.05
	07/31/2024 (07/24)	Period Totals and Balance	.00 *	.00 *	608,188.05

Number of transactions: 0    Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EMPLOYMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070	Bldg Fund				
	07/01/2024 (00/24)	Balance	.00 *	.00 *	380,363.61
	07/31/2024 (07/24)	Period Totals and Balance	.00 *	.00 *	380,363.61

Number of transactions: 0    Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total BUILDING RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>4-00-0-1070 Equipment Fund</b>					
	07/01/2024 (00/24)	Balance	.00 *	.00 *	1,402,784.58
	07/31/2024 (07/24)	Period Totals and Balance	.00 *	.00 *	1,402,784.58

Number of transactions: 0    Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EQUIPMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>5-00-0-1075 Technology Reserve Fund</b>					
	07/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	07/31/2024 (07/24)	Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
<b>Total REVENUE:</b>		.00	.00	.00
Number of transactions: 9	Number of accounts: 6	Debit	Credit	Proof
<b>Grand Totals:</b>		45,747.56	365,000.10-	319,252.54-

Report Criteria:

Actual amounts

All accounts

Account.Account number = "10001070","20001070","30001070","40001070","50001070","60001075"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)  
July 31, 2024

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	81,381.35	Book Balance Previous Month:	86,597.25
Outstanding Deposits:	.00	Total Receipts:	5,215.90-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	81,381.35	Book Balance:	81,381.35

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 3 Items Deposits Outstanding: 0 Items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 Items Checks Outstanding: 0 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



### Account Statement - Transaction Summary

For the Month Ending July 31, 2024

SISTERS-CAMP SHERMAN RFPD - Sisters-Camp Sherman RFPD Debt Service - 6132

	Asset Summary	
Oregon LGIP	July 31, 2024	June 30, 2024
Opening Balance	86,597.25	86,597.25
Purchases	1,000.70	
Redemptions	(6,216.60)	
<b>Total</b>	<b>\$81,381.35</b>	<b>\$86,597.25</b>

Closing Balance **\$81,381.35**  
 Dividends 381.42

Account Number	Account Title	2023-24 Prior YTD Actual	Current Period Actual	Current YTD Actual	2024-25 Current Year Budget	Bal Remaining +/-	% Collected
<b>GENERAL FUND</b>							
1-01-0-40100	Property Taxes-Current	.00	8,506.77	8,506.77	3,822,100.00	3,813,593.23-	.00
1-01-0-40200	Property Taxes-Prior	11,631.61	3,306.04	3,306.04	50,000.00	46,693.96-	7%
1-01-0-41100	Ambulance Revenue	47,780.31	87,262.68	87,262.68	575,000.00	484,971.05-	16%
1-01-0-41110	GEMT Ambulance Revenu	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-41200	Other Fees for Service	2,373.75	3,730.00	3,730.00	15,308.00	11,551.00-	25%
1-01-0-42100	Fire Med Subscriptions	675.00	647.50	647.50	15,000.00	14,352.50-	4%
1-01-0-43100	Interest Income	13,692.66	33,946.40	33,946.40	75,000.00	41,053.60-	45%
1-01-0-44100	Grant Revenue	36,000.00	30,715.00	30,715.00	30,715.00	.00	100%
1-01-0-44200	Donations Received	3,799.21	65.00	65.00	15,000.00	9,935.00-	34%
1-01-0-44300	Conflagration Income	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	992.33	1,838.72	1,838.72	10,750.00	8,819.77-	18%
1-01-0-49990	Beginning Working Capital	2,621,927.00	2,944,962.28	2,944,962.28	2,863,676.00	81,306.28	103%
<b>Total GENERAL FUND REVENUE:</b>		<b>2,737,851.77</b>	<b>3,114,990.29</b>	<b>3,114,990.29</b>	<b>7,572,547.00</b>	<b>4,449,663.83-</b>	<b>41%</b>
<b>GENERAL FUND Revenue Total:</b>		<b>2,737,851.77</b>	<b>3,114,990.29</b>	<b>3,114,990.29</b>	<b>7,572,547.00</b>	<b>4,449,663.83-</b>	<b>41%</b>
<b>Net Total GENERAL FUND:</b>		<b>2,737,851.77</b>	<b>3,114,990.29</b>	<b>3,114,990.29</b>	<b>7,572,547.00</b>	<b>4,449,663.83-</b>	<b>41%</b>

Account Number	Account Title	2023-24 Prior YTD Actual	Current Period Actual	Current YTD Actual	2024-25 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	88,991.65	108,750.99	108,750.99	896,053.00	688,302.01	15%
	Total OPERATIONS DEPARTMENT:	172,690.33	190,912.72	190,912.72	2,303,821.00	2,112,908.28	8%
	Total MAINTENANCE DEPARTMENT:	1,012.25	904.96	904.96	25,107.00	24,202.04	4%
	Total VOLUNTEERS DEPARTMENT:	.00	1,576.14	1,576.14	19,872.00	18,095.86	8%
	<b>GENERAL FUND Expenditure Total:</b>	<b>280,594.23</b>	<b>300,144.81</b>	<b>300,144.81</b>	<b>3,044,653.00</b>	<b>2,744,508.19</b>	<b>10%</b>
	<b>Net Total GENERAL FUND:</b>	<b>280,594.23-</b>	<b>300,144.81-</b>	<b>300,144.81-</b>	<b>3,044,653.00-</b>	<b>2,744,508.19-</b>	<b>10%</b>
	<b>Net Grand Totals:</b>	<b>280,594.23-</b>	<b>300,144.81-</b>	<b>300,144.81-</b>	<b>3,044,653.00-</b>	<b>2,744,508.19-</b>	<b>10%</b>

Account Number	Account Title	2023-24 Prior YTD Actual	Current Period Actual	Current YTD Actual	2024-25 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	6,775.53	22,534.85	22,534.85	265,138.00	242,594.25	8%
	Total OPERATIONS DEPARTMENT:	43,869.73	21,179.33	21,179.33	211,922.00	190,742.67	10%
	Total MAINTENANCE DEPARTMENT:	10,172.35	11,125.46	11,125.46	342,280.00	331,154.54	3%
	Total VOLUNTEERS DEPARTMENT:	15,989.88	7,399.16	7,399.16	270,040.00	262,640.84	3%
	<b>GENERAL FUND Expenditure Total:</b>	<b>75,807.27</b>	<b>62,238.80</b>	<b>62,238.80</b>	<b>1,089,378.00</b>	<b>1,027,132.30</b>	<b>6%</b>
	<b>Net Total GENERAL FUND:</b>	<b>75,807.27-</b>	<b>62,238.80-</b>	<b>62,238.80-</b>	<b>1,089,378.00-</b>	<b>1,027,132.30-</b>	<b>6%</b>
	<b>Net Grand Totals:</b>	<b>75,807.27-</b>	<b>62,238.80-</b>	<b>62,238.80-</b>	<b>1,089,378.00-</b>	<b>1,027,132.30-</b>	<b>6%</b>

Account Number	Account Title	2023-24 Prior YTD Actual	Current Period Actual	Current YTD Actual	2024-25 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	.00	.00	.00	9,450.00	9,450.00	.00
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	.00	.00	.00	10,100.00	10,100.00	.00
	<b>GENERAL FUND Expenditure Total:</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>19,550.00</b>	<b>19,550.00</b>	<b>.00</b>
	<b>Net Total GENERAL FUND:</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>19,550.00-</b>	<b>19,550.00-</b>	<b>.00</b>
	<b>Net Grand Totals:</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>19,550.00-</b>	<b>19,550.00-</b>	<b>.00</b>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2024

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	1,712,809.98	
1-00-0-1081	US BANK OPERATING ACCT 2022	103,267.54	
1-00-0-1089	PETTY CASH	80.07	
1-00-0-1100	ACCOUNTS RECEIVABLE	32,276.38	
1-00-0-1103	NOTE RECEIVABLE	( 5,000.00)	
1-00-0-1120	AMBULANCE RECEIVABLES	351,868.52	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	( 178,098.46)	
1-00-0-1440	PREPAID EXPENDITURES	785,635.00	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	64,107.89	
	<b>TOTAL ASSETS</b>		<u><u>2,868,928.92</u></u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	59,144.92	
1-00-0-2120	SWH TAX LIABILITY	735.99	
1-00-0-2150	PERS LIABILITY	3.37	
1-00-0-2155	DEFERRED COMPENSATION LIABILIT	4,987.74	
1-00-0-2180	INSURANCE/DISABILITY LIABILITY	19.52	
1-00-0-2170	WBF LIABILITY	( 735.99)	
1-00-0-2180	MISCELLANEOUS LIABILITY	80.00	
1-00-0-2250	DEFERRED REVENUE	52,086.89	
	<b>TOTAL LIABILITIES</b>		116,322.24

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	( 7,572,547.00)	
	<b>UNAPPROPRIATED FUND BALANCE:</b>		
1-00-0-3900	RETAINED EARNINGS	7,572,547.00	
	REVENUE OVER EXPENDITURES - YTD	<u>2,752,808.68</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>10,325,153.68</u>	
	<b>TOTAL FUND EQUITY</b>		<u>2,752,808.68</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>2,868,928.92</u></u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2024

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		606,188.05
	TOTAL ASSETS		<u>606,188.05</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	(	1,583,747.00)
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	1,583,747.00	
	REVENUE OVER EXPENDITURES - YTD	<u>606,188.05</u>	
	BALANCE - CURRENT DATE		<u>2,189,935.05</u>
	TOTAL FUND EQUITY		<u>606,188.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>606,188.05</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2024

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		380,363.61
	TOTAL ASSETS		<u>380,363.61</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	( 672,061.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	672,061.00	
	REVENUE OVER EXPENDITURES - YTD	<u>380,363.61</u>	
	BALANCE - CURRENT DATE		<u>1,052,424.61</u>
	TOTAL FUND EQUITY		<u>380,363.61</u>
	TOTAL LIABILITIES AND EQUITY		<u>380,363.61</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2024

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND	1,402,784.58	
	TOTAL ASSETS		1,402,784.58
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
4-00-0-3120	EQUIPMENT RESERVE	( 958,345.00)	
UNAPPROPRIATED FUND BALANCE:			
4-00-0-3900	RETAINED EARNINGS	958,345.00	
	REVENUE OVER EXPENDITURES - YTD	1,402,784.58	
	BALANCE - CURRENT DATE	2,361,129.58	
	TOTAL FUND EQUITY		1,402,784.58
	TOTAL LIABILITIES AND EQUITY		1,402,784.58

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2024

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	81,381.35	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	4,172.70	
	TOTAL ASSETS		85,554.05

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	3,588.72	
	TOTAL LIABILITIES		3,588.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	( 305,898.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	305,898.00	
	REVENUE OVER EXPENDITURES - YTD	81,965.33	
	BALANCE - CURRENT DATE	387,863.33	
	TOTAL FUND EQUITY		81,965.33
	TOTAL LIABILITIES AND EQUITY		85,554.05

Check Register - July 2024

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>*</u>
7/1/2024	16644	Alexis Gregory	Res. Vol. Mileage & Food Reimb. 4/2024	\$ 400.00	*
7/1/2024	16645	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00	*
7/1/2024	16646	Georgla Hampton	Res. Vol. Mileage & Food Reimb. - June 2024	\$ 400.00	*
7/1/2024	16647	Grant Dickenson	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 650.00	*
7/3/2024	16648	911 Supply	Job shirt - XLR	\$ 92.75	
7/3/2024	16649	Ace Hardware, Inc.	Stpme facade glue	\$ 8.27	
7/3/2024	16649	Ace Hardware, Inc.	Caulking for burn boxes for academy	\$ 16.50	
7/3/2024	16649	Ace Hardware, Inc.	Extenslon cord	\$ 29.43	
7/3/2024	16649	Ace Hardware, Inc.	Car wash soap	\$ 8.59	
7/3/2024	16649	Ace Hardware, Inc.	Velcro coin and magic erasers	\$ 10.10	
7/3/2024	16650	Alexis Gregory	Res. Vol. Mileage & Food Reimb. - May 2024	\$ 400.00	
7/3/2024	16650	Alexis Gregory	Res. Vol. Mileage & Food Reimb. - June 2024	\$ 400.00	
7/3/2024	16651	Beverly Halcon	Refund PLO tax withheld in error by Paychex	\$ 12.00	
7/3/2024	16652	Cameron Building Maintenance, Inc.	Janitorial services June 2024	\$ 375.00	
7/3/2024	16653	CEC, INC	electric-Elm	\$ 1,478.41	
7/3/2024	16653	CEC, INC	electric - Camp Sherman	\$ 146.52	
7/3/2024	16653	CEC, INC	electric-Buffalo	\$ 203.81	
7/3/2024	16654	Central Oregon Public Safety Chaplaincy	Annual Donation	\$ 1,000.00	
7/3/2024	16655	CenturyLink	Phone service Camp Sherman 3332226873	\$ 60.20	
7/3/2024	16656	City of Sisters	City Services: 04-6332-00 Elm Street	\$ 332.16	
7/3/2024	16656	City of Sisters	City Services: 02-5766-00 Locust St	\$ 24.07	
7/3/2024	16657	David Rosenberg MD	Annual physician advlsor fees per contract	\$ 4,000.00	
7/3/2024	16658	Ed Staub & Sons Petroleum	Fuel	\$ 1,386.14	
7/3/2024	16659	Jeff Liming	Refund PLO Tax Withheld in Error by Paychex	\$ 12.00	
7/3/2024	16660	L.N. Curtis and Sons	-structure gloves	\$ 784.04	
7/3/2024	16661	Matt Unker	Refund PLO Tax Withheld in Error by Paychex	\$ 1.34	
7/3/2024	16662	Mission Linen Supply, Inc.	mats/rugs	\$ 61.69	
7/3/2024	16663	Momentum Promo	Embroidery Multiple	\$ 568.50	
7/3/2024	16664	OREGON FIRE MARSHALS ASSOCIATION	OFMA Dues - Lord	\$ 65.00	
7/3/2024	16665	Pacific Office Automation, Inc	copies/kit - Konica	\$ 255.46	
7/3/2024	16665	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 59.43	
7/3/2024	16666	Pacific Power Group, LLC	Generator repair at 701	\$ 416.58	
7/3/2024	16666	Pacific Power Group, LLC	Generator repair at 701	\$ 612.72	
7/3/2024	16667	Paladin Background Screening	Criminal history checks -new vols/employees	\$ 78.00	
7/3/2024	16668	Steven Lord	Reimb. WL boots	\$ 250.00	
7/3/2024	16669	TDS	8224 60 003 0017578 - Cable Elm	\$ 664.00	
7/3/2024	16670	Terminix	Pest control services - Elm Street	\$ 96.00	
7/3/2024	16671	Tony Prior	Refund PLO Tax Withheld in Error by Paychex	\$ 49.33	
7/3/2024	16672	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - June 2024	\$ 400.00	
7/3/2024	16673	Vohs Custom Landscaping	Maintenance, 703 cleanup plus dump fees and Irrigation repairs	\$ 5,945.12	
7/3/2024	16674	WCP Solutions	can liners, white folding towels and tp	\$ 330.31	
7/17/2024	16675	911 Supply	SO#1-103019 Prior Job Shirts	\$ 92.79	
7/17/2024	16676	Central Oregon Public Safety Chaplaincy	Donations - Employee Pass Through	\$ 110.00	
7/17/2024	16677	Crook County Fire & Rescue	Heartsaver eCards	\$ 140.00	
7/17/2024	16678	Ed Staub & Sons Petroleum	Fuel	\$ 1,635.17	
7/17/2024	16679	Flowers By Deanna	Flowers for retirement and transfer of command ceremonies	\$ 110.00	
7/17/2024	16679	Flowers By Deanna	Flowers for Hocker - Going Away	\$ 50.00	
7/17/2024	16680	LIFE-ASSIST	FIRE CORPS 1ST AID CLASS SUPPLIES	\$ 101.70	
7/17/2024	16681	Local Government Law Group, P.C.	Legal - Personnel	\$ 783.00	
7/17/2024	16682	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 32.44	
7/17/2024	16682	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 109.97	
7/17/2024	16682	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93	
7/17/2024	16683	OR Fire Service Honor Guard	Employee donations	\$ 20.00	
7/17/2024	16684	Sisters-Camp Sherman F&A Assn.	Comm. Asst. Fund - Emp Donations	\$ 230.00	
7/17/2024	16684	Sisters-Camp Sherman F&A Assn.	General Donation Pass Through	\$ 170.00	
7/17/2024	16684	Sisters-Camp Sherman F&A Assn.	Fire Corps Donations Pass Through	\$ 200.00	
7/17/2024	16684	Sisters-Camp Sherman F&A Assn.	CAF Donations Pass Through	\$ 20.00	
7/17/2024	16685	Tim Craig	Annual Cell Phone Reimbursement	\$ 600.00	
7/17/2024	16686	Central Oregon Public Safety Chaplaincy	Donations - Employee Pass Through	\$ 110.00	
7/17/2024	16686	Central Oregon Public Safety Chaplaincy	Invoice adjustment	\$ (20.00)	
7/17/2024	16687	OR Fire Service Honor Guard	Employee donations	\$ 20.00	
7/17/2024	16687	OR Fire Service Honor Guard	Invoice adjustment	\$ (5.00)	
7/17/2024	16688	Sisters-Camp Sherman F&A Assn.	Comm. Asst. Fund - Emp Donations	\$ 230.00	
7/17/2024	16688	Sisters-Camp Sherman F&A Assn.	Invoice adjustment	\$ (55.00)	
7/17/2024	16688	Sisters-Camp Sherman F&A Assn.	General Donation Pass Through	\$ 170.00	
7/17/2024	16688	Sisters-Camp Sherman F&A Assn.	Fire Corps Donations Pass Through	\$ 200.00	

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>*</u>
7/17/2024	16688	Sisters-Camp Sherman F&A Assn.	CAF Donations Pass Through	\$ 20.00	*
7/18/2024	16689	911 Supply	Parka name tape for Hampton	\$ 20.11	*
7/18/2024	16690	Alpine Internet Solutions	Website content plan for July 2024	\$ 395.00	*
7/18/2024	16690	Alpine Internet Solutions	Website professional mgmt & hosting	\$ 85.00	*
7/18/2024	16691	AT&T MOBILITY	Wireless services	\$ 40.04	*
7/18/2024	16691	AT&T MOBILITY	Mobile devices data plan	\$ 457.42	*
7/18/2024	16692	Avlon Water Co Inc.	Water-703	\$ 29.58	*
7/18/2024	16693	BI-Mart Corporation	SODA FOR 703 machines	\$ 66.34	*
7/18/2024	16693	BI-Mart Corporation	RV antifreeze for pump primer reservoirs	\$ 21.96	*
7/18/2024	16694	Caselle, Inc.	Contract support charges 07/01/2024-07/31/2024	\$ 296.00	*
7/18/2024	16694	Caselle, Inc.	Contract support charges 08/01/2024-08/31/2024	\$ 296.00	*
7/18/2024	16695	Costco-Membership	Company membership	\$ 120.00	*
7/18/2024	16696	DMV	dmv record Checks	\$ 9.00	*
7/18/2024	16697	Ernest Halcon	Reimb. supplis purchased for Open House 7/4/2024	\$ 113.92	*
7/18/2024	16698	Firecom/Sonetlcs	Wired headset repair/refurbish	\$ 250.00	*
7/18/2024	16699	Flowers By Deanna	Flowers - Lombardo - Get Well	\$ 57.00	*
7/18/2024	16700	InnerTech	IT Services and remote assistance	\$ 568.75	*
7/18/2024	16701	Kendall Ford of Bend	771 oil change and MPI	\$ 187.74	*
7/18/2024	16702	Matthew Milliar	Structure boot reimbursement	\$ 202.49	*
7/18/2024	16703	Miss Sew-It-All	Seamstress Services	\$ 50.00	*
7/18/2024	16703	Miss Sew-It-All	Seamstress Services	\$ 40.00	*
7/18/2024	16703	Miss Sew-It-All	Seamstress Services	\$ 30.00	*
7/18/2024	16703	Miss Sew-It-All	Seamstress Services	\$ 10.00	*
7/18/2024	16704	Mission Linen Supply, Inc.	mats/rugs	\$ 61.69	*
7/18/2024	16705	Municipal Emergency Services, Inc.	Structure helmet shroud	\$ 252.00	*
7/18/2024	16705	Municipal Emergency Services, Inc.	Helmet brow pad	\$ 192.75	*
7/18/2024	16706	Oregon Government Finance Officers Assoc	Spor Membership Dues 24/25	\$ 125.00	*
7/18/2024	16707	Oregon Health Authority	Non-Federal Share of GEMT Services	\$13,133.26	*
7/18/2024	16707	Oregon Health Authority	Administrative Fee - GEMT	\$ 2,626.65	*
7/18/2024	16708	Pac Office Automation - Lease	Konica Contract 500-50016158	\$ 290.00	*
7/18/2024	16709	Patrick Burke	Reimb. pizzas for Darlene Fire crews	\$ 120.50	*
7/18/2024	16710	PERS	Prior year earnings - Schulz	\$ 3.37	*
7/18/2024	16711	Pony Express, Inc.	Notary stamp - Spor	\$ 29.50	*
7/18/2024	16711	Pony Express, Inc.	Postage for DPSST Maintenance Recertification paperwork	\$ 11.14	*
7/18/2024	16712	Ranch Country Outhouses	Portable toilet rental	\$ 85.00	*
7/18/2024	16713	Republic Services	Credit 3-0675-4832723 - Elm Street	\$ (2.09)	*
7/18/2024	16713	Republic Services	Disposal services - Station 703	\$ 41.54	*
7/18/2024	16714	SDAO	Employee Assistance Program - Admin Staff	\$ 59.00	*
7/18/2024	16714	SDAO	Employee Assistance Program - Volunteers	\$ 1,569.40	*
7/18/2024	16715	Sisters Area Chamber of Commer	24/25 Membership Dues	\$ 146.00	*
7/18/2024	16716	Steven Lord	Reimb. Corn dogs purchased for 4th of July	\$ 33.76	*
7/18/2024	16717	STRYKER	LUCAS3 BATTERY	\$ 817.70	*
7/18/2024	16717	STRYKER	LUCAS3 BATTERY	\$ 817.70	*
7/18/2024	16718	Systems Design	EMS billing & postage - 6/2024	\$ 1,750.06	*
7/18/2024	16719	Terminlx	Pest control services - Camp Sherman	\$ 89.00	*
7/18/2024	16720	The Center	Drug Screen - 504058	\$ 46.00	*
7/18/2024	16720	The Center	Drug Screen - 527641	\$ 46.00	*
7/18/2024	16721	Tony Prior	Reimb. wildland boots purchased	\$ 250.00	*
7/18/2024	16722	Treasure Valley Coffee	water & cooler rental	\$ 322.85	*
7/18/2024	16723	WCP Solutions	car & truck wash	\$ 76.40	*
7/18/2024	16724	Xpress Printing, Inc.	Adopted budget printing, binding, tabs	\$ 622.88	*
7/18/2024	16724	Xpress Printing, Inc.	Business cards - Puller	\$ 77.99	*
7/18/2024	16725	ZOLL Medical Corporation	CPR STAT PADZ	\$ 285.00	*
7/18/2024	16725	ZOLL Medical Corporation	ECG PAPER (6/BOX)	\$ 24.60	*
7/30/2024	16726	David Rosenberg MD	Physician Advisor services - balance due on 23/24	\$ 1,000.00	*
7/31/2024	700042	US Bank - Visa	LUNCH FOR FF ACADEMY TRAINING	\$ 105.70	*
7/31/2024	700042	US Bank - Visa	CPAP CIRCUITS & MASKS	\$ 407.87	*
7/31/2024	700042	US Bank - Visa	ZOLL SPO2 SENSORS	\$ 274.99	*
7/31/2024	700042	US Bank - Visa	KLOSTERMAN COCC DRUG/BACKGROUND FEES	\$ 144.00	*
7/31/2024	700042	US Bank - Visa	9V batts for smoke alarm program	\$ 98.03	*
7/31/2024	700042	US Bank - Visa	#3 Engine restoration	\$ 81.97	*
7/31/2024	700042	US Bank - Visa	Ice for drink coolers on engines	\$ 49.80	*
7/31/2024	700042	US Bank - Visa	Rigid Intubation tubes	\$ 42.99	*
7/31/2024	700042	US Bank - Visa	Business lunch Craig, Ellison, Olsen	\$ 106.70	*
7/31/2024	700042	US Bank - Visa	New washing machine Sta 703	\$ 448.00	*
7/31/2024	700042	US Bank - Visa	Dump fees - Sta 701 garbage	\$ 44.00	*
7/31/2024	700042	US Bank - Visa	Heartsaver student manuals	\$ 642.45	*

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>*</u>
7/31/2024	700042	US Bank - Visa	Fire Truck Training - Frutos	\$ 1,050.00	
7/31/2024	700042	US Bank - Visa	775 AC WORK/RECHARGE	\$ 233.67	
7/31/2024	700042	US Bank - Visa	Radio chest harness	\$ 71.99	
7/31/2024	700042	US Bank - Visa	Radio chest harness	\$ 86.81	
7/31/2024	700042	US Bank - Visa	Wildland gloves	\$ 857.53	
7/31/2024	700042	US Bank - Visa	Task force tips	\$ 100.63	
7/31/2024	700042	US Bank - Visa	Headlamps	\$ 26.67	
7/31/2024	700042	US Bank - Visa	N95 respirators	\$ 6.90	
7/31/2024	700042	US Bank - Visa	Pliers	\$ 24.76	
7/31/2024	700042	US Bank - Visa	Credit for task force tips returned	\$ (100.63)	
7/31/2024	700042	US Bank - Visa	Ice for drink coolers on engines	\$ 37.35	
7/31/2024	700042	US Bank - Visa	Donuts for Quilt Show crews	\$ 61.04	
7/31/2024	700042	US Bank - Visa	Membership renewal OFMA - Puller	\$ 65.00	
7/31/2024	700042	US Bank - Visa	Membership renewal OFMA - Lord	\$ 65.00	
7/31/2024	700042	US Bank - Visa	Smoke detectors, fire extinguishers, CO alarms (UO Project)	\$ 1,402.11	
7/31/2024	700042	US Bank - Visa	Adobe subscription - Puller	\$ 19.99	
7/31/2024	700042	US Bank - Visa	Ice for drink coolers on engines	\$ 49.90	
7/31/2024	700042	US Bank - Visa	Adobe subscription - Linker	\$ 19.99	
7/31/2024	700042	US Bank - Visa	Office supplies - Misc	\$ 333.54	
7/31/2024	700042	US Bank - Visa	Food for FF/Paramedic testing process	\$ 1,170.37	
7/31/2024	700042	US Bank - Visa	Facilities supplies	\$ 310.83	
7/31/2024	700042	US Bank - Visa	Paramedic program testing req's: Byles, Jones, Dickenson	\$ 432.00	
7/31/2024	700042	US Bank - Visa	Quarterly RV dinner	\$ 184.50	
7/31/2024	700042	US Bank - Visa	Adobe subscription - Craig	\$ 19.99	
7/31/2024	700042	US Bank - Visa	Spor Visa: Facilities Supplies	\$ 284.09	
7/31/2024	700042	US Bank - Visa	Spor Visa: Fire Corps Supplies	\$ 20.99	
7/31/2024	700042	US Bank - Visa	Spor Visa: Employee Costco Card	\$ 120.00	
7/31/2024	700042	US Bank - Visa	Spor Visa: Employee Costco Card	\$ 540.00	
7/31/2024	700042	US Bank - Visa	Adobe subscription - Captain's desk	\$ 19.99	
7/31/2024	700042	US Bank - Visa	Canva pro subscription	\$ 14.99	
7/31/2024	700042	US Bank - Visa	Westburg - get well flowers	\$ 43.49	
7/31/2024	700042	US Bank - Visa	GFOA budget application fee	\$ 345.00	
7/31/2024	700042	US Bank - Visa	Amazon prime subscription	\$ 179.00	

\*

Denotes checks signed by Chief/Deputy Chief & Finance Manager

Report Criteria:

Include transaction count  
Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
07/01/2024	1	Auditor's Adjusting Entry	1-00-0-1070	LGIP Acct #4374	15,024.00	
07/01/2024	2	Auditor's Adjusting Entry	1-01-0-43100	Interest Income	.00	15,024.00-
07/31/2024	3	Ambulance receivables to actual	1-00-0-1120	Ambulance Receivables	31,852.24	
07/31/2024	4	Ambulance receivables to actual	1-00-0-1160	Allowance for Uncollectible Am	.00	15,826.12-
07/31/2024	5	Ambulance receivables to actual	1-01-0-41100	Ambulance Revenue	.00	15,826.12-
07/01/2024	6	Adjustment to CY Appropriation	1-00-0-3190	CURRENT YEAR APPROPRIATION	730,537.00	
07/01/2024	7	Adjustment to CY Appropriation	1-00-0-3900	Retained Earnings	.00	730,537.00-
07/01/2024	8	Entry for Beginning Working Capital	1-00-0-3900	Retained Earnings	2,944,982.28	
07/01/2024	9	Entry for Beginning Working Capital	1-01-0-49990	Beginning Working Capital	.00	2,944,982.28-
07/01/2024	10	Adjustment to CY Appropriation .	2-00-0-3120	Employment Reserve	948,111.00	
07/01/2024	11	Adjustment to CY Appropriation	2-00-0-3900	Retained Earnings	.00	948,111.00-
07/01/2024	12	Entry for Beginning Working Capital	2-00-0-3900	Retained Earnings	606,188.05	
07/01/2024	13	Entry for Beginning Working Capital	2-01-0-49990	Beginning Working Capital	.00	606,188.05-
07/01/2024	14	Adjustment to CY Appropriation	3-00-0-3120	Building Reserve	176,572.00	
07/01/2024	15	Adjustment to CY Appropriation	3-00-0-3900	Retained Earnings	.00	176,572.00-
07/01/2024	16	Entry for Beginning Working Capital	3-00-0-3900	Retained Earnings	380,363.61	
07/01/2024	17	Entry for Beginning Working Capital	3-01-0-49990	Beginning Working Capital	.00	380,363.61-
07/01/2024	18	Adjustment to CY Appropriation	4-00-0-3120	Equipment Reserve	.00	433,347.00-
07/01/2024	19	Adjustment to CY Appropriation	4-00-0-3900	Retained Earnings	433,347.00	
07/01/2024	20	Entry for Beginning Working Capital	4-00-0-3900	Retained Earnings	1,402,784.58	
07/01/2024	21	Entry for Beginning Working Capital	4-01-0-49990	Beginning Working Capital	.00	1,402,784.58-
07/01/2024	22	Adjustment to CY Appropriation	7-00-0-3120	Debt Service Fund	17,265.00	
07/01/2024	23	Adjustment to CY Appropriation	7-00-0-3900	Retained Earnings	.00	17,265.00-
07/01/2024	24	Entry for Beginning Working Capital	7-00-0-3900	Retained Earnings	87,181.23	
07/01/2024	25	Entry for Beginning Working Capital	7-01-0-49990	Beginning Working Capital	.00	87,181.23-
Total JOURNAL ENTRIES (JE):					<u>7,774,007.99</u>	<u>7,774,007.99-</u>
References: 25 Transactions: 25						
Grand Totals:					<u>7,774,007.99</u>	<u>7,774,007.99-</u>

Report Criteria:

Include transaction count  
Journal Code: Journal code = "JE"

## Ambulance Receivable as of July 31, 2024

	<u>SystDes</u>
Beginning Ambulance Receivable	<b>320,216.28</b>
Payments received	71,484.12
Adjustments	85,019.64
New Charges	188,156.00
<b>ENDING Ambulance Receivable</b>	<b>351,868.52</b>

**Total # of Transports** **82**

### Adjustments

Medicare/Medicaid	74,720.47
Collection	8,206.00
Bankruptcy/Other Writeoff	599.70
FireMed	1,493.47
<b>Total Adjustments</b>	<b>85,019.64</b>

### Outstanding Accounts By Age

CURRENT	211,648.42
31 to 60 days	82,825.95
61 to 90 days	19,454.64
91 to 120 days	9,868.99
OVER 120 days	28,070.52
<b>Total Outstanding as of 7/31/2024</b>	<b>351,868.52</b>

**Engine Response Billing as of July 31, 2024**

<b>Beginning Engine Response Rec</b>	<b>7,700.00</b>	
<b>Payments received</b>	-	
<b>Adjustments</b>	-	
<b>New Charges</b>	<b>657.50</b>	
<b>ENDING Engine Response Rec</b>	<b>8,357.50</b>	
Total # Billed in 2020/21		12
Total # Billed in 2021/22		3
Total # Billed in 2022/23		20
Total # Billed in 2023/24		12
<b>Total # Billed in 2024/25</b>	<b>2</b>	
Total Billed 2020/21		\$ 2,700.00
Total Billed 2021/22		\$ 1,275.00
Total Billed 2022/23		\$ 3,420.00
Total Billed 2023/24		\$ 2,431.25
<b>Total Billed in 2024/25</b>	<b>\$ 657.50</b>	
Total Received 2020/21		\$ 2,550.00
Total Received 2021/22		\$ 250.00
Total Received 2022/23		\$ 1,777.50
Total Received 2023/24		\$ 2,331.25
<b>Total Received 2024/25</b>	<b>\$ -</b>	
2020/21 % Collected		94%
2021/22 % Collected		20%
2022/23 % Collected		52%
2023/24 % Collected		96%
<b>2024/25 % Collected to Date</b>	<b>0%</b>	

Hello Team,

First of all, let me say I am Honored and Humbled by the opportunity to serve as your new Association President. When I was asked to consider this position, I immediately went to the Fire District's website to learn as much as I could about our Association. To my surprise, I found very little. Right out of the chute, I saw this as an opportunity to improve the overall visibility of our Association both internally and externally.

Last week the Association Board along with Chief Prior and Julie Spor met to begin the process of assessing how the Association operated in the past, how it operates today, and where we want to take it going forward. During our discussions, we talked about how the COVID-19 period caused some of the functionality and structure of the Association to be muted. With that period behind us, we have a great opportunity to reconsider how we are currently functioning, and how best to move forward with an eye to greater efficiency and community impact. Although the Covid impact muted some of our processes and goals, Beverly Halcon made sure our Fire Corps continued to deliver great programs. In fact, during this challenging time, Beverly even grew the Fire Corps with quality new volunteers. An amazing accomplishment!

The primary purpose of this first meeting was to take a macro view of the Association and to look for areas of improvement/development. We talked about adding both a publicly accessible Web page that lays out our mission and areas of focus, as well as a private site for internal use by our professionals and volunteers.

We will look to utilize technology to help us to be more efficient and effective in our communications. We will look to document our various processes in support of events and activities so the processes are not residing only in a few people's heads. In the not-too-distant future, we will establish a strategic planning steering committee staffed by the Association Board and some number of our members as subject matter experts. We need to measure the results of our efforts. Information will help us to see areas where we need to improve and adjust accordingly.

I plan to attend the District Board of Directors meeting every quarter to ensure we are in sync up and down the organization and to provide visibility to the Board of our accomplishments/requirements.

In many respects what I have covered so far is back-office work. Having said that, our laser focus and top priority will always be the community and our people.

As you all probably know, the Association Board hosts a meeting at 6:00 pm on the second Tuesday of each month immediately following the Fire Corps meeting. I encourage everyone receiving this message to attend whenever possible.

Craig Matthews

Association Board: Ernie Halcon, Mary Fry, Angela Linker, Rachelle Otasu

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# Updates to Old Business

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**Julie Spor**

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**From:** Actuarial Services \* PERS <Actuarial.Services@pers.oregon.gov>  
**Sent:** Tuesday, August 6, 2024 10:58 AM  
**To:** Actuarial Services \* PERS; Julie Spor  
**Cc:** PHILLIPS Troy \* PERS  
**Subject:** RE: PERS 2701

Julie,

We've reconciled the \$1,443,691 LGIP transfer towards your Transition Liability this morning, and I've implemented the resultant 11.44% reduction to your ER Contribution rates, effective 8/1/2024. Your new ER contribution rates as of 8/1/2024 are below, but this should be visible to you within EDX as well.

**Your Current Contribution Rates**

Rate Category	Normal Cost Rate Percentage	Combined UAL Rate Percentage	Net P
PERS General Service	17.13%		18.8%
PERS Police & Fire	17.13%		18.8%
OPSRP General Service	9.24%	1.76%	11.0%
OPSRP Police & Fire	14.03%		15.7%

At this point, you are clear to continue normal reporting in EDX for all applicable pay dates. Thanks very much, and don't hesitate to reach out if you have additional questions.

Thanks again,

\*\*\*Upcoming Out Of Office Dates\*\*\*  
10/11/2024 – 10/23/2024

**Neil C. Jones (He / Him / His)**  
Actuarial Analysis Coordinator

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**Oregon PERS**  
11410 SW 68th PKWY  
Tigard, OR 97223  
e: [Neil.JONES@pers.oregon.gov](mailto:Neil.JONES@pers.oregon.gov)  
p: (503) 598-6156

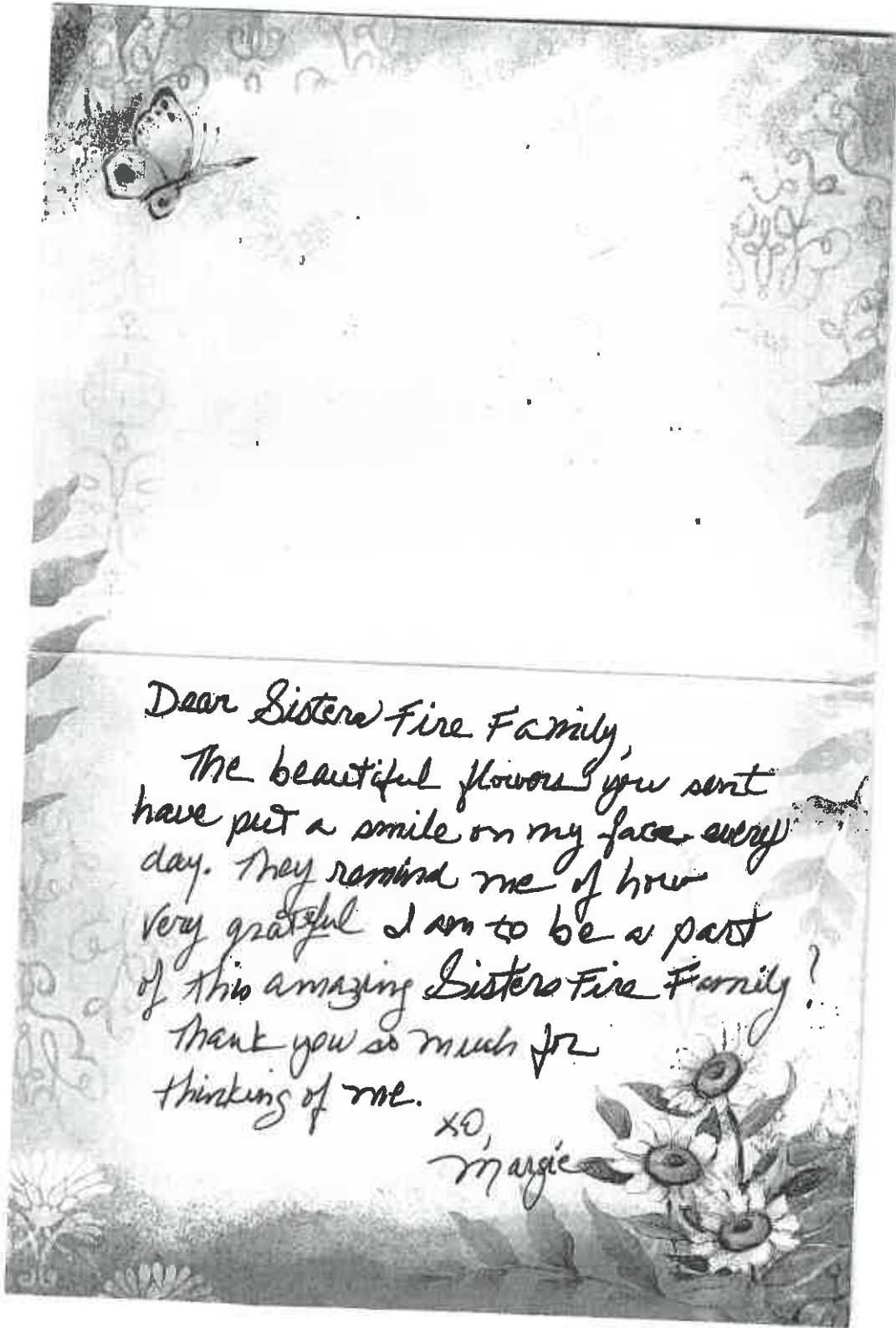
SL2 (unless otherwise specified)

**From:** Actuarial Services \* PERS <Actuarial.Services@pers.oregon.gov>  
**Sent:** Thursday, August 1, 2024 1:44 PM

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# CORRESPONDENCE

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Dear Sisters Fire Family,  
The beautiful flowers you sent  
have put a smile on my face every  
day. They remind me of how  
very grateful I am to be a part  
of this amazing Sisters Fire Family?  
Thank you so much for  
thinking of me.

xo,  
Margie

Margie Lombardo

Sisters Camp-Sherman Fire—  
Thank you for the time and effort  
placed into the Fire Medic testing  
process. The significant involvement  
demonstrates the importance your  
district finds in determining quality  
candidates. I appreciate the opportunity  
to test and am looking forward to  
next steps.

Sincerely,



Anna Westbury

7/19/2024

Dear Fire Department and EMT's,

This is a very belated, but deeply grateful, big thank you for your excellence services to me, and to others whom I have observed.

You took me by ambulance from High Lakes Care Homes, at 119 N. Rope Street to St. Charles Hospital on October 8, 2023, and turned on the siren. I didn't understand the significance of the siren or why I was surrounded by so many attentive people in the ER, until several days later. I learned that my blood pressure was 50/something and that it is a big deal. HAI The other significance of the siren is that it makes the cost of the trip qualify for Medicare coverage.

The two EMT's who helped me that day were very skilled, quick, calm, kind, and helpful. I don't know their names.

More recently, you were called by the non-emergency line, to check me out due to high blood pressure. Again, you were extremely fast getting here and professional in evaluating me. I declined transfer to the hospital but am being testing for a UTI.

It's very reassuring to know how fast you get here. Your response time is excellent!

Thank you so very much!

Judy Hotchkiss



1747 NW Mill Street  
Madras, OR 97741  
P. (541) 475-7231  
F. (541) 475-7233

July 16, 2024

Sisters – Camp Sherman RFPD  
PO Box 1509  
Sisters, Oregon 97759

Dear Sisters – Camp Sherman RFPD,

We would like to extend our deepest gratitude to your team for their swift and courageous response during the recent fire at our facility. Your professionalism, bravery, and dedication ensured the safety of our staff and minimized the damage to our property.

The rapid response and coordinated efforts between the fire and police departments were truly remarkable. Your teams worked tirelessly under challenging conditions, and we are profoundly grateful for your unwavering commitment to protecting our community.

Please convey our heartfelt thanks to your staff who participated in the emergency response. Your heroic actions have made a significant impact, and we are forever thankful for your service.

With sincere appreciation,

Ken Stout  
Central Oregon Seeds, Inc.  
CEO

RCVD 7/19/24 PO#         
ACCT#         
CAPT INITIALS AP  
CHIEF INITIALS AP

7611 SE Evergreen Highway  
Vancouver, Washington

June 23, 2024

Cloverdale Rural Fire Protection District  
Station 602  
67433 Cloverdale Road  
Sisters, OR 977590

✓ Sisters-Camp Sherman RFPD  
301 S. Elm Street  
Sisters, OR 97759

I want to express my admiration and appreciation for the professionalism, quality of care, and teamwork I witnessed on Friday morning June 7<sup>th</sup> at Aspen Lakes Golf Course.

EMT personnel from both Cloverdale Station 602 and Sisters-Camp Sherman RFPD responded to my 911 call promptly and worked together to resuscitate my 80-year-old friend who had suffered a major heart attack (known as a "widow maker"). They were equipped with oxygen, a lithium battery operated chest compression unit, a defibrillator, as well as proper meds. But even more impressive was how these individuals worked as a team for over 25 minutes bringing my friend back to life.

Equally impressive was the care given by ER staff and the cath lab at St. Charles Medical Center as well as the follow up care in the ICU. I am sure that the many prayers said by many people were heard.

After being in very critical condition for approximately 48 hours, my friend was discharged from St. Charles on June 15<sup>th</sup>. He is expected to fully recover.

The Sisters community is blessed to be served by such competent care givers.

Thank you,

  
Lee Kearney

Cc: The Nugget Newspaper



# Oregon

Tina Kotek, Governor

**Department of Public Safety Standards and Training**

4190 Aumsville Hwy SE

Salem, OR 97317-8983

503-378-2100

[www.oregon.gov/dpsst](http://www.oregon.gov/dpsst)

July 17, 2024

Sisters-Camp Sherman RFPD

PO Box 1509

Sisters, OR 97759

RCVD 7/22/24 PO# \_\_\_\_\_  
ACCT# \_\_\_\_\_  
CAPT INITIALS \_\_\_\_\_  
CHIEF INITIALS \_\_\_\_\_ *AD*

Dear Sisters-Camp Sherman RFPD,

The Department of Public Safety Standards and Training (DPSST), at the request of the Oregon Fire Service, has implemented the Maintenance Re-Certification Training requirements as noted in Oregon Administrative Rule (OAR) 259-009-0065. This letter is to inform you that DPSST has completed processing your fire service agency's maintenance re-certification records.

To review your fire service agency's updated records, please visit the Information Resource Inquiry System (IRIS) or SnapShot. IRIS is a public records system accessed through DPSST's website which provides the public with Oregon fire service employment, certification, and training information. SnapShot is a fire agency's records system available to Chiefs and Training Officers. For more information on these records system, contact DPSST Fire Program staff.

Please note in each fire service professional's record we have addressed Active and Lapsed levels of certification. Active certification is defined as the required training completed for the level of certification. Lapsed certification is defined as an inactive level of certification in which required maintenance training was not completed.

If I can be of further assistance, please do not hesitate to contact me at 503-931-8806 or [Michelle.hilt@dpsst.oregon.gov](mailto:Michelle.hilt@dpsst.oregon.gov).

Sincerely,

*Michelle Hilt*

Michelle Hilt  
Fire Certification Specialist  
DPSST  
4190 Aumsville Hwy SE  
Salem, OR 97317

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# ADMINISTRATION

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## **Staff Report #SR-24-8**

**Issue:** Review and Update of Fleet Replacement Schedule

**Date:** August 20, 2024

**Initiator:** Chief Prior

**Contact Person:** Fire Chief Tony Prior

**Background:** Due to the high mileage on most of the District's ambulances and the increasing emergency call volume, Deputy Chief Craig and I have conducted a review of the replacement schedule for our apparatus, specifically looking at the ambulance replacement cycle. While at Braun Northwest in early July, I met with the Vice President of Sales and I asked what the typical replacement mileage was for ambulances and was informed that 150,000 was the typical replacement and very seldom were they replacing ambulances that had over 180,000 miles. The probability of mechanical issues and down time for repairs increases as these vehicles age and the wear and tear of a larger/heavier vehicle. NFPA has no recommendation of replacement schedule for ambulances as they do for Engines.

The latest mileage on the District's three ambulances is:

2019 Ford 771 – First out Medic Unit: 102,000

2015 Ford 775 – Second out Medic Unit: 182,000

2011 Ford 776 – Third out Medic Unit: 135,000

Ambulances accrue many more hours of run time than the miles reflect due to idle time on scene while medics are making patient contact, or when treating them before the actual transport begins. It could be estimated that these ambulances have around 25% more actual run-time than miles reflect.

Chassis are now back on normal build time from factories with estimated arrivals at 90-120 days from order. Braun NW has also dedicated specific areas of the plant for remounts with an improved 90-120 day turn around to finish a remount from arrival at the plant. This would mean that we are more likely to have a remount completed before a new build project could be completed.

**Recommendation from staff:** Staff recommends the adjustment of the replacement schedule to remount the existing 2015 ambulance (775) as soon as approved, as well as placing the order for the budgeted new unit. Anticipated 530-580 day build time on a new unit.

**Possible Motion: September Board meeting.**

### **BUDGET IMPACT**

**The cost of the remount would come out of this FY and the new build would be in the next FY expenditures. If two chassis are ordered now, we are potentially saving the 5-10% average increase that has been realized from orders and sales of vendors. Mechanically, we could have parts stock for one year/model (of the 2 new ones), then have stock for 3 different models.**



## Staff Report #SR-24-9

**Issue:** Command Vehicle Purchase

**Date:** August 20, 2024

**Initiator:** Tony Prior, Fire Chief

**Contact Person:** Tony Prior, Fire Chief

### **Background:**

Staff budgeted to purchase a command vehicle to replace Unit 710 (Fire Chief's vehicle) in the FY 2024/2025 budget. The current Unit 710 will be transitioned to the Fire Marshal. The vehicle that the Fire Marshal currently uses will be transitioned to a utility vehicle for use by Fire Corps or other staff as needed for projects/assignments.

A ¾ ton truck was selected as a vehicle that could be used, if needed, in towing a chipper or air curtain burner unit for community risk reduction, as well as the utilitarian uses for hauling fire gear and equipment.

The Deputy Chief and Fire Chief have completed their research on a replacement vehicle and received quotes from four vendors. Their information is below:

<b>Dealer</b>	<b>Description</b>	<b>Cost</b>
Power Chevrolet, Sublimity, Ore	2500 HD, 6.6L Gas with Allison Trans, (stock unit)	\$54,136.00
Chevrolet of Bend	2500 HD, 6.6L Gas with Allison Trans, (order 90-120 day build)	\$55,526.35
Kendal Ford of Bend	F-250 6.8L gas, 10spd TorqShift (order 90-120 day build)	\$55,310.70
Northside Ford, Portland, Ore	F-250 6.8L gas, 10spd TorqShift (stock unit)	\$59,345.00
Northside Ford, Portland, Ore	F-250 6.8L gas, 10spd TorqShift (order 90-120 day build)	\$54,996.64

**Recommendation from staff:** Staff requests the Board's approval to award the bid to Power Chevrolet for \$54,136.00 and authorize the expenditure from the Equipment Reserve fund as budgeted including upfitting for a cost not to exceed \$75,000.

**Possible Motion:** Motion to authorize bid award and expenditure from the Equipment Reserve Fund (see Resolution 2024-2025-003 Authorization to Purchase Command Vehicle).

### **BUDGET IMPACT**

If the Board approves the recommendation, the Impact will be \$75,000 from the Equipment Reserve Fund as budgeted in FY 24/25.



## **Resolution 2024-2025-002**

- I. **Topic:** Authorization to Expend Employment Reserve Funds for Johnson Wages
- II. **Date:** August 20, 2024
- III. **Initiator:** Julie Spor, Clerk of the Board
- IV. **Fund:** Employment Reserve Fund
- V. **Contact Person:** Julie Spor

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2024-25 Fiscal Year for Fire Chief Roger Johnson's final salary expenses for July through September 2024 from the Employment Reserve Fund; and

WHEREAS, the District has prepared and paid out the July 2024 payroll expenses for Chief Johnson's employment and wishes to reclass the expenses to the Reserved for Future Expenditure account in the Employment Reserve Fund; and

WHEREAS, the District will be required to reclass the August and September salary expenses to the Employment Reserve Fund Reserved for Future Expenditures account.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District to:

Authorize the expenditure of funds from the Employment Reserve Fund for payment of final salary and benefits expenses related to Chief Johnson's employment for July-September 2024 wages and benefits as budgeted in Reserved for Future Expenditure:

1. July 2024 Johnson Salary & Benefits	\$16,701.49
2. August 2024 & September 2024 estimated to be:	<u>\$33,402.98</u>
<b>Total Estimated Employment Reserve Fund Expenditure</b>	<b>\$50,104.47</b>

Resolution adopted by a majority vote of the Board of Directors on this 20<sup>th</sup> day of August 2024.

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Julie Spor, Clerk of the Board



## **Resolution 2024-2025-003**

- I. **Topic:** Purchase of Command Vehicle **Date:** August 20, 2024
- II. **Initiator:** Tony Prior, Fire Chief
- III. **Fund:** Equipment Reserve Fund
- IV. **Contact Person:** Chief Prior

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District has planned for and budgeted funds in the 2024-2025 Fiscal Year for the purchase of a new command vehicle; and

WHEREAS, the District Board has approved the bid award as outlined in Staff Report SR-24-9; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection to:

Authorize the Fire Chief to award the bid as recommended in Staff Report SR-24-9, sign related contracts, and authorize the expenditure of funds from the Equipment Reserve Fund for payment of the vehicle including upfitting for a price not to exceed \$75,000 as budgeted.

Resolution adopted by a majority vote of the Board of Directors on this 20<sup>th</sup> day of August 2024.

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Julie Spor, Clerk of the Board

**APPROVED DATE:** 4/18/2023

**LAST REVISED:**

**DEFINITION** - Performs office management, and senior-level administrative skills requiring a detailed understanding of department-district procedures and policies. Manages the financial accounting functions of the Fire District's business office. Primary responsibility includes support of senior-levelsenior-level administrative staff including Chief Officers, Board of Directors, members of the District, the public, and those doing business with them. Enhances and supports overall department-district efficiency of individual departmentdistrict members and overall office operations.

**ESSENTIAL FUNCTIONS** - The duties of an Executive Assistant/Finance Manager include, but are not limited to, the following which are listed in no particular order of importance or significance.

1. Coordinates the office operations.
2. Performs clerical and secretarial duties of advanced complexity with considerable independence of action and latitude for exercising judgment.
3. Effectively completes duties and assignments with considerable accuracy, timeliness, and professionalism.
4. Composes and types pertinent correspondence from rough draft, general instruction, and original documents with a high degree of accuracy and professionalism involving personnel, budgeting, and finance.- Such responsibilities frequently require a moderate degree of independent judgment as the incumbent prepares such documents as letters, departmentdistrict memos, forms, and all other documents as assigned.
5. Acts as the liaison with the ambulance billing company. Reconciles all ambulance billing reports to the general ledger monthly and provides reports to the Chief Officers and Board of Directors.
6. Oversees engine response billing performed by the Office-Administrative Assistant.
7. Responsible for balancing the Engine Company Response services and submitting monthly reports to the Board of Directors.
8. Maintains confidential medical billing files in compliance with governmental regulations.
- ~~9. Attends Civil Service Meetings and takes notes.~~
- ~~10.9. Oversees Responsible for creating, maintainingthe creation, maintenance, and storing of new office policies and procedures.~~
- ~~11.10. Utilizes computer programs in the Microsoft Office Suite to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Creates emails that are distributed to both internal and external customers.~~
- ~~12.11. Performs duties as the receptionist for the departmentdistrict. Receives callers, refers them to the proper sources, and takes messages with a high degree of efficiency, politeness, and friendly demeanor.~~

**APPROVED DATE:** 4/18/2023

**LAST REVISED:**

- 
- ~~43-12.~~ Creates, maintains, and organizes many of the District's forms to ensure proper implementation and application of the forms and their processes. May include drafting, upgrading, and ordering forms used by the District.
  - ~~44-13.~~ Provides direct assistance to Chief Officers on special projects by planning and following through on details to ensure that all administrative needs are met according to standards.
  - ~~45-14.~~ Responsible for maintaining documentation of sensitive documents, including confidential medical records and contact information.
  - ~~46-15.~~ Distribute and file correspondence, memoranda, and other ~~department~~district documents.
  - ~~47-16.~~ Be familiar with and operate a variety of office equipment including computer, ~~typewriter~~typewriters, calculator, ~~photocopier~~photocopiers, fax, and other standard office equipment.
  - ~~48-17.~~ Provides administrative support to managers, supervisors, and ~~department~~district members as needed to facilitate workflow.
  - ~~49-18.~~ Responsible for maintaining the FireMed Program.
  - ~~20.~~ ~~Responsible for maintaining accounting logs for disclosures of protected health information related to HIPAA. Acts as the District's HIPAA Privacy Officer.~~
  - ~~21-19.~~ Is proficient with accounting software, PERS, payroll and policy manual.
  - ~~22-20.~~ Responsible for PERS updates and reporting.
  - ~~23-21.~~ Responsible for reviewing, reconciling, correcting and maintaining, ~~on a monthly basis~~monthly, for all payroll accounts to the general ledger, Prepares detailed monthly reports and year-end audit schedules for review and approval by management.
  - ~~24-22.~~ ~~Develops~~Develop and ~~monitors~~monitor District internal control policy and internal audit functions.
  - ~~25-23.~~ Conducts periodic ~~review~~reviews of all District financial systems to ensure compliance with Generally Accepted Accounting Principles.
  - ~~26-24.~~ Coordinates, researches, and prepares the District's Capital Plans.
  - ~~27-25.~~ ~~Develops~~Develop financial forecast models and ~~provides~~provide financial guidance in the prioritization of District resource allocation.
  - ~~28-26.~~ Oversees District cash management and coordinates cash handling training for all operating units.
  - ~~29-27.~~ Approves payment requests and requisitions and oversees internal systems related to all ~~Departmental~~district purchasing functions.
  - ~~30-28.~~ Manages the District's inventory systems. Maintains computerized inventory of all fixed assets of the District.
  - ~~31-29.~~ Prepares fiscal reports for submission to Chief Officers and Board of Directors.
  - ~~32-30.~~ Prepares, develops, and administers complex operating ~~budget~~budgets.
  - ~~33-31.~~ Coordinates and works directly with the District's CPA for annual audit.
  - ~~34-32.~~ Inform Chief Officers and Board of Directors regarding established legal requirements and procedures, and all matters for which the District is responsible.

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LAST REVISED:

- ~~35-33.~~ Assists Chief Officers and other staff in assuring District and code requirements are met regarding public contracting and use of independent contractors.
- ~~36-34.~~ Acts as the Plan Administrator for the District's VEBA plan.
- ~~37-35.~~ Oversees LOSAP volunteer program and calculates eligibility.
- ~~38-36.~~ Researches and develops business and financial policies and procedures. Assesses the need, applicability, and impact of individual policies and procedures on organizational operations and administration. ~~Evaluates-Evaluate~~ conclusions and ~~recommends-recommend~~ alternative strategies.
- ~~39-37.~~ Manage correspondence of particular interest to Board members.
- ~~40-38.~~ Some travel may be required for training purposes as requested by Chief Officers.
- ~~41-39.~~ Requires displayed characteristics that portray a high degree of courtesy, customer service, and friendly demeanor.
- ~~42-40.~~ Responsible for social media and acts as the District's Public Information Officer.
- ~~43-41.~~ Responsible for billing on major fires or special events the fire ~~department~~district participates in including Oregon State Fire Marshal and FEMA billing.
- ~~44-42.~~ Responsible for billing of fire contracts.
- ~~45-43.~~ Troubleshoots IT system problems and works directly with IT ~~consultant~~consultants.
- ~~46-44.~~ Oversees maintenance of the DMV Record check system.
- ~~47-45.~~ Oversees management of the District's calendar for Community Hall/Small Training Room reservations.
- ~~48-46.~~ Assists the Training department with travel arrangements on out-of-town training as requested.
- ~~49-47.~~ Responsible for maintenance of grants including reporting requirements as requested by the Fire Chief or his/her designee.
- ~~50-48.~~ Coordinates all payroll aspects with employees of the Fire District and the payroll service.
- ~~51-49.~~ Performs the payroll process. These duties include preparing and maintaining ~~payroll-related~~payroll-related documents, files, and lists including both manual and computer records. Entering data into a computer, ~~maintain~~ maintaining accurate payroll records. Distribute payroll checks according to District policy and procedures. Monitors ~~payroll-related~~payroll-related reports as required including quarterly reports, and annual W2's ~~in-a-timely~~ mannerpromptly. Works cooperatively with employees while processing employee benefits, salary changes and Family Medical Leave and Workers Compensation payroll tracking. Must maintain a ~~high-level~~high level of confidentiality.
- ~~52-50.~~ Generates, processes, and retains records including time cards, attendance, personnel, and volunteer records.

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- ~~53.51.~~ Process and retain records of injuries and ~~prepares-prepare~~ required OSHA reports. Works directly with the insurance carrier regarding vehicle ~~accidentaccidents~~/repairs.
- 54.52. Assists the Board of Directors and Chief Officers in confidential communications and/or projects.
- 55.53. Attends board meetings, prepares agendas and supporting materials records, and transcribes minutes from notes. Prepares, assembles, and distributes final minutes, materials, and reports; conducts follow-up assignments.
- 56.54. ~~Oversees Sets-up and maintains~~ files and record-keeping systems for staff and volunteers.
- 57.55. Performs all accounts payable procedures by processing purchase orders and invoices assuring proper approvals, coding and records are attached.
- 58.56. Performs all accounts receivable functions including proper posting of accounts and bank deposits. Includes customer billing maintenance, invoicing, collections, and recordkeeping.
- 59.57. Oversees preparation of volunteer personnel and medical records including drug testing, and ~~contracts-contract~~ services including background and driver's license checks and consultant services.
- 60.58. Prepares the Fire District Annual Report through the collection, analysis, and arrangement of annual statistical information.
- 61.59. Manage the District Performance Measurement Programs. Advises divisions regarding ~~the~~ development of workload, effectiveness, and efficiency measures. Tracks measures and analyzes trends.
- 62.60. Supervises the work of ~~the Administrative &~~ Office Assistant; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.
- 63.61. Manage petty cash transactions.
- 64.62. Maintains certification as ~~a~~ Notary Public.
- ~~65. Participates in District Safety Committee as assigned.~~
- 66.63. Performs related work as required.

## QUALIFICATIONS

### Knowledge of:

1. Concepts and details involved in developing, operating, monitoring and modifying automated financial systems.
2. Computer skills including spreadsheets, word processing and database management.
3. Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), GASB Statement 34 and related statements.
4. Cost/benefit relationship in a public service environment.
5. Data analysis and collection principles.
6. Principles of contract management.

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**LAST REVISED:**

7. Standard office procedures and standard business etiquette.
8. Programs within the Microsoft Office Suite.
9. Business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
10. Basic math including the ability to add, subtract, multiply, and divide accurately.
11. Caselle software.

**Ability to:**

1. Establish and maintain effective working relationships with staff, other governmental officials, and the public.
2. Develop, prepare, and administer the District's annual budget.
3. Apply technical and statistical knowledge in developing and interpreting financial models.
4. Perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.
5. Plan, organize, manage, and coordinate complex financial operations concurrently.
6. Manage several projects simultaneously and to meet deadlines.
7. Accurately and proficiently use ~~word-processing~~ word processing and other personal computer software applications and office equipment skillfully.
8. Establish and maintain filing and recordkeeping systems.
9. Keyboard quickly and accurately and transcribe complex and confidential material.
10. Attend evening meetings and on weekends when requested.
11. Effectively communicate in English, both orally and in writing.
12. Effectively and cheerfully greet people and positively represent the Fire District through actions and observable behaviors.
13. Perform those physical activities required for the essential functions which include, but are not limited to, continuous sitting, moving, and otherwise being mobile; talking to others both in person and on the telephone for extended ~~periods-of-time~~ periods; and frequent keyboarding.
14. Lift packages ~~up~~ to 25 lbs from ground level to storage shelves of varying heights.
15. Travel may be required for training purposes as well as weekend work; travel and night meetings as requested by the Chief.
16. Requires exposure to stress created by assignments and deadlines and constant interruptions. Also requires displayed characteristics that portray a high degree of courtesy, customer service and friendly demeanor.

**Experience and Training Guidelines:**

**APPROVED DATE:** 4/18/2023

**LAST REVISED:**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities to perform the essential functions. A typical way to obtain the knowledge, skills, and abilities would be:

Experience

1. Considerable professional accounting experience, preferably in local government.
2. Three years at the manager, or executive secretary level.
3. Experience in accounting practices for ~~non-profits~~non-profit organizations.
4. Experience as Chief Financial Officer/departement head.
5. Equivalent combination of acceptable education and experience providing the knowledge and ability to perform the essential functions and qualifications for the position.

Training

Bachelor's degree in accounting, finance, business, or related field preferred.

Special Requirements

Current and valid Oregon Driver's License.  
Insurable and bondable by the District's insurance carrier.  
Pre-employment back ground check.

**DEFINITION** - Performs basic secretarial, clerical, and receptionist duties. Primary responsibility includes support for all divisions of the Fire District, ~~and serves~~ esserving as receptionist, welcoming the public, answering phones, responding to inquiries, and directing the public to the appropriate staff.

**ESSENTIAL FUNCTIONS** - The duties of an Office Assistant include, but are not limited to the following, which are listed in no particular order of importance or significance.

1. Performs clerical and secretarial duties of advanced complexity with considerable independence of action and latitude for exercising judgment.
2. Effectively completes duties and assignments with considerable accuracy, timeliness, and professionalism.
3. Composes and types pertinent correspondence from rough ~~draft~~ drafts, general instruction, and original documents with a high degree of accuracy and professionalism. Such responsibilities frequently require a moderate degree of independent judgment as the incumbent prepares such documents as letters, department memos, forms and all other documents as assigned.
- ~~4. Responsible for creating and maintaining department ID cards.~~
- ~~5. Responsible for creating volunteer personnel files and scheduling volunteer requirements including drug test, background checks, etc. as needed.~~
- ~~6. Responsible for volunteer record keeping for six month and end of probation status.~~
- ~~7. Responsible for engine response billing.~~
- ~~8.4.~~ Responsible for attending Staff Meetings, and taking and distributing notes from staff ~~meeting~~ meetings.
- ~~9.5.~~ Coordinates use of the Community Hall, and bills for use as needed.
- ~~10.6.~~ Utilizes computer programs in the Microsoft Office Suite to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Creates emails that are distributed to both internal and external customers.
- ~~11.7.~~ Performs duties as the receptionist for the department. Receives callers, refers them to the proper sources, and takes messages with a high degree of efficiency, politeness, and friendly demeanor.
- ~~12.8.~~ Creates, maintains, and organizes many of the District's forms to ensure proper implementation and application of the forms and their processes. May This may include drafting, upgrading, and ordering forms used by the District.
- ~~13.9.~~ Process incoming and outgoing mail including opening, date stamping, sorting, and photocopying checks received.
- ~~14.10.~~ Responsible for maintaining documentation of sensitive documents, including confidential medical records and contact information.
- ~~15.11.~~ Distribute and file correspondence, memoranda, and other department documents.

**APPROVED DATE:** 4/18/2023**LAST REVISED:**

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- ~~16-12.~~ Be familiar with and operate a variety of office equipment including ~~computer~~**computers**, ~~typewriter~~, ~~calculator~~**calculators**, photocopier, fax, and other standard office equipment.
- ~~17-13.~~ Provides administrative support to managers, supervisors, and department members as needed to facilitate workflow.
- ~~18-14.~~ Replenishes office supplies.
- ~~19-15.~~ Requires displayed characteristics that portray a high degree of courtesy, customer service, and friendly demeanor.
- ~~20-16.~~ Responsible for maintaining uniform inventory and distributing uniform items to staff and volunteers according to the uniform matrix.
- ~~21-17.~~ Assists the training department with travel arrangements ~~on-for~~ out-of-town training as requested.
- ~~22-18.~~ Organizes significant events as assigned, which may include, but are not limited to recruitment, receptions, and banquets.
- ~~23-19.~~ Support of Fire Corps and Association including help with creation of documents, planning, **and** preparation of community events such as Christmas, Easter, Clinics, Open Houses, etc.
- ~~24-20.~~ Other duties and projects as assigned.

**QUALIFICATIONS****Knowledge of:**

1. Standard office procedures and standard business etiquette.
2. Programs within the Microsoft Office Suite.
3. Business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
4. Basic math including the ability to add, subtract, multiply, and divide accurately.

**Ability to:**

1. Accurately and proficiently use ~~word-processing~~**word processing** and other personal computer software applications and office equipment skillfully.
2. Effectively communicate in English, both orally and in writing.
3. Effectively and cheerfully greet people and positively represent the Fire District through actions and observable behaviors.
4. Perform those physical activities required for the essential functions which include, but are not limited to, continuous sitting, moving, and otherwise being mobile; talking to others both in person and on the telephone for extended ~~periods-of-time~~**periods**; and frequent keyboarding.
5. Lift packages ~~up-to~~ **up to** 25 ~~lbs~~**lbs**, from ground level to storage shelves of varying heights.
6. Requires exposure to stress created by assignments and deadlines and constant interruptions. Also requires displayed characteristics that portray a high degree of courtesy, customer service and friendly demeanor.

**Experience and Training Guidelines:**

Any combination of education, training, or experience that provides the required knowledge, skills, and abilities to perform essential functions.

**Experience**

Two (2) years experience in clerical and or secretarial work or equivalent required.

**Training**

High school graduate or ~~possession~~possess of GED and supplemental training in advanced office skills or equivalent required.

~~Asociates~~Associate's Degree in Office Management or Business preferred.

**License Requirements**

Must have a current and valid Oregon Driver's License.

Must be insurable and bondable by the District's insurance carrier.

Pre-employment background check.

**DEFINITION** - Performs ~~basic~~advanced-level secretarial, clerical, and receptionist duties. Primary responsibility includes support for all divisions of the Fire District, ~~and~~ serve~~esserving~~ as the receptionist, welcoming the public, answering phones, responding to inquiries, and directing the public to the appropriate staff.

**ESSENTIAL FUNCTIONS** - The duties of an ~~Office-Administrative~~ Assistant include, but are not limited to the following, which are listed in no particular order of importance or significance.

1. Performs clerical and secretarial duties of advanced complexity with considerable independence of action and latitude for exercising judgment.
2. Effectively completes duties and assignments with considerable accuracy, timeliness, and professionalism.
3. Composes and types pertinent correspondence from rough ~~draft~~drafts, general ~~instruction~~instructions, and original documents with a high degree of accuracy and professionalism. Such responsibilities frequently require a moderate degree of independent judgment as the incumbent prepares such documents as letters, ~~department~~district memos, forms, and all other documents as assigned.
4. Responsible for creating and maintaining ~~department~~district ID cards.
5. Responsible for creating volunteer personnel files and scheduling volunteer requirements including drug ~~test~~tests, background checks, etc. as needed.
6. Responsible for volunteer record keeping for six ~~month~~months and end of probation status.
7. Responsible for engine response billing.
- ~~8.~~ Responsible for attending Staff Meetings, taking and distributing notes from staff meeting.
- ~~9.~~ Attends Civil Service meetings and takes notes.
- ~~10.~~ Responsible for creating, maintaining, and storing new office policies and procedures.
- ~~11.~~ Responsible for maintaining accounting logs for disclosures of protected health information related to HIPAA. Acts as the District's HIPAA Privacy Officer.
- ~~12.~~ Troubleshoots IT system problems and works directly with the IT consultant.
- ~~13.~~ Maintains the DMV record system.
- ~~14.~~ Assists with coordinating travel for staff and volunteers as requested by the Deputy Chief of Operations.
- ~~8-15.~~ Prepares volunteer personnel and medical records and coordinates pre-employment processes including background and drug screening, DMV record checks, scheduling medical physicals, and other requirements.
- ~~9.~~ Coordinates use of the Community Hall and bills for use as needed.
- ~~10-16.~~ Utilizes computer programs in the Microsoft Office Suite to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Creates emails that are distributed to both internal and external customers.

- ~~11-17.~~ Performs duties as the receptionist for the ~~department~~district. Receives callers, refers them to the proper sources and takes messages with a high degree of efficiency, politeness and friendly demeanor.
- ~~12-18.~~ Creates, maintains and organizes many of the District's forms to ensure proper implementation and application of the forms and their processes. May include drafting, upgrading and ordering forms used by the District.
- ~~13-19.~~ Process incoming and outgoing mail including opening, date stamping, sorting and photocopying checks received.
- ~~14-20.~~ Responsible for maintaining documentation of sensitive documents, including confidential medical records and contact information.
- ~~15-21.~~ Distribute and file correspondence, memoranda and other ~~department~~district documents.
- ~~16-22.~~ Be familiar with and operate a variety of office equipment including ~~computer~~computers, ~~typewriter~~typewriters, calculators, photocopiers, fax and other standard office equipment.
- ~~17-23.~~ ~~Provides~~Provide administrative support to managers, supervisors, and ~~department~~district members as needed to facilitate workflow.
- ~~18-24.~~ Replenishes office supplies.
- ~~19-25.~~ Requires displayed characteristics that portray a high degree of courtesy, customer service, and friendly demeanor.
- ~~20-26.~~ Responsible for maintaining uniform inventory and distributing uniform items to staff and volunteers according to the uniform matrix.
- ~~21-27.~~ Assists the training department with travel arrangements ~~on~~for out-of-town training as requested.
- ~~22-28.~~ Organizes significant events as assigned, which may include, but are not limited to recruitment, receptions, and banquets.
- ~~29.~~ Support of Fire Corps and Association including help with creation of documents, planning, and preparation of community events such as Christmas, Easter, Clinics, Open Houses, etc.
- ~~23-30.~~ Basic training with Caselle software for HR functions and cross-trains with Finance Manager for payroll submission.
- ~~24-31.~~ Other duties and projects as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Standard office procedures and standard business etiquette.
2. Programs within the Microsoft Office Suite.
3. Business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
4. Basic math including the ability to add, subtract, multiply, and divide accurately.
- 4-5. Caselle HR software.

Ability to:

1. Accurately and proficiently use ~~word-prcessing~~ **word processing** and other personal computer software applications and office equipment skillfully.
2. Effectively communicate in English, both orally and in writing.
3. Effectively and cheerfully greet people and positively represent the Fire District through actions and observable behaviors.
4. Perform those physical activities required for the essential functions which include, but are not limited to, continuous sitting, moving, and otherwise being mobile; talking to others both in person and on the telephone for extended ~~periods-of-time~~ **periods**; and frequent keyboarding.
5. Lift packages ~~up to 25 lbs~~ **up to 25 lbs**, from ground level to storage shelves of varying heights.
6. Requires exposure to stress created by assignments and deadlines and constant interruptions. Also requires displayed characteristics that portray a high degree of courtesy, customer service, and friendly demeanor.

Experience and Training Guidelines:

Any combination of education, training, or experience that provides the required knowledge, skills, and abilities to perform essential functions.

Experience

Two (2) years experience in clerical and or secretarial work or equivalent required.

Training

High school graduate or ~~possession~~ **possess** of GED and supplemental training in advanced office skills or equivalent required.

~~Associate's~~ **Associate's** Degree in Office Management or Business preferred.

License Requirements

Must have a current and valid Oregon Driver's License.  
Must be insurable and bondable by the District's insurance carrier.  
Pre-employment background check.

**PURPOSE:**

To establish a procedure relating to temporary light duty for emergency response shift personnel during pregnancy and while breastfeeding.

**SCOPE:**

This policy may be applied to pregnant and nursing emergency response personnel.

**POLICY:**

1. An employee who becomes pregnant is responsible, with the advice of their physician, to determine how long they can continue working their emergency response shift position before requesting temporary, light duty. The employee is not required to request, accept, or retain a temporary light-duty assignment. The employee may request a temporary light-duty assignment at any time during pregnancy. The Firefighter Performance/Risk Advisory handout included with this policy will be provided to the employee's physician to provide an increased understanding of the employee's assigned duties. The District may require a second opinion if there are observable performance concerns regarding their ability to safely perform their job duties.
2. The employee shall notify the Deputy Chief of Operations of the intent to request temporary light duty.
3. Temporary light-duty work assignments may be granted per Policy 2-3-4 only if there is available work for which the employee is qualified to perform.
4. While working temporary light duty, the employee will participate in training as they would while working their emergency service shift position, as long as the training meets the restrictions as identified by their physician.
5. Once the employee is unable to perform their temporary light duty assignment, they shall be granted leave per the District's Personal Leave Policy 2-3-1 and Paid Leave Oregon Policy 2-3-5.
6. While performing emergency response and suppression duties, pregnant employees will be required to wear uniforms and other required safety gear that meet the safety requirements of the District. While assigned to temporary light duty, the employee will wear standard office attire as identified in Policy 3-11-3.
7. After returning to duty, the employee will be allowed to express milk, as needed, until the child's age reaches 18 months. If the employee is planning to breastfeed and express milk at work, they should notify their Shift Commander and/or

Deputy Chief of Operations of their needs, and reasonable accommodations may be made to allow for expressing milk while on duty. Every effort will be made to accommodate milk expression, but it is understood that emergency response will take precedence. Time will also be given to clean supplies.

8. If any employee becomes pregnant during their probationary period, the probationary period will be postponed for that employee when they choose to move to temporary light duty. Upon returning to their emergency response shift position, the probationary period will be extended equivalent to the amount of time they worked temporary light duty, post-partum temporary light duty, and any time associated with Paid Leave Oregon.
9. The District strives to assist employees to return to work at the earliest possible date. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA), Oregon Family Medical Leave Act (OFLA), or Paid Leave Oregon (PLO). If applicable, an employee may use accrued vacation, holiday, and sick leave.

**SISTERS-CAMP SHERMAN FIRE DISTRICT**  
**Firefighter Performance/Risk Advisory Handout**

This document intends to assist the pregnant firefighter and their physician in understanding possible risks to the pregnant firefighter and the fetus if the firefighter continues to perform full fire, rescue, and EMT/paramedic duties during pregnancy.

For the pregnant employee who chooses to request temporary light duty or whose physician restricts them from performing their emergency service shift assignment, light duty may be granted. Temporary light-duty will be a low-risk assignment and will not result in a reduction of pay and/or benefits during the temporary light-duty assignment.

**JOB PERFORMANCE RISKS:**

Listed below are routine fire ground and emergency medical service delivery tasks that all firefighter/EMTs are subject to perform at any given time during their shift, although these are not daily occurrences. These duties require peak physical effort for prolonged periods under conditions of extreme heights, intense heat, cold, and smoke while wearing approximately 50 pounds of personal protective equipment.

- Lifting a variety of equipment from overhead and dead-weight positions
- Climbing ladders while carrying equipment and charged hose lines
- Wielding an axe, shoveling burned debris, moving furniture
- Assisting another firefighter in advancing a charged hose line
- Upward thrusting of a "Pike Pole" into ceiling or attic spaces
- Crawling through and performing tasks in confined spaces
- Climbing flights of stairs carrying hoses or equipment
- Walking on roofs or other surfaces and walking or crawling in smoke-charged rooms where visibility is limited, and footing is precarious
- Lifting patients while bending and twisting
- Extricating patients from vehicles and machinery using rescue equipment

**POTENTIAL EXPOSURE RISKS:**

- Toxic gases produced by fire
- Exposure to medical emergencies in hostile situations (stabblings, shootings, etc.) and exposure to violent/combative patients, occasionally with only one other person to assist
- Exposure to material (at incidents) that are identified by the departments of transportation as "extremely dangerous"

- Exposure to communicable diseases such as Tuberculosis, Measles, HIV and AIDS, Hepatitis A, Hepatitis B, Non-A and Non-B Hepatitis, MRSA, C. Diff, etc.

A firefighter is a member of an emergency response team, and each member of the team must be capable of effective job performance. At both fire and medical emergencies, the unrestricted performance of each member of the team may be necessary to perform life-saving activities in which seconds are critical and assistance from additional personnel may not be immediately available.

Current literature regarding the exact nature of the risk of human exposure to certain toxic elements and materials is not conclusive since highly toxic products cannot be safely tested on humans. SCSFD makes every effort to protect its firefighters from the risks inherent in firefighter/EMT duties. Standard operating and safety procedures for emergency incidents that reflect safety as a priority are in place.

Employee Signature \_\_\_\_\_

Physician Signature \_\_\_\_\_

Date \_\_\_\_\_

## **EMPLOYEE RELATIONS**

The provision of emergency services requires teamwork and collaboration in a high stress environment. Due to the unique organizational structure of the District, enhanced coordination and communication between members is essential for continued success. The purpose of this policy is to provide clarity and surety between the District and career employees regarding working conditions, benefits and worker rights. This policy applies to all full-time Classified employees, including, and below the rank of Deputy Chief. This policy shall be reviewed in accordance with review of department policies and updated with input from employees at that time for consideration of extending it.

Commented [JP1]: This is good wording, no different than a CBA.

## **ENGAGEMENT**

It is important that administrative and elected officials have an opportunity to gain insight on policy decisions from impacted personnel. The District will strive to provide the following opportunities for employee engagement:

1. Attendance at shift change briefings when possible.
2. Coordination meetings at the beginning of each week. Shift Commanders are encouraged to attend.
3. Monthly all-hands staff meeting following the District's Board Meeting
4. Monthly Officer's Meeting
5. The Board agenda will include an opportunity for a written or in-person report from career personnel. Career personnel are encouraged to report as a group of employees, but may also report individually.
6. Employees are encouraged to participate in hiring and promotional processes.

Commented [JP2]: I get why volunteers is here but this is not the correct policy as volunteers are not employees by law.

## **Employee Rights Security**

Employee rights and securities are outlined in District policies and the Sisters-Camp Sherman RFPD Civil Service Rules. No changes will be made to the existing book 2 policies or Civil Service rules without prior notification to personnel impacted by the change. Personnel will be provided an opportunity to provide input regarding any proposed change prior to the change being presented to the Board or Commission. Personnel will have an opportunity, at the Board meeting or Commission meeting, to discuss the proposed change prior to the Board or Commission voting to modify the policy or Civil Service rules.

## **Wages and Benefits**

The District recognizes the benefit of recruiting and retaining experienced staff throughout their career. In an effort to ensure that the District maintains regionally competitive salary and benefits, the following process shall be used to make salary and benefit adjustments.

1. Administrative staff shall biennially review salary and benefits, of mutually agreed upon, career and combination departments in the Central Oregon (tri-county) region and other departments as deemed appropriate to remain competitive. Administrative staff will also solicit requests from career employees for changes to salary and benefits as part of the biennial review.
2. After review, administrative staff recommends total compensation and benefit adjustments to the Board of Directors that strives to maintain total compensation levels in third position of selected career and combination fire departments. Third position is further defined to mean total compensation that is halfway between the second and fourth position.
3. During years when a comprehensive salary and benefit review is not being completed, administrative staff after review of projected budget with positive carryover funds, should recommend a cost-of-living adjustment based on the CPI-W.
4. The Board of Directors may approve Administrative staff recommendations for salary and benefit adjustments unless it determines the request is financially unsustainable.

Commented [TP3]: Language that the staff felt was important to have input into the comparables.

Commented [TP4]: This allows us to work out of normal comparables if we begin to lose employees to other agencies outside of tri-county. Although we have to have a starting point with local agencies, Administration and the Board, has flexibility to use others as comparables.

Commented [TP5]: Should recommend a cost-of-living adjustment based on CPI-W  
We opted out of Social Security, correct? If so, I'd recommend not having verbiage that references SS. As I explained to all shifts, having verbiage that looks me into a recommendation of pay increases that could be potentially much higher than CPI is not wise for the Chief. The 2-5% statement and the historical average, both would tie me into a recommendation that would not be fiscally responsible in a poor economical year.

### Working Conditions

Due to the size of the Sisters-Camp Sherman Fire District, it is impractical to have employees specialize in any one area, and most employees are active with multiple programs and projects. The District recognizes and appreciates the efforts of its employees to be flexible and provide an exceptional level of service to the community. In an effort to provide clarity regarding work load and working conditions the following rules shall apply.

1. Employees shall not be required to perform duties outside of their existing job description. With the exception of emergency incidents, performing duties outside of their job description shall be approved by their supervisor and reimbursed for time worked.
2. If an employee is mandated to perform duties outside of their job description, they may request a review, utilizing the chain of command, up to and including by the Fire Chief. If a resolution can't be reached between the employee and their supervisor the employee can take their concern to the Board of Directors at their next regularly scheduled meeting.
3. It is the goal of the Sisters-Camp Sherman Fire District to equally distribute work between employees. As part of the biennial salary and benefit review, Administrative staff will review projects being managed by career employees to ensure equity among employees.
4. Career line staff who are managing projects on shift may request overtime to manage projects outside of their regularly scheduled shifts if they are unable to complete their projects during their regular hours. Managing projects outside of regular scheduled shifts requires prior approval and will be reimbursed for time worked.

Commented [TP6]: I think I mentioned this in previous meetings regarding paying for hours worked. We definitely work with the project manager and set budget based on their recommendations, but a flat rate does not incentivize any cost savings or efficiencies. I do not want to add the flat rate in this bullet point.

Commented [JP7]: I prefer hours worked over flat rates.

### Disciplinary Process

The District disciplinary process is outlined in policy 2-4-4 and the Sisters-Camp Sherman RFPD Civil Service Rules (adopted March 24, 2020). Only Classified Employees are covered by the Civil Service Rules. Disciplinary action shall be administered for cause and consistent with existing rules and policy. The District follows a principle of progressive discipline as outlined in Policy 2-4-4. In the event of a conflict between Policy and Civil Service Rules, Civil Service Rules will overrule Policy 2-4-4.

Commented [TPB]: Added per Mark Wolf

1. The District shall budget funds for employee training related to disciplinary processes and civil service. Any career employee can request training funds for this purpose.
2. The District shall strive to ensure that discipline is administered consistently between personnel. Any inconsistencies in issuance of discipline shall be brought to the attention of the Fire Chief.
3. Any employee who is directed to participate in a fact-finding interview, that may result in discipline, may request a witness, of their choosing, to sit in on the fact-finding interview with them.
4. Any employee who is notified that they are subject to discipline including suspension without pay, discharge, demotion or denial of special privileges (civil service rule 9.4) is encouraged to seek outside legal counsel. The District will reimburse the employee actual costs up to \$500 for legal expenses for an independent evaluation of their disciplinary process.
5. Records of disciplinary action in an employee's personnel file shall be maintained in accordance with OARs 166-150-0160 (6) and (10).
  - a. Upon a written request submitted to the Fire Chief by the employee, letters of reprimand and notices of disciplinary action shall be removed and destroyed after the minimum retention period described in the applicable OARs (currently three years). Removal and destruction shall not occur if there have been additional reprimands or more serious disciplinary action within the minimum retention period. Further, written reprimands shall not be removed if the subject of the reprimand is related to hostile work environment, sexual harassment or abuse, workplace violence, or provision of substandard care. Disciplinary materials retained in the personnel file beyond the minimum retention period excluding the aforementioned shall be considered expired and cannot be used to support future disciplinary action.

Commented [JPS]: A benefit not offered before.

Commented [JP10]: Also a benefit not offered before.

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## PRESIDENT'S REPORT

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# Bret A. Campbell

15175 Windigo Tr., Sisters, OR 97759

July 17, 2024

Julie Spor  
Finance Mgr. / Executive Assistant / PIO  
Sisters-Camp Sherman Rural Fire Protection District  
301 South Elm Street  
PO Box 1509  
Sisters, OR 97759

Dear Julie:

Given my appointment to the Sisters-Camp Sherman Rural Fire Protection District ("SCS-RFD") Board of Directors, and pursuant to Board Policy, Chapter 2: Subject 1, section 1.01, please accept my resignation from: (1) the SCS-RFD Budget Committee; and (2) the SCS-RFD Civil Service Commission, both effective as of July 15, 2024.

It has been a pleasure serving on the Budget Committee and Civil Service Commission, and I look forward to working with you, Chief Prior, and the Board in this new role.

Sincerely,



Bret A. Campbell

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# FIRE CHIEF'S REPORT

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## Fire Chief's Report

2<sup>nd</sup> half July – 1<sup>st</sup> half August

### 1. Fire Activity:

- National Preparedness Level moved to 5 (PL 5) on July 18<sup>th</sup> due to:
  - Significant wildland activity in Central Oregon, with high potential for additional large fires to emerge.
  - All national resources are heavily committed, and the National Interagency Coordination Center (NICC) is coordinating national resource requests with Geographic Area Coordination Centers (GACCs) who are below draw-down levels for multiple resource types – no additional resources to make available for national response
  - Active GA's are intensively engaged in prioritization of incidents and reallocation of resources as needed to ensure effective incident operations.
- Reaching PL 5 in July has happened only four times in the last two decades.
  - In 2021, PL 5 lasted 68 days running from July 15 to September 21.
  - In 2008, PL 5 lasted 22 days – July 1 to July 22.
  - In 2006, PL 5 lasted 50 days – July 28 to September 15.
  - In 2002, PL 5 lasted 62 day – (earliest recorded) June 20<sup>th</sup>.
- We have now had 6 Task Force Activations that SCSRFPD had responded to with apparatus and personnel.
- 1.2 million acres burned in Oregon as of 8/5/24 with over 42 large fires.

### 2. Noteworthy Operational Events:

- We are now up to 10 Task Force activations for the season with these 6 over the last month; Crooked River Ranch/Quail Drive, Jack Pine, 242/McKenzie Rd, Mile Marker 132, Sillman Rd and Elk Lane fires. I'd like to thank Tim Craig, Pat Burke, Matt Millar, Rachelle Otasu, Steven Lord, Matt Linker, Jeff Liming, Doug Myers, Phil Drew, Kevin Cramer, Steve Ward, Grant Dickenson, Cruz Jones, Will Oliver, Derek Hill and Alexis Gregory for your response on these incidents.
- Recruit Academy for RV's is going well.
- We had 775's air condition unit malfunction with compressor failure, 743 mechanical issues with intercooler (Kendall Ford replaced), 776 is currently in the shop with EGR system cleanout and particulate replacement (went into limp mode and had to be towed to Kendal).

### 3. Community Service Events/Meetings

- I attended the following meetings
  - Braun Northwest/Ambulance Replacement
  - Lower Metolius homeowners/Firewise progress
  - 2<sup>nd</sup> meeting of Urban Growth Boundary (UGB)
  - Jefferson County over taxation of PGE property and withholding of tax revenue in November.
  - Generator walk through with Solera at 703 and 701

- Fire Defense Board weekly meetings
- Kiwanis Meeting
- Association Restructure Meeting
- Recruitment and Retention Meeting
- Association Restructure Meeting
- Staff Meeting
- Board Meetings

**4. Special Projects Update:**

- Staff vehicle replacement
  - We received bids from 4 agencies to purchase a ¾ ton truck that can be used in the future to tow a chipper or curtain burner, which will assist with Community Risk Reduction.
- Generators at 701, 703 & 704.
  - We met with Solera to discuss the options of moving 701's generator to 703. They stated that the current generator at 701 would be much more than is needed for station 703, however, they have conducted a walk through and will be providing us with recommendations for station 703. We also discussed needing detailed information to upgrade Station 701 generator to a size big enough to supply the station to full capacity as maybe needed for a Cascadia event. They will be supplying us with a bid to produce those drawings that will be needed for project bid purpose.
- On-site audit was completed on August 8. Final work will be completed off-site with a final product delivered in a few months. During the exit interview, our auditor stated that our budget packets are exemplary and that everything looked great from what she could see so far.
- Houseless Project: Fire Marshal Puller and Safety Specialist Lord and volunteer Phil Drew teamed up with Jeremy Fields from USFS to visit the majority of camps within a five (5) mile radius.

**5. Volunteer Status:**

- Fire Corp members set-up, cooked, and cleaned for the 5<sup>th</sup> Tuesday pool party at Aspen Lakes.
- Corps members also had an Informational booth and handed out ice cream during the Deschutes County Sheriff's National Night Out. They helped to make this a huge success for our local law enforcement.

**6. Other:**

Please continue to be careful out there and spread the message to your circle of contacts. Sisters Country is doing well this year in the midst of extreme conditions. We have an amazing group of people, dedicating their time to educating our community and making it a safer place to live and recreate. We are truly blessed to live in an amazing place. Thank you all for your hard work.

Chief Prior

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# FIRE SAFETY MANAGER REPORT

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## Fire & Life Safety Division Report August 2024

(statistics included are from the prior month)

### Pub Education Report & Fire Corps:

- ISU Events / Responses
  - 4<sup>th</sup> Fest
  - 5<sup>th</sup> Tuesday
- CPR Training
  - 0
- Community AED
  - 0
- Blood Pressure Screenings
  - 10
- Wildfire Home Safety Assessments
  - 18
- Home Safety Assessments
  - Senior Survival Safety Talk provided to Seniors at Sisters Community Church
- Smoke Alarm Installations
  - 7
- Fire Station Tours
  - 0
- Special Events
  - 4<sup>th</sup> Fest / Open House
  - Quilt Show
  - 5<sup>th</sup> Tuesday
- Address Signs
  - 6
- Child Safety Seats
  - 1

### Public Event Permit Applications Review:

- BBQ Church Parishioners - 7-31-2024
- DCSO National Night Out - 8-6-2024

- EDCO on the Road Pub Talk - 7-25-2024
- PE 24-25 Class Reunion - 9-1-2024
- PE 24-28 Outdoor Movie Night 8-7-2024

**New Construction Plan Review:**

- Trinity Place
- Welhouse Church, Inc.
- 71017 Indian Ford Rd.
- 750 Barclay Suite 105
- 100 & 130 E. Cascade Ave
- 69172 Barclay Dr.
- 70178 Cayuse Pl.

**Alarm Sprinkler Final:**

- None

**Commercial Business Inspections:**

- 411 W. Carpenter Ave. Re-Inspection – The Lodge
- 500 W. Hwy 20 – Best Western Ponderosa Lodge
- 600 Barclay Dr. - Sisters Eagle Airport – (26 Building/Suite/Hanger Inspection Reports)
- 68467 Three Creeks Road. Re-Inspection – Roundhouse Foundation
- 635 N. Arrowleaf Trail – Re-Inspection – Ray’s Food Place
- 29551 Suttle Lake Rd – Re-Inspection – Suttle Lake Camp

**Other Fire Safety / Prevention / Pub Education Request:**

- Information request - 11
- Land Use request review - 1
- Addressing review - 3
- Knox-box lockups - 1
- Business License Review - 4
  - 204 W. Adams Ave. Suite 203
  - 210 E Sun Ranch Dr. Suite 5 & 6
  - 575 E. Sun Ranch Dr.
  - 6950 SW Stilman Rd.

### **Fire Investigations:**

- 0

### **Outside Training & Events Attended:**

- Puller and Lord taught Wildland Home Hardening Class and Fire Ecology to a class from Portland State University.
- Open House 7/4
- Camp Sherman Community Center – Track 6 Meeting
- Brycer, The Compliance Engine Training
- Flow MSP Training
- FlowMSP Training with Sunriver Fire
- Wildfire Prevention Educational Webinar

### **Meetings Attended:**

- Tollgate Home Owners/ Firewise / Water Division Meeting
- Meeting with Sisters Forester Ian Reid
- Officer's Meeting
- Sunset Meadows Apartments – Sprinkler and FDC meeting
- Partner Roundtable Meeting on Houselessness
- Firewise Education Meeting at Pine Street Loop Association
- RV Rental as Dwellings discussion with Deschutes County
- Project Wildfire Meeting
- Sunset Meadows Apartment – Tree removal meeting
- Board Meeting
- Staff meeting
- Pine Meadow Firewise Initial Meeting
- Pine Meadow Village HOA Emergency Safety Fair

### **Houseless Project Update:**

On July 29<sup>th</sup> and August 1<sup>st</sup> CRS Lord, Fire Marshal Puller, and Fire Corps Member Phil Drew in cooperation with Jeremy Fields from USFS visited 84 encampments within a 5-mile radius of Sisters with the majority of these being recreational vehicles vs. a tent encampment. We ensured each camp had a working fire extinguisher, smoke detector, and carbon monoxide detector. If they did not then one was given and installed for them. They were also given first aid equipment and information on how to sign up for Deschutes Alerts. Some encampments we were unable to make contact with due to the occupants not being there and Jeremy knew

many were working in town. We are currently working with Jeremy to schedule a third trip scheduled for the evening to contact those occupants who we missed.

Jeff Puller  
Fire Marshal  
Sisters-Camp Sherman Fire District

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## OTHER BUSINESS

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