



AGENDA

**Notice of the Regular Meeting and Budget Hearing of the
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
June 18, 2024 – 5:00 p.m.**

Zoom Link: <https://us06web.zoom.us/j/84309346113?pwd=bzZqSDZEY1htdjZwV3hEM1VGeTVOZz09>

1. Open the Budget Hearing
 - a. Receive any public comment.
 - b. Resolution 2023-2024-008 making appropriations, adopting the budget, and imposing/categorizing taxes.
 - c. Close the Budget Hearing.
2. Open the Regular Meeting
3. Receive Public Comment
4. Receive Line Staff Comments
5. Consent agenda
 - a. Administrative Summary
 - b. May 2024 Minutes of the Regular Meeting
 - c. May 2024 Minutes of the Budget Committee Meeting
 - d. Dashboard report
 - e. Bank statement and reconciliations
 - f. Operating fund summaries
 - g. Balance sheets
 - h. Check register
 - i. Adjusting Journal Entries
 - j. Ambulance Receivables
 - k. Engine Response Report
 - l. Updates to Old Business - None
6. Correspondence
 - a. Card from Sisters Business Association
 - b. Letter from Ronnie Frigulti
7. Administration
 - a. Quarterly Goal Tracker
 - b. Resolutions:
 - i. Resolution 2023-2024-009 Making 2023/2024 Budgeted Transfers
8. President's Report
 - a. Board Vacancy and Potential Appointment
 - b. Chief Johnson – Employment Agreement – Amendment 1
 - c. Chief Prior moving expenses
9. Fire Chief Report
10. Fire Safety Manager report
11. Other business
12. Adjourn meeting



Changes/Corrections to Budget Document after Budget Committee Approval

While preparing the LB forms for the budget hearing, I noticed a calculation error in my budget document on page 50 (Financial Summary). This page totals all the funds in a summary of expenditures, revenues, etc.

The total for Personnel Services was incorrect as was the total for Capital Outlay. The total budget numbers approved by the Budget Committee have not changed, but the following pages have been corrected as a result of the formula errors:

- Page 50 Summary of Expenditures – Personnel Services is now \$4,628,401
- Page 50 Summary of Expenditures – Capital Outlay is now \$155,550
- Page 50 Excess of Revenue over (under) expenditures are now (\$2,008,581)
- Page 50 Ending Fund Balance is now \$2,560,374

I also met with Budget Committee member Campbell and have made minor typographical and wording changes to the document, which does not change the substance itself.

In addition, the formula for the Unappropriated Ending Fund Balance pulled the carryover for the Oregon State Fire Marshal Oregon Fire Service Capacity Grant for Steven's position in two places, which added in the grant carryover twice, which means we have an extra \$82,362 in unappropriated this year.

These formulas have been corrected moving forward.



RESOLUTION 2023-2024-008

MAKING APPROPRIATIONS, ADOPTING THE BUDGET, AND IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District now adopts the Budget for Fiscal Year 2024-2025 General Fund, Employment Reserve Fund, Building Reserve Fund, Equipment Reserve Fund, and Debt Service Fund in the amount of \$11,092,598* on file at the Deschutes County and Jefferson County Assessor's Office.

MAKING APPROPRIATIONS

| | | | |
|------------------------------------|--------------------|--------------------------------|---------------------|
| General Fund | | Employment Reserve Fund | |
| Administration | \$ 970,639 | Reserved for Future Exp | \$ 140,056 |
| Operations | \$2,515,744 | PERS Reserved for Future Exp | <u>\$ 1,443,691</u> |
| Maintenance | \$ 377,487 | Total: | \$ 1,583,747 |
| Volunteers | \$ 289,711 | | |
| Contingency | \$ 479,487 | Building Reserve Fund | |
| Transfers to Reserve Funds | \$1,489,334 | Capital Outlay | \$ 462,638 |
| Unappropriated Ending Fund Balance | <u>\$1,450,145</u> | Reserved for Future Exp | <u>\$ 209,423</u> |
| Total: | \$7,572,547 | Total: | \$ 672,061 |
| | | Equipment Reserve Fund | |
| Debt Service Fund | | Capital Outlay | \$ 136,000 |
| Debt Service | \$ 227,436 | Reserved for Future Exp | <u>\$ 822,345</u> |
| Unappropriated Ending Fund Balance | <u>\$ 78,462</u> | Total: | \$ 958,345 |
| Total: | \$ 305,898 | | |

| | |
|--|--|
| Total Appropriations, All Funds | \$8,392,168 |
| Total Unappropriated and Reserve Amounts, All Funds | <u>\$2,700,430</u> |
| TOTAL ADOPTED BUDGET | \$11,092,598* <i>(*amounts with asterisks must match)</i> |

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District now imposes the taxes provided for in the adopted budget:

- (1) At the rate per \$1,000 of assessed value of \$2.7317 for operations; and
- (2) In the amount of \$236,913 for bonds;

and that these taxes are now imposed and categorized for the tax year 2024-2025 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

| | |
|---------------------------------------|---------------------------------|
| General Government Limitation | Excluded from Limitation |
| Permanent Rate..... \$ 2.7317/\$1,000 | |
| General Obligation Bonds..... | \$236,913 |

The above resolution statements were approved and declared adopted on this 18th day of June 2024.

Julie A. Spor, Clerk of the Board

Administrative Summary for Consent Agenda

May 2024 Data

Minutes – No changes to the minutes.

Revenue & Expenditure Dashboard Report

- The target goal for this period is 92% of budgeted revenue and expenditures.
 - Revenue is at 105%.
 - Expenditures overall are tracking at 83% of the budget. The Administration Department is at 89.5%; the Operations Department at 81.6%; the Maintenance Department at 72.9%; and the Volunteers Department at 92.3%.

Operations Overview Dashboard Report

- EMS transports were 54 for the month. We responded to five fire calls in May.
- Total calls increased 16.1% over last month, and total calls are down about 5.3% year over year.
- A total of nine 7PC's were called in May and two move-ups were requested by the District. There were 29 back-to-back calls in May.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$4,576,915.44 at the end of May. The interest rate held at 5.2%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$81,175.65.

U.S. Bank Operating

- Total sum of funds in the US Bank checking at the end of May balances with the bank and totals \$24,007.53.

Operating Fund Summaries

Revenue

- Overall tracking at 105% of the budget.
 - Current property taxes are at 100% of budget. Ambulance revenue is at 123% of the budget. Interest income is at 265% of the budget.

Expenditures

- Overall tracking within budget at 83% at the end of May.
 - Personnel Services – 82% of the budget.
 - Materials & Services – 87% of the budget.

Balance Sheets

- Accounts payable balance credit balance is due to vendor credits that will clear with new invoices.
- SWH tax liability is for Oregon Paid Leave. Paychex is calculating the amount due incorrectly and this should clear when we are billed by the State.
- Insurance disability/liability balance is pass through AFLAC insurance payment and orthodontia pass-through payments. AFLAC will clear at the end of the month. I am working to reconcile the orthodontia liability and clear that.

- Miscellaneous Liability of \$180 is due to employee pass-through to Central Oregon Public Safety Chaplaincy, Community Assistance Fund, and Oregon Fire Service Honor Guard.

Check Register

- Check numbers 16497-16538. These were voided due to a printer error printing the wrong check number on the checks.
- Check numbers: 16532 to SDAO. This is the payment for recruitment services that Special Districts Association Oregon provided for the Fire Chief position.
- Check number: 700040 to US Bank. A \$500 catering deposit was made as budgeted for the Fire Chief's retirement celebration.

**The following checks were signed by the Deputy Chief and Finance Manager while Chief Johnson was taking vacation: 16498-16555.*

Adjusting Journal Entries

- Entry for ambulance receivables to actual.
- Entry to transfer funds from the Building Reserve for the balance of payment for the Mitylite invoice for an additional community hall table cart.

Ambulance Report - Total of 54 transports for May. The total ending ambulance receivable of \$262,717.67 is reconciled to the General Fund balance sheet.

Engine Response Report – No new charges or payments for May.



**Minutes of the Regular Meeting of the Board of Directors
of the Sisters-Camp Sherman Rural Fire Protection District
May 28, 2024**

1. Board President Kristie Miller called the meeting to order at 5 p.m.
 - a. Directors attending: President Kristie Miller, Vice President Rob Schulz, Secretary/Treasurer Jack McGowan, Director Herrmann, and Director Cooper.
 - b. Staff attending: Chief Roger Johnson, Finance Manager/Executive Assistant Julie Spor, Division Chief Jeff Puller, Shift Commander Rob Harrison.
 - c. Guests attending: Tony Prior (incoming Fire Chief) and Andrew Metelski.
2. Public Comments:
 - a. No public comments were received.
3. Consent Agenda.
 - a. ***Unanimously approved the Consent Agenda as presented. Motion by Director Herrmann, Director Schulz second.***
 - i. Director Cooper inquired if any action was required on behalf of the Board regarding the audit report last month. None per Chief Johnson.
4. Correspondence.
 - a. The Board acknowledged receipt of a letter from Director Schulz announcing his resignation from the Board of Directors and a thank you card from Sisters Young Life regarding a dance they recently held in the community hall. President Miller thanked Director Schulz for his contributions to the Board.
5. Administration.
 - a. Milliman Actuarial Report. The Board received a report from Milliman dated April 24, 2024. Chief Johnson briefly reviewed.
 - b. Staff Reports.
 - i. SR-24-4 Wilt Road Annexation. Chief Puller received an annexation request for 17701 Wilt Road in Sisters. The annexation request meets the requirements of District Board Policy 1-8-1. Chief Puller recommends the Board approve the request.
 1. ***Unanimously approved SR-24-4 approving the annexation request for the property located at 17701 Wilt Road in Sisters, as outlined in the request documents, and authorizing the Fire Chief to sign the petition to annex. Motion by Director McGowan, Director Cooper second.***
 - ii. SR-24-5 Implementation of "The Compliance Engine" through Brycer, LLC. Chief Puller provided an overview of this staff report. He recommends the Board approve a contract with Brycer, LLC to implement The Compliance Engine to increase efficiencies, meet the intent of the OFC109.3, and reduce non-

compliance liability for clients and the Fire District. There is no cost to the Fire District.

1. ***Unanimously approved SR-24-5 allowing Chief Johnson to sign the contract with Brycer, LLC as outlined in this Staff Report. Motion by Director Cooper, Director McGowan second.***
 2. Chief Johnson thanked both Chief Puller and FF Lord for their work on fire and life safety projects.
6. President's Report. President Miller mentioned an upcoming SDAO training. If you are interested, please see Julie to sign up.
- a. Open Board Position. With Director Schulz leaving the Board, the Board will have a vacancy that needs to be filled. The Board has filled these positions in a couple of different ways in the past and President Miller asked for consensus regarding which route to go. After some discussion, the Board would like President Miller and Director McGowan to work with staff to publish an advertisement for the open position, collect applications, pre-screen/interview them, and provide a recommendation to the Board at the June meeting for potential appointment.
7. Fire Chief Report. Chief Johnson provided a report. He provided an update on the draft employee benefits policy. He is hoping to have a final draft to present to the Board next month.
8. Fire Safety Manager Report. Chief Puller provided a report. Andrew Metelski inquired about any grant opportunities to complete the purchase of fire extinguishers and smoke alarms for houseless families living in the forest around Sisters. Chief Puller advised it is a minimal cost for the extinguishers and the smoke alarms are provided through a State grant program.
9. Adjourn. No further business was discussed and the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board

*Before the regular meeting of the Board, Finance Manager Spor met with Directors McGowan and Herrmann to complete the quarterly financial survey as stipulated by the auditors. Noted items include the upcoming transition of the Fire Chief and the changes in signatories on the District accounts due to that transition.



**Minutes of the Meeting of the Budget Committee
of the Sisters-Camp Sherman Rural Fire Protection District
May 28, 2024 – 3 p.m.
301 South Elm Street, Sisters, Oregon 97759**

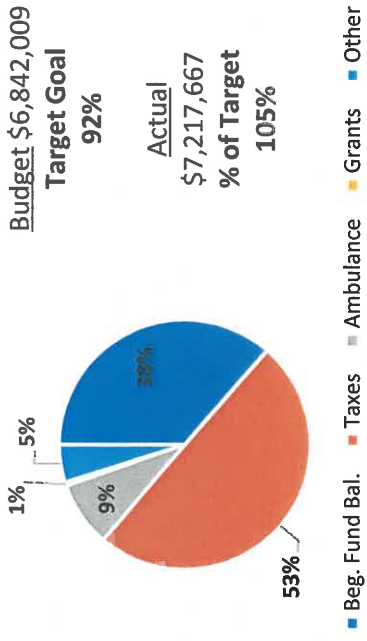
1. Board President Kristie Miller called the meeting to order at 3 p.m.
 - a. District Board Attending: President Miller, Secretary/Treasurer McGowan, and Director Herrmann. Absent: Director Cooper and Director Schulz.
 - b. District Budget Committee Attending: Jeff Tryens, Joel Palanuk, Eric Miller, and Bret Campbell. Absent: Daly Haasch.
 - c. District Staff Attending: Fire Chief Roger Johnson, Finance Manager/Executive Assistant Julie Spor, and Chief Prior.
 - d. Public Attending: None.
2. The Directors, Committee Members, and Staff introduced themselves.
3. Receive nominations of Presiding Officer
 - a. *Unanimously appointed Jeff Tryens as the Budget Committee Meeting Presiding Officer.*
4. Presiding Officer Tryens turned the meeting over to Chief Johnson.
5. Chief Johnson and Finance Manager Spor provided a PowerPoint presentation on the Budget Message and highlighted significant budgetary changes.
 - a. Questions/Comments:
 - i. Presiding Officer Tryens inquired about how the District separates duties with such a small staff. Chief Johnson and Finance Manager Spor explained how the District manages that process including information regarding the District audit process and how their recommendations are incorporated into daily activities at the District.
 - ii. No public was in attendance and no additional questions were received.
6. Motion:
 - a. *Unanimously approved by those in attendance, the Proposed Budget Document for Fiscal Year 2024-25 and approved taxes for the 2024/25 Fiscal Year at the rate of \$2.7317 per \$1,000 of assessed value for operating purposes and \$236,913 for payment of general obligation bond principal and interest. Motion by Director Herrmann, Director McGowan second.*
7. No other business was discussed and the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

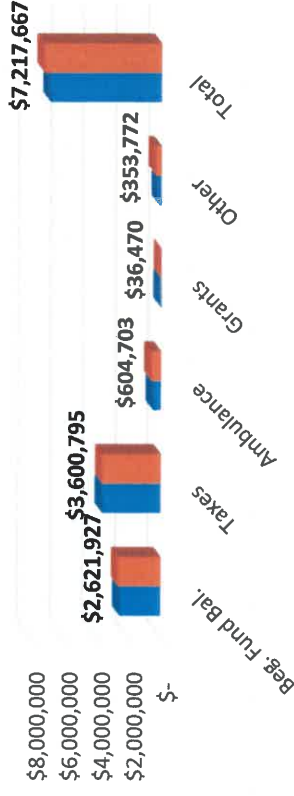
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF MAY 31, 2024

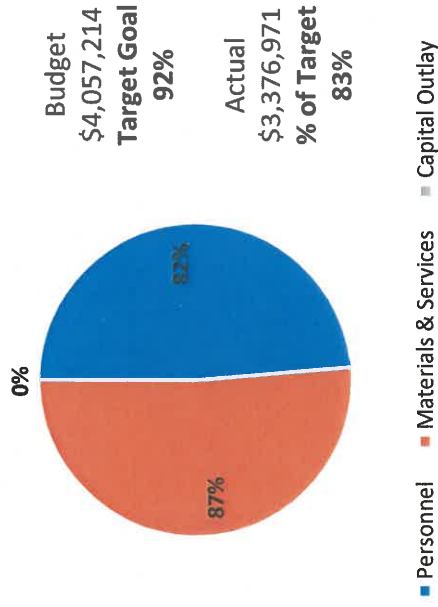
23/24 Actual Revenue as % of Budget



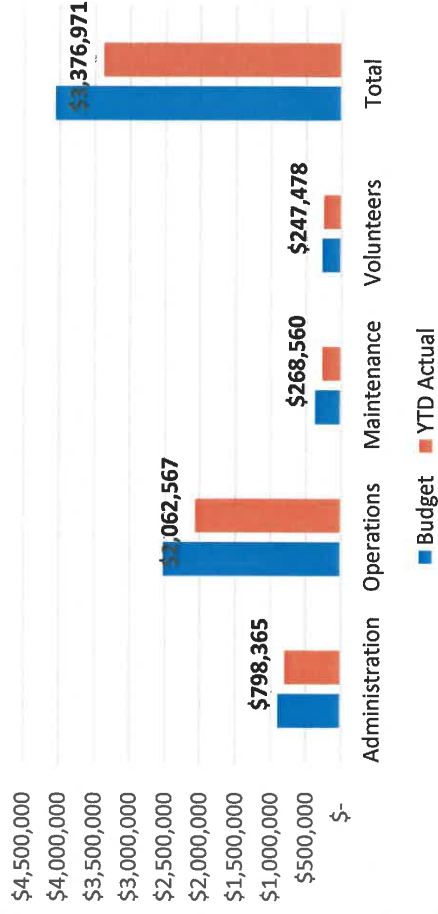
Budget vs. Actual Revenue - Year to Date



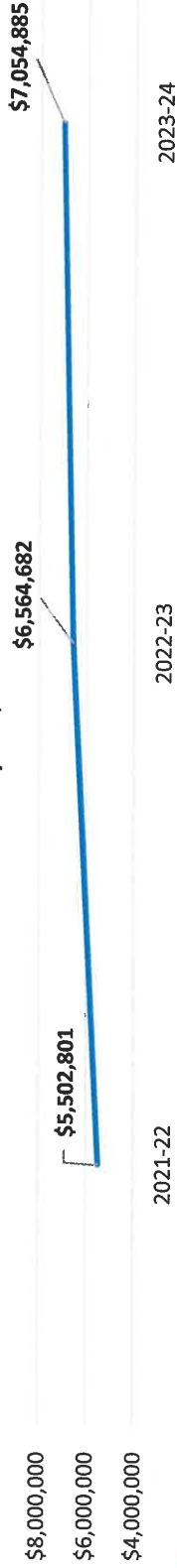
23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

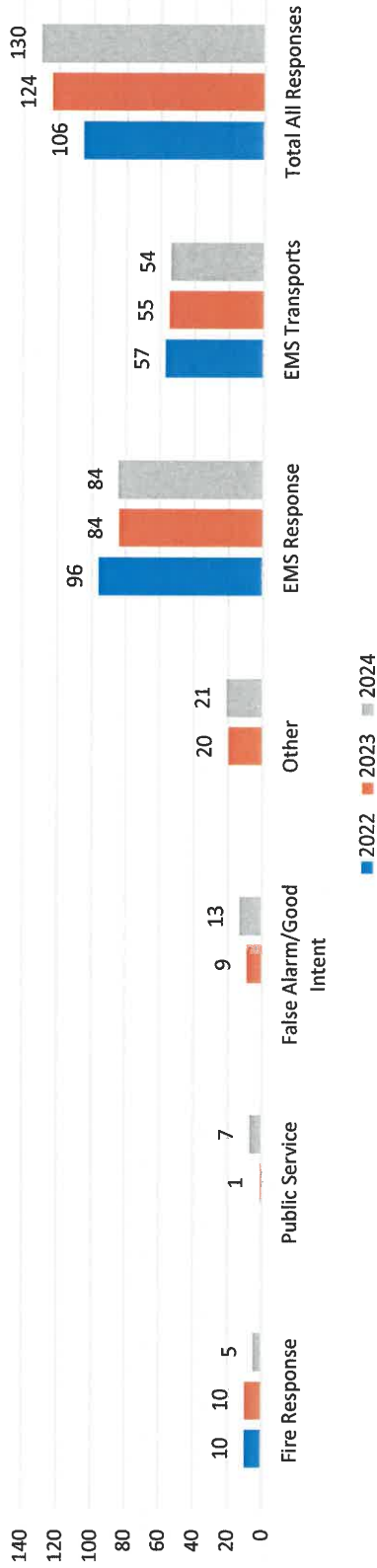


Total Revenue - 3 Years
As of May 31, 2024

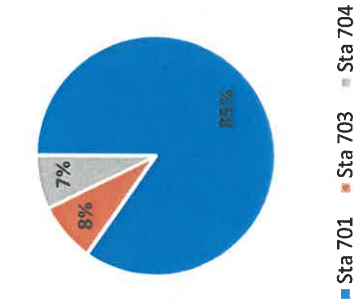


OPERATIONS OVERVIEW - AS OF MAY 31, 2024

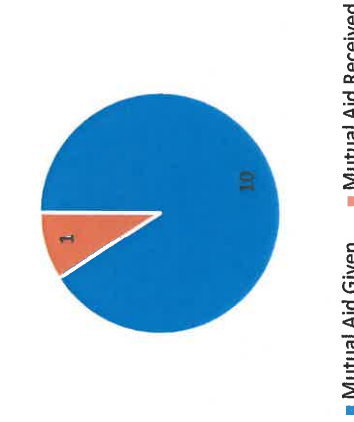
Historical Emergency Call Data by Type



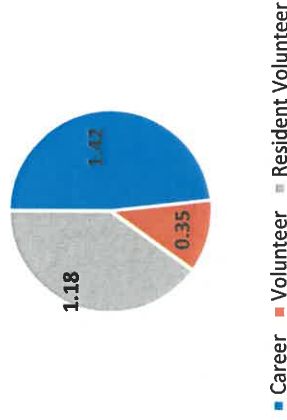
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

29

Callback Overview

Personnel Callbacks (7PC's) = 9
 7PC's Staffed with ALS Staffing = 6
 7PC's Staffed with Engine Staffing = 6
 Move-Ups = 2

Ave Personnel on Standby

2.31

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 169700958849

| | | | |
|-------------------------|-----------|------------------------------|------------|
| Bank Statement Balance: | 67,750.16 | Book Balance Previous Month: | 37,349.92 |
| Outstanding Deposits: | .00 | Total Receipts: | 263,185.68 |
| Outstanding Checks: | 43,742.63 | Total Disbursements: | 276,528.07 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 24,007.53 | Book Balance: | 24,007.53 |

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 | 43,519.49 | 15974 | 17.57- | 16390 | 38.57 | | |
| 15965 | 8.25 | 15975 | 3.79 | 16499 | 85.00 | Total: | 43,742.63 |
| 15974 | 17.57 | 16334 | 69.96 | 16553 | 17.57 | | |

Checks cleared: 123 items Checks Outstanding: 9 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

000638726667050 P 2



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

Business Statement

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



Page 1 of 5



To Contact U.S. Bank

**Commercial Customer
Service:**

877-295-2509

U.S. Bank accepts Relay Calls

Internet:

usbank.com

INFORMATION YOU SHOULD KNOW

During February billing review, we determined that some accounts were set to bill incorrectly for Paper Statement services. To avoid incorrect charges to your account, no statement fees were charged for February activity. We have corrected the Paper Statement billing error and will be collecting the unbilled fees for February. You may see what appears to be a duplicate charge in your June statement; this is a combination of the February and May fees. If you have any questions, please contact your Relationship Manager or the customer service telephone number at the top of your statement.

MUNICIPAL INVESTOR CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-697-0095-8849

Account Summary

| | # Items | | | | |
|---------------------------------------|---------|-----------|------------------|------------------------------------|----------|
| Beginning Balance on May 1 | | \$ | 155,538.04 | Interest Paid this Year | \$ 69.66 |
| Customer Deposits | 4 | | 8,686.00 | Number of Days in Statement Period | 31 |
| Other Deposits | 53 | | 258,834.27 | | |
| Other Withdrawals | 11 | | 205,115.17- | | |
| Checks Paid | 112 | | 150,192.98- | | |
| Ending Balance on May 31, 2024 | | \$ | 67,750.16 | | |

Customer Deposits

| Number | Date | Ref Number | Amount | Number | Date | Ref Number | Amount |
|--------------------------------|--------|------------|----------|--------|--------|------------|--------------------|
| | May 2 | 8913114518 | 4,176.00 | | May 22 | 8612830257 | 295.00 |
| | May 16 | 8912757733 | 2,385.00 | | May 22 | 8612830263 | 1,830.00 |
| Total Customer Deposits | | | | | | | \$ 8,686.00 |

Other Deposits

| Date | Description of Transaction | Ref Number | Amount |
|-------|--|---|-------------|
| May 1 | Electronic Deposit REF=241210168469500N00 | From iStream 00048999914899991 | \$ 8,707.11 |
| May 2 | Electronic Deposit REF=241210132305120N00 | From PacificSource 3562420416CREDIT 3077581 | 1,408.11 |
| May 2 | Electronic Deposit REF=241210132296450N00 | From PacificSource 5930245545CREDIT 3077581 | 1,808.00 |
| May 2 | Electronic Deposit REF=241210132285960N00 | From PacificSource 2930245545CREDIT 3077581 | 4,423.77 |
| May 3 | Electronic Deposit REF=241230144816000N00 | From STRIPE 1800948598TRANSFER ST-S7Y5D2M9J0N8 | 57.66 |
| May 3 | Electronic Deposit REF=241240105798230N00 | From LOYALEHLTH SV9T 10435758818886407815 | 179.54 |
| May 3 | Electronic Deposit REF=241220196610310N00 | From CIGNA 9751677627HCCLAIMPMT930932704 | 770.39 |
| May 6 | Electronic Deposit REF=241270036774540N00 | From STRIPE 1800948598TRANSFER ST-E1W8Z1O2K3I6 | 28.83 |

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 **May 31, 2024**

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

| Oregon LGIP | | Asset Summary | |
|-----------------|--------------|-----------------------|-----------------------|
| | | May 31, 2024 | April 30, 2024 |
| Opening Balance | 4,740,717.79 | | |
| Purchases | 36,197.70 | 4,576,915.44 | 4,740,717.79 |
| Redemptions | (200,000.05) | | |
| Total | | \$4,576,915.44 | \$4,740,717.79 |

Closing Balance \$4,576,915.44
 Dividends 20,489.64

0.00
 + 2,903,246.97
 + 400,650.52
 + 191,781.37
 + 1,081,236.58
 + 4,576,915.44 *
Bal. Sheet

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|------------------------------------|------------------|--|--------------|---------------|--------------|
| 1-00-0-1070 LGIP Acct #4374 | | | | | |
| | | 04/30/2024 (04/24) Balance | .00 * | .00 * | 3,066,678.52 |
| CR | 4 | Deschutes County Property Tax Collection | 14,330.24 | | |
| CR | 8 | Jefferson County Property Tax Collection | 1,377.82 | | |
| CR | 19 | ACH Redemption Fees | | .05- | |
| CR | 21 | Accrual Income Div Reinvestment | 20,489.64 | | |
| CRUS | 2 | Transfer from LGIP for May bills/payroll | | 200,000.00- | |
| JE | 4 | Transfer from Bldg Res for Comm Hall Table Project | 370.80 | | |
| | | 05/31/2024 (05/24) Period Totals and Balance | 36,568.50 * | 200,000.05- * | 2,903,246.97 |

Number of transactions: 6 Number of accounts: 1

| | Debit | Credit | Proof |
|---------------------|-----------|-------------|-------------|
| Total GENERAL FUND: | 36,568.50 | 200,000.05- | 163,431.55- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|--|--------------|---------------|------------|
| 2-00-0-1070 Empl Fund | | | | | |
| | | 04/30/2024 (04/24) Balance | .00 * | .00 * | 400,650.52 |
| | | 05/31/2024 (05/24) Period Totals and Balance | .00 * | .00 * | 400,650.52 |
| Number of transactions: 0 Number of accounts: 1 | | | Debit | Credit | Proof |
| Total EMPLOYMENT RESERVE FUND: | | | .00 | .00 | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|------------------------------|------------------|--|--------------|---------------|------------|
| 3-00-0-1070 Bldg Fund | | | | | |
| | | 04/30/2024 (04/24) Balance | .00 * | .00 * | 192,152.17 |
| JE | 5 | Transfer from Bldg Res for Comm Hall Table Project | | 370.80- | |
| | | 05/31/2024 (05/24) Period Totals and Balance | .00 * | 370.80- * | 191,781.37 |

Number of transactions: 1 Number of accounts: 1

| | Debit | Credit | Proof |
|------------------------------|-------|---------|---------|
| Total BUILDING RESERVE FUND: | .00 | 370.80- | 370.80- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|-----------------------------------|------------------|--|--------------|---------------|--------------|
| 4-00-0-1070 Equipment Fund | | | | | |
| | | 04/30/2024 (04/24) Balance | .00 * | .00 * | 1,081,236.58 |
| | | 05/31/2024 (05/24) Period Totals and Balance | .00 * | .00 * | 1,081,236.58 |

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 |
|--|------------------|--|--------------|---------------|---------|
| 5-00-0-1075 Technology Reserve Fund | | | | | |
| | | 04/30/2024 (04/24) Balance | .00 * | .00 * | .00 |
| | | 05/31/2024 (05/24) Period Totals and Balance | .00 * | .00 * | .00 |

| Number of transactions: 0 | Number of accounts: 1 | Debit | Credit | Proof |
|---------------------------|-----------------------|-----------|-------------|-------------|
| Total REVENUE: | | .00 | .00 | .00 |
| Number of transactions: 7 | Number of accounts: 5 | Debit | Credit | Proof |
| Grand Totals: | | 36,568.50 | 200,370.85- | 163,802.35- |

Report Criteria:

Actual amounts

All accounts

Account.Account number = "10001070","20001070","30001070","40001070","50001070","50001075"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 70001030

Bank Account Number: 153695237351

| | | | |
|-------------------------|-----------|------------------------------|-----------|
| Bank Statement Balance: | 81,175.65 | Book Balance Previous Month: | 79,956.06 |
| Outstanding Deposits: | .00 | Total Receipts: | 1,219.59 |
| Outstanding Checks: | .00 | Total Disbursements: | .00 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 81,175.65 | Book Balance: | 81,175.65 |

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 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 **May 31, 2024**

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

| Oregon LGIP | | Asset Summary | |
|-----------------|-----------|--------------------|--------------------|
| | | May 31, 2024 | April 30, 2024 |
| Opening Balance | 79,956.06 | | |
| Purchases | 1,219.59 | 81,175.65 | 79,956.06 |
| Redemptions | 0.00 | | |
| Total | | \$81,175.65 | \$79,956.06 |

| | |
|------------------------|--------------------|
| Closing Balance | \$81,175.65 |
| Dividends | 355.84 |

| Account Number | Account Title | 2022-23 Prior YTD Actual | Current Period Actual | Current YTD Actual | 2023-24 Current Year Budget | Bal Remaining +/- | % Collected |
|-----------------------------|---------------------------|--------------------------------|--------------------------|-----------------------|-----------------------------------|-------------------|-------------|
| GENERAL FUND | | | | | | | |
| 1-01-0-40100 | Property Taxes-Current | 9,062.29 | 13,996.13 | 3,555,521.92 | 3,556,994.00 | 1,472.08- | 100% |
| 1-01-0-40200 | Property Taxes-Prior | 2,341.18 | 1,690.13 | 45,273.31 | 50,000.00 | 4,726.69- | 91% |
| 1-01-0-41100 | Ambulance Revenue | 39,271.23 | 62,924.38 | 551,360.17 | 450,000.00 | 101,360.17 | 123% |
| 1-01-0-41110 | GEMT Ambulance Revenu | 10,082.51 | .00 | 53,342.41 | 40,000.00 | 13,342.41 | 133% |
| 1-01-0-41200 | Other Fees for Service | 385.00 | 740.00 | 17,791.78 | 11,856.00 | 5,935.78 | 150% |
| 1-01-0-42100 | Fire Med Subscriptions | 787.50 | 1,800.00 | 12,975.62 | 15,000.00 | 2,024.38- | 87% |
| 1-01-0-43100 | Interest Income | 12,895.59 | 20,522.37 | 197,669.88 | 75,000.00 | 122,669.88 | 264% |
| 1-01-0-44100 | Grant Revenue | 120,670.78 | .00 | 36,470.21 | 40,500.00 | 4,029.79- | 90% |
| 1-01-0-44200 | Donations Received | 110.00 | 170.00 | 75,741.82 | 10,000.00 | 65,741.82 | 757% |
| 1-01-0-44300 | Conflagration Income | .00 | .00 | 37,330.82 | 50,000.00 | 12,669.18- | 75% |
| 1-01-0-45000 | Misc Revenue | 38.00- | 115.70 | 12,262.34 | 10,100.00 | 2,162.34 | 121% |
| 1-01-0-49990 | Beginning Working Capital | .00 | .00 | 2,621,927.00 | 2,532,559.00 | 89,368.00 | 104% |
| Total GENERAL FUND REVENUE: | | 195,568.08 | 101,958.71 | 7,217,667.28 | 6,842,009.00 | 375,658.28 | 105% |
| GENERAL FUND Revenue Total: | | 195,568.08 | 101,958.71 | 7,217,667.28 | 6,842,009.00 | 375,658.28 | 105% |
| Net Total GENERAL FUND: | | 195,568.08 | 101,958.71 | 7,217,667.28 | 6,842,009.00 | 375,658.28 | 105% |

| Account Number | Account Title | 2022-23 | | Current YTD Actual | 2023-24 | | % of Budget |
|---------------------|----------------------------------|---------------------|--------------------------|-----------------------|------------------------|-------------|-------------|
| | | Prior YTD Actual | Current Period Actual | | Current Year Budget | Variance | |
| GENERAL FUND | | | | | | | |
| | Total ADMINISTRATION DEPARTMENT: | 484,100.62 | 39,512.11 | 583,324.19 | 640,279.00 | 56,954.81 | 91% |
| | Total OPERATIONS DEPARTMENT: | 1,746,682.75 | 160,946.77 | 1,873,854.51 | 2,336,517.00 | 462,662.49 | 80% |
| | Total MAINTENANCE DEPARTMENT: | 8,398.84 | 1,585.68 | 13,871.30 | 26,775.00 | 12,903.70 | 52% |
| | Total VOLUNTEERS DEPARTMENT: | 120,238.53 | .00 | 9,839.90 | 17,872.00 | 8,032.10 | 55% |
| | GENERAL FUND Expenditure Total: | 2,359,420.74 | 202,044.56 | 2,480,889.90 | 3,021,443.00 | 540,553.10 | 82% |
| | Net Total GENERAL FUND: | 2,359,420.74- | 202,044.56- | 2,480,889.90- | 3,021,443.00- | 540,553.10- | 82% |
| | Net Grand Totals: | 2,359,420.74- | 202,044.56- | 2,480,889.90- | 3,021,443.00- | 540,553.10- | 82% |

| Account Number | Account Title | 2022-23 | Current Period Actual | Current YTD Actual | 2023-24 | Variance | % of Budget |
|---------------------|----------------------------------|---------------------|--------------------------|-----------------------|--------------------|-------------|-------------|
| | | Prior YTD Actual | | | Cur Year Budget | | |
| GENERAL FUND | | | | | | | |
| | Total ADMINISTRATION DEPARTMENT: | 188,375.46 | 19,426.37 | 215,041.23 | 251,742.00 | 36,700.77 | 85% |
| | Total OPERATIONS DEPARTMENT: | 252,234.50 | 9,378.94 | 188,712.76 | 192,025.00 | 3,312.24 | 98% |
| | Total MAINTENANCE DEPARTMENT: | 218,052.43 | 27,888.17 | 254,688.34 | 341,799.00 | 87,110.66 | 75% |
| | Total VOLUNTEERS DEPARTMENT: | 229,901.32 | 20,844.57 | 237,638.44 | 250,205.00 | 12,566.56 | 95% |
| | GENERAL FUND Expenditure Total: | 888,563.71 | 77,538.05 | 896,080.77 | 1,035,771.00 | 139,690.23 | 87% |
| | Net Total GENERAL FUND: | 888,563.71- | 77,538.05- | 896,080.77- | 1,035,771.00- | 139,690.23- | 87% |
| | Net Grand Totals: | 888,563.71- | 77,538.05- | 896,080.77- | 1,035,771.00- | 139,690.23- | 87% |

| Account Number | Account Title | 2022-23 Prior YTD Actual | Current Period Actual | Current YTD Actual | 2023-24 Current Year Budget | Variance | % of Budget |
|---------------------|----------------------------------|--------------------------------|--------------------------|-----------------------|-----------------------------------|----------|-------------|
| GENERAL FUND | | | | | | | |
| | Total ADMINISTRATION DEPARTMENT: | 6,266.00 | .00 | .00 | .00 | .00 | .00 |
| | Total OPERATIONS DEPARTMENT: | .00 | .00 | .00 | .00 | .00 | .00 |
| | Total MAINTENANCE DEPARTMENT: | 10,621.20 | .00 | .00 | .00 | .00 | .00 |
| | GENERAL FUND Expenditure Total: | 16,887.20 | .00 | .00 | .00 | .00 | .00 |
| | Net Total GENERAL FUND: | 16,887.20- | .00 | .00 | .00 | .00 | .00 |
| | Net Grand Totals: | 16,887.20- | .00 | .00 | .00 | .00 | .00 |

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2024

GENERAL FUND

ASSETS

| | | | |
|-------------|--------------------------------|---------------|--------------|
| 1-00-0-1070 | LGIP ACCT #4374 | 2,903,246.97 | |
| 1-00-0-1081 | US BANK OPERATING ACCT 2022 | 24,007.53 | |
| 1-00-0-1099 | PETTY CASH | 398.56 | |
| 1-00-0-1103 | NOTE RECEIVABLE | 40,000.00 | |
| 1-00-0-1120 | AMBULANCE RECEIVABLES | 262,717.67 | |
| 1-00-0-1160 | ALLOWANCE FOR UNCOLLECTIBLE AM | (131,521.03) | |
| 1-00-0-1440 | PREPAID EXPENDITURES | 785,635.00 | |
| 1-00-0-1450 | PROPERTY TAXES RECEIVABLE | 64,107.89 | |
| | | 3,948,592.59 | 3,948,592.59 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-------------|--------------------------------|-----------|-----------|
| 1-00-0-2000 | ACCOUNTS PAYABLE | (818.48) | |
| 1-00-0-2120 | SWH TAX LIABILITY | 1,134.15 | |
| 1-00-0-2160 | INSURANCE/DISABILITY LIABILITY | 290.43 | |
| 1-00-0-2180 | MISCELLANEOUS LIABILITY | 180.00 | |
| 1-00-0-2250 | DEFERRED REVENUE | 52,086.69 | |
| | | 52,872.79 | 52,872.79 |

FUND EQUITY

| | | | |
|-------------|---------------------------------|-----------------|--------------|
| 1-00-0-3190 | CURRENT YEAR APPROPRIATION | (6,842,010.00) | |
| | UNAPPROPRIATED FUND BALANCE: | | |
| 1-00-0-3900 | RETAINED EARNINGS | 6,897,033.19 | |
| | REVENUE OVER EXPENDITURES - YTD | 3,840,696.61 | |
| | | 10,737,729.80 | |
| | BALANCE - CURRENT DATE | 10,737,729.80 | |
| | TOTAL FUND EQUITY | 3,895,719.80 | 3,895,719.80 |
| | TOTAL LIABILITIES AND EQUITY | 3,948,592.59 | 3,948,592.59 |

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2024

EMPLOYMENT RESERVE FUND

ASSETS

| | | | |
|-------------|--------------|------------|------------|
| 2-00-0-1070 | EMPL FUND | 400,650.52 | |
| | TOTAL ASSETS | | 400,650.52 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|------------------------------|---------------------------------|---------------|------------|
| 2-00-0-3120 | EMPLOYMENT RESERVE | (635,636.00) | |
| UNAPPROPRIATED FUND BALANCE: | | | |
| 2-00-0-3900 | RETAINED EARNINGS | 635,636.88 | |
| | REVENUE OVER EXPENDITURES - YTD | 400,649.64 | |
| | BALANCE - CURRENT DATE | 1,036,286.52 | |
| | TOTAL FUND EQUITY | | 400,650.52 |
| | TOTAL LIABILITIES AND EQUITY | | 400,650.52 |

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2024

BUILDING RESERVE FUND

ASSETS

| | | | |
|-------------|--------------|------------|------------|
| 3-00-0-1070 | BLDG FUND | 191,781.37 | |
| | TOTAL ASSETS | 191,781.37 | 191,781.37 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|------------------------------|---------------------------------|---------------|------------|
| 3-00-0-3120 | BUILDING RESERVE | (495,489.00) | |
| UNAPPROPRIATED FUND BALANCE: | | | |
| 3-00-0-3900 | RETAINED EARNINGS | 495,489.00 | |
| | REVENUE OVER EXPENDITURES - YTD | 191,781.37 | |
| | BALANCE - CURRENT DATE | 687,270.37 | |
| | TOTAL FUND EQUITY | 191,781.37 | 191,781.37 |
| | TOTAL LIABILITIES AND EQUITY | | 191,781.37 |

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2024

EQUIPMENT RESERVE FUND

ASSETS

| | | | |
|-------------|----------------|--------------|---------------------|
| 4-00-0-1070 | EQUIPMENT FUND | 1,081,236.58 | |
| | TOTAL ASSETS | | <u>1,081,236.58</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|-------------|---------------------------------|---------------------|---------------------|
| 4-00-0-3120 | EQUIPMENT RESERVE | (1,391,692.00) | |
| | UNAPPROPRIATED FUND BALANCE: | | |
| 4-00-0-3900 | RETAINED EARNINGS | 1,391,692.00 | |
| | REVENUE OVER EXPENDITURES - YTD | <u>1,081,236.58</u> | |
| | BALANCE - CURRENT DATE | <u>2,472,928.58</u> | |
| | TOTAL FUND EQUITY | | <u>1,081,236.58</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>1,081,236.58</u> |

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2024

DEBT SERVICE FUND

ASSETS

| | | | |
|-------------|---------------------------|-----------|-----------|
| 7-00-0-1030 | BOND TAX REVENUE LGIP | 81,175.65 | |
| 7-00-0-1450 | PROPERTY TAXES RECEIVABLE | 4,172.70 | |
| | | | |
| | TOTAL ASSETS | | 85,348.35 |

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 | (288,633.00) | |
| | UNAPPROPRIATED FUND BALANCE: | | |
| 7-00-0-3900 | RETAINED EARNINGS | 288,633.04 | |
| | REVENUE OVER EXPENDITURES - YTD | 81,759.59 | |
| | | | |
| | BALANCE - CURRENT DATE | 370,392.63 | |
| | | | |
| | TOTAL FUND EQUITY | | 81,759.63 |
| | TOTAL LIABILITIES AND EQUITY | | 85,348.35 |

Check Register - May 2024

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u> | <u>Description</u> | <u>Amount</u> | |
|-------------|------------------|-----------------------------------|--|---------------|---|
| 5/15/2024 | 16497-16538 | Voided Checks | PRINTER ERROR | \$ - | V |
| 5/22/2024 | 15974 | John (Jack) Wales | Refund PLO Tax Withheld 9/23 Payroll | \$ (17.57) | V |
| 5/1/2024 | 16320 | Cruise Master Prisms Inc | Awards/Plaques - 2023 Award Banquet | \$ (934.05) | V |
| 5/15/2024 | 16498 | Ace Hardware, Inc. | Marker for 721 | \$ 3.30 | * |
| 5/15/2024 | 16499 | Alpine Internet Solutions | Professional management & website hosting | \$ 85.00 | * |
| 5/15/2024 | 16500 | Angela Linker | Reimb. projector purchased for prevention (Best Buy) | \$ 878.99 | * |
| 5/15/2024 | 16500 | Angela Linker | Reimburse card purchased for Julie | \$ 3.63 | * |
| 5/15/2024 | 16501 | Baxter Auto Parts Inc, Auto Parts | Finance Charge - March Statement | \$ 7.87 | * |
| 5/15/2024 | 16501 | Baxter Auto Parts Inc, Auto Parts | Wiper blades for 792 | \$ 70.18 | * |
| 5/15/2024 | 16501 | Baxter Auto Parts Inc, Auto Parts | 723 air leak parts | \$ 20.28 | * |
| 5/15/2024 | 16502 | Brayden Klosterman | Res. Vol. Mileage & Food Reimb. - May 2024 | \$ 400.00 | * |
| 5/15/2024 | 16502 | Brayden Klosterman | Res. Vol. Mileage & Food Reimb. - April 2024 | \$ 400.00 | * |
| 5/15/2024 | 16503 | Cascade Fire Equipment | Dual Complaint Uniform Pants - Prior | \$ 437.79 | * |
| 5/15/2024 | 16503 | Cascade Fire Equipment | Wildland pant - Dual compliant - Oliver | \$ 205.00 | * |
| 5/15/2024 | 16504 | Caselle, Inc. | Contract support charges 06/01/2024-06/30/2024 | \$ 285.00 | * |
| 5/15/2024 | 16505 | CEC, INC | electric - Elm Street | \$ 1,641.73 | * |
| 5/15/2024 | 16505 | CEC, INC | electric - Camp Sherman | \$ 219.90 | * |
| 5/15/2024 | 16505 | CEC, INC | electric-Buffalo | \$ 203.45 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820311855 Byles Tuition | \$ 2,835.75 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820320479 Dickenson Tuition | \$ 2,463.25 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820325292 Gregory Tuition | \$ 2,235.00 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820264693 Hocker Tuition | \$ 1,539.75 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820296343 Jones Tuition | \$ 1,836.25 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820314087 Klosterman Tuition | \$ 1,718.25 | * |
| 5/15/2024 | 16506 | Central Oregon Com College | 820322224 Wallace Tuition | \$ 3,010.00 | * |
| 5/15/2024 | 16507 | City of Sisters | City Services: 04-6332-00 Elm Street | \$ 211.16 | * |
| 5/15/2024 | 16507 | City of Sisters | City Services: 02-5766-00 Locust St | \$ 24.07 | * |
| 5/15/2024 | 16508 | Complete Wireless Solutions | BKR5000 Ch Sel Knob | \$ 5.50 | * |
| 5/15/2024 | 16509 | Corporation Division | 999659 - Notary Renewal Spor | \$ 40.00 | * |
| 5/15/2024 | 16510 | Crook County Fire & Rescue | Heartsaver CPR Only eCards | \$ 100.00 | * |
| 5/15/2024 | 16511 | Cruise Master Prisms Inc | Awards/Plaques - 2023 Award Banquet | \$ 934.05 | * |
| 5/15/2024 | 16511 | Cruise Master Prisms Inc | Awards/Plaques - 2023 Award Banquet | \$ (934.05) | * |
| 5/15/2024 | 16512 | Dana Signs | reflective decals | \$ 180.80 | * |
| 5/15/2024 | 16513 | DMV | dmv record Check | \$ 6.00 | * |
| 5/15/2024 | 16514 | Ed Staub & Sons Petroleum | Fuel | \$ 1,555.08 | * |
| 5/15/2024 | 16515 | Ernest Halcon | Reimb. food purchased for 5th Tuesday | \$ 262.85 | * |
| 5/15/2024 | 16516 | Georgia Hampton | Reimb. Duty Boots Purchased | \$ 250.00 | * |
| 5/15/2024 | 16517 | Grant Dickenson | Reimb. duty boots purchased | \$ 215.00 | * |
| 5/15/2024 | 16517 | Grant Dickenson | Res. Vol. Lt. Mileage & Food Reimb. - May 2024 | \$ 650.00 | * |
| 5/15/2024 | 16518 | Julie Spor | Cell Phone Reimbursement (6 mos - 12/23-5/24) | \$ 300.00 | * |
| 5/15/2024 | 16519 | L.N. Curtis and Sons | SCBA mask Rx glasses frame | \$ 186.84 | * |
| 5/15/2024 | 16520 | Les Schwab Warehouse Center | 733 (8) drive tires | \$ 4,402.16 | * |
| 5/15/2024 | 16521 | Local Government Law Group, P.C. | Legal - Personnel | \$ 432.00 | * |
| 5/15/2024 | 16522 | Mission Linen Supply, Inc. | mats/rugs | \$ 61.69 | * |
| 5/15/2024 | 16523 | Momentum Promo | Recruit tees | \$ 166.56 | * |
| 5/15/2024 | 16523 | Momentum Promo | Prior, Lekas, Frutos, Lord, Gilman, McBride | \$ 290.00 | * |
| 5/15/2024 | 16524 | Norco Medical Supply, Inc. | oxygen | \$ 80.92 | * |
| 5/15/2024 | 16525 | Northwest Safety Clean | Turnout repairs | \$ 51.60 | * |
| 5/15/2024 | 16526 | Pac Office Automation - Lease | 500-50016158 Konica Contract | \$ 290.00 | * |
| 5/15/2024 | 16527 | Pacific Office Automation, Inc | copies/kit - HP Printers | \$ 59.43 | * |
| 5/15/2024 | 16528 | Pony Express, Inc. | Postage for Dward award | \$ 6.97 | * |
| 5/15/2024 | 16528 | Pony Express, Inc. | Shipping for SCBA program | \$ 112.28 | * |
| 5/15/2024 | 16528 | Pony Express, Inc. | Shipping for NW Safety Clean | \$ 16.35 | * |
| 5/15/2024 | 16528 | Pony Express, Inc. | Postage for shipping award - Clarke | \$ 8.76 | * |
| 5/15/2024 | 16529 | Quill | paper, markers, binder clips, post it | \$ 182.23 | * |
| 5/15/2024 | 16529 | Quill | Steno pads | \$ 37.99 | * |
| 5/15/2024 | 16529 | Quill | Pens | \$ 117.96 | * |
| 5/15/2024 | 16530 | Ranch Country Outhouses | Portable toilet rental - Locust St | \$ 85.00 | * |
| 5/15/2024 | 16531 | Republic Services | Disposal services - Buffalo | \$ 20.77 | * |
| 5/15/2024 | 16532 | SDAO | Management Recruitment - Fire Chief | \$ 2,987.00 | * |

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u> | <u>Description</u> | <u>Amount</u> | * |
|-------------|------------------|------------------------------------|---|---------------|---|
| 5/15/2024 | 16533 | Sisters Rental | 741 Fire pump service | \$ 137.89 | * |
| 5/15/2024 | 16534 | Solomon Byles | Res. Vol. Mileage & Food Reimb. - May 2024 | \$ 400.00 | * |
| 5/15/2024 | 16535 | Terminix | Pest control services - Camp Sherman | \$ 89.00 | * |
| 5/15/2024 | 16536 | The Center | Luz - drug screen | \$ 46.00 | * |
| 5/15/2024 | 16536 | The Center | Hobin - drug screen | \$ 45.00 | * |
| 5/15/2024 | 16537 | Tim Wonderly Painting Co. LLC | Balance on Bay door painting project | \$ 2,100.00 | * |
| 5/15/2024 | 16537 | Tim Wonderly Painting Co. LLC | Balance on parking line paint project | \$ 2,691.50 | * |
| 5/15/2024 | 16538 | Tyler Wallace | Res. Vol. Mileage & Food Reimb. - April 2024 | \$ 400.00 | * |
| 5/15/2024 | 16539 | Vohs Custom Landscaping | Spring clean up, weekly maint, dump fees | \$ 6,424.12 | * |
| 5/22/2024 | 16540 | 911 Supply | Nametape for Parka - Prior | \$ 26.48 | * |
| 5/22/2024 | 16540 | 911 Supply | Belt & Job Shirt - Prior | \$ 56.20 | * |
| 5/22/2024 | 16540 | 911 Supply | 5.11 short-sleeve polos - Frutos | \$ 273.82 | * |
| 5/22/2024 | 16541 | AT&T MOBILITY | Acct: 287297124283 | \$ 40.04 | * |
| 5/22/2024 | 16542 | AT&T Mobility - Control Center | Data services | \$ 415.11 | * |
| 5/22/2024 | 16543 | Avion Water Co Inc. | Water-703 | \$ 29.58 | * |
| 5/22/2024 | 16544 | BOUND TREE MEDICAL, LLC. | EMS SUPPLY ORDER# 39934598 | \$ 1,354.43 | * |
| 5/22/2024 | 16545 | Cascade Fire Equipment | Dual Complaint Uniform Pants - Gregory | \$ 310.00 | * |
| 5/22/2024 | 16545 | Cascade Fire Equipment | Wildland pant - Dual compliant - McBride | \$ 310.00 | * |
| 5/22/2024 | 16546 | Central Oregon Com College | S131 Class - Otasu/Wales | \$ 236.00 | * |
| 5/22/2024 | 16547 | Central Oregon Garage Door, Inc. | Balance for Quote #00008187 | \$ 3,262.50 | * |
| 5/22/2024 | 16548 | Cruise Master Prisms Inc | Johnson Plaque - Retirement | \$ 625.85 | * |
| 5/22/2024 | 16549 | East Cascade | Alarm Monitoring Services 06/01/2024-08/31/2024 | \$ 308.51 | * |
| 5/22/2024 | 16550 | Entenmann-Rovin Co. | Prior - Badges | \$ 259.25 | * |
| 5/22/2024 | 16551 | Flowers By Deanna | Flowers - Spor (Sympathy) | \$ 69.00 | * |
| 5/22/2024 | 16551 | Flowers By Deanna | Flowers - Admin Pro Day (Spor/Linker) | \$ 166.00 | * |
| 5/22/2024 | 16552 | Jessa Hocker | Res. Vol. Mileage & Food Reimb. - May 2024 | \$ 400.00 | * |
| 5/22/2024 | 16553 | John (Jack) Wales | Refund PLO Tax Withheld 9/23 Payroll | \$ 17.57 | * |
| 5/22/2024 | 16554 | Kendall Ford of Bend | 775 STEERING SYSTEM REPAIRS | \$ 1,936.32 | * |
| 5/22/2024 | 16555 | LIFE-ASSIST | EMS SUPPLY ORDER# 55241160 | \$ 2,902.33 | * |
| 5/22/2024 | 16555 | LIFE-ASSIST | EMS SUPPLY ORDER# 55241300 | \$ 417.20 | * |
| 5/22/2024 | 16555 | LIFE-ASSIST | EMS SUPPLY ORDER# 55241160 | \$ 320.52 | * |
| 5/22/2024 | 16556 | Mission Linen Supply, Inc. | mats/rugs | \$ 61.69 | |
| 5/22/2024 | 16557 | MityLite Inc. | Cart for new community hall tables | \$ 370.80 | |
| 5/22/2024 | 16557 | MityLite Inc. | Cart for new community hall tables | \$ 330.13 | |
| 5/22/2024 | 16558 | Municipal Emergency Services, Inc. | Structure helmet - Prior | \$ 259.00 | |
| 5/22/2024 | 16558 | Municipal Emergency Services, Inc. | Wildland helmet - Prior | \$ 90.21 | |
| 5/22/2024 | 16559 | SDIS | Admin Health Insurance | \$ 6,421.70 | |
| 5/22/2024 | 16559 | SDIS | Operations Health Insurance | \$ 17,858.64 | |
| 5/22/2024 | 16559 | SDIS | Lord Health Insurance | \$ 2,305.88 | |
| 5/22/2024 | 16559 | SDIS | Ins/Disability - Orthodontia pass through plus 1/2 Linker | \$ 932.21 | |
| 5/22/2024 | 16560 | Systems Design | EMS billing & postage - April 2024 | \$ 1,187.56 | |
| 5/22/2024 | 16561 | TDS | 8224 60 007 0119276 - 703 Cable | \$ 160.42 | |
| 5/22/2024 | 16562 | Terminix | Pest control services - Camp Sherman | \$ 89.00 | |
| 5/22/2024 | 16563 | Treasure Valley Coffee | water & cooler rental | \$ 224.75 | |
| 5/22/2024 | 16564 | WCP Solutions | White folding towels and can liners | \$ 263.87 | |
| 5/22/2024 | 16565 | Xpress Printing, Inc. | Business cards: Prior | \$ 77.99 | |
| 5/22/2024 | 16566 | ZOLL Medical Corporation | Zoll ECG paper | \$ 98.40 | |
| 5/27/2024 | 700040 | US Bank - Visa | GARMIN GPS UNIT (731) | \$ 129.99 | |
| 5/27/2024 | 700040 | US Bank - Visa | GAS SPRING/HARDWARE REPLACEMENT (745) | \$ 132.48 | |
| 5/27/2024 | 700040 | US Bank - Visa | Control solutions for BG monitors | \$ 33.93 | |
| 5/27/2024 | 700040 | US Bank - Visa | Supplies for binding machine | \$ 21.10 | |
| 5/27/2024 | 700040 | US Bank - Visa | EMS fees for Ward EMR recert | \$ 23.00 | |
| 5/27/2024 | 700040 | US Bank - Visa | Poster frames | \$ 72.99 | |
| 5/27/2024 | 700040 | US Bank - Visa | Wireless presentation remote | \$ 57.82 | |
| 5/27/2024 | 700040 | US Bank - Visa | Flags for Open House | \$ 99.99 | |
| 5/27/2024 | 700040 | US Bank - Visa | BOLI Compliance posters | \$ 54.00 | |
| 5/27/2024 | 700040 | US Bank - Visa | Laundry detergent | \$ 75.96 | |
| 5/27/2024 | 700040 | US Bank - Visa | McDonalds - COWS crew breakfast | \$ 29.44 | |
| 5/27/2024 | 700040 | US Bank - Visa | Adobe subscription - light duty | \$ 19.99 | |
| 5/27/2024 | 700040 | US Bank - Visa | Credit for IAFC Dues overcharge | \$ (340.00) | |
| 5/27/2024 | 700040 | US Bank - Visa | Costco - Conflag supplies | \$ 767.49 | |

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u> | <u>Description</u> | <u>Amount</u> |
|-------------|------------------|----------------|---|---------------|
| 5/27/2024 | 700040 | US Bank - Visa | Black Butte Ranch - FF1 Academy lunches | \$ 150.50 |
| 5/27/2024 | 700040 | US Bank - Visa | Adobe subscription Puller | \$ 19.99 |
| 5/27/2024 | 700040 | US Bank - Visa | Station coffee | \$ 147.00 |
| 5/27/2024 | 700040 | US Bank - Visa | Firewise signs | \$ 152.00 |
| 5/27/2024 | 700040 | US Bank - Visa | 5th Tuesday Supplies | \$ 198.95 |
| 5/27/2024 | 700040 | US Bank - Visa | Supplies for prevention/training projector | \$ 133.96 |
| 5/27/2024 | 700040 | US Bank - Visa | Office supplies | \$ 88.18 |
| 5/27/2024 | 700040 | US Bank - Visa | Chief Prior welcome basket | \$ 14.00 |
| 5/27/2024 | 700040 | US Bank - Visa | Cards for Johnson/Haury | \$ 4.76 |
| 5/27/2024 | 700040 | US Bank - Visa | Dump run - storage cleanup | \$ 30.00 |
| 5/27/2024 | 700040 | US Bank - Visa | Big Saturday drill - lunch supplies | \$ 73.41 |
| 5/27/2024 | 700040 | US Bank - Visa | iPad screen protectors | \$ 7.89 |
| 5/27/2024 | 700040 | US Bank - Visa | Adobe subscription - linker | \$ 19.99 |
| 5/27/2024 | 700040 | US Bank - Visa | Food for budget meeting | \$ 95.66 |
| 5/27/2024 | 700040 | US Bank - Visa | Canva subscription | \$ 14.99 |
| 5/27/2024 | 700040 | US Bank - Visa | Linker birthday | \$ 46.87 |
| 5/27/2024 | 700040 | US Bank - Visa | Craig - Mouse | \$ 24.99 |
| 5/27/2024 | 700040 | US Bank - Visa | Catering deposit - Johnson retirement event | \$ 500.00 |
| 5/27/2024 | 700040 | US Bank - Visa | 703 Open House | \$ 139.87 |
| 5/27/2024 | 700040 | US Bank - Visa | Camp Sherman PO Box renewal | \$ 36.00 |
| 5/27/2024 | 700040 | US Bank - Visa | Johnson retirement book | \$ 174.90 |

f and Finance Manager (Chief Johnson on vacation)

Report Criteria:

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

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|-----------------------------|------------------|---|----------------|--------------------------------|-----------------|------------------|
| 05/31/2024 | 1 | Ambulance Receivable to Actual | 1-00-0-1120 | Ambulance Receivables | 4,496.27 | |
| 05/31/2024 | 2 | Ambulance Receivable to Actual | 1-01-0-41100 | Ambulance Revenue | .00 | 2,248.13- |
| 05/31/2024 | 3 | Ambulance Receivable to Actual | 1-00-0-1160 | Allowance for Uncollectible Am | .00 | 2,248.14- |
| 05/31/2024 | 4 | Transfer from Bldg Res for Comm Hall Tabl | 1-00-0-1070 | LGIP Acct #4374 | 370.80 | |
| 05/31/2024 | 5 | Transfer from Bldg Res for Comm Hall Tabl | 3-00-0-1070 | Bldg Fund | .00 | 370.80- |
| Total JOURNAL ENTRIES (JE): | | | | | <u>4,867.07</u> | <u>4,867.07-</u> |

References: 5 Transactions: 5

Grand Totals:

| | |
|-----------------|------------------|
| <u>4,867.07</u> | <u>4,867.07-</u> |
|-----------------|------------------|

Report Criteria:

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

Ambulance Receivable as of May 31, 2024

| | <u>SystDes</u> |
|------------------------------------|-------------------|
| Beginning Ambulance Receivable | 258,221.40 |
| Payments received | 60,676.25 |
| Adjustments | 56,459.48 |
| New Charges | 121,632.00 |
| ENDING Ambulance Receivable | 262,717.67 |

Total # of Transports **54**

Adjustments

| | |
|---------------------------|------------------|
| Medicare/Medicaid | 48,272.64 |
| Collection | 3,685.99 |
| Bankruptcy/Other Writeoff | 406.20 |
| FireMed | 4,094.65 |
| Total Adjustments | 56,459.48 |

Outstanding Accounts By Age

| | |
|--|-------------------|
| CURRENT | 174,960.81 |
| 31 to 60 days | 31,879.90 |
| 61 to 90 days | 33,678.90 |
| 91 to 120 days | 4,350.27 |
| OVER 120 days | 17,847.79 |
| Total Outstanding as of 4/30/2024 | 262,717.67 |

Engine Response Billing as of May 31, 2024

| | | |
|--------------------------------------|-----------------|-----------------|
| Beginning Engine Response Rec | 7,700.00 | |
| Payments received | - | |
| Adjustments | - | |
| New Charges | - | |
| ENDING Engine Response Rec | 7,700.00 | |
| | | |
| Total # Billed in 2019/20 | | 7 |
| Total # Billed in 2020/21 | | 12 |
| Total # Billed in 2021/22 | | 3 |
| Total # Billed in 2022/23 | | 20 |
| Total # Billed in 2023/24 | 12 | |
| | | |
| Total Billed 2019/20 | \$ | 2,437.50 |
| Total Billed 2020/21 | \$ | 2,700.00 |
| Total Billed 2021/22 | \$ | 1,275.00 |
| Total Billed 2022/23 | \$ | 3,420.00 |
| Total Billed in 2023/24 | \$ | 2,431.25 |
| | | |
| Total Received 2019/20 | \$ | 1,125.00 |
| 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 |
| | | |
| 2019/20 % Collected | | 46% |
| 2020/21 % Collected | | 94% |
| 2021/22 % Collected | | 20% |
| 2022/23 % Collected | | 52% |
| 2023/24 % Collected to Date | | 96% |

Thank you for keeping us safe!

EMILY
SIBBLES DEYOT

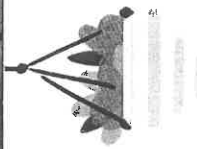
Thank you for being the best

if the best - Paper Place
Sash

Thank you!

Thank you!
Sash

Thank you for keeping us safe!
- Stephen



...to express
sincere gratitude
for your kindness.

Thank you for our tenting time
I need to get out of the tent
I need to get out of the tent
I need to get out of the tent

Thank you for our tenting time
I need to get out of the tent
I need to get out of the tent
I need to get out of the tent

Thank you for our tenting time
I need to get out of the tent
I need to get out of the tent
I need to get out of the tent

May 31, 2024

Camp Sherman Fire District

To whom it may concern:

I want to express my sincere thanks to your fire district for providing the ambulance that transported my wife to St. Charles emergency on May 29, 2024 in Bend. (response number 2024-00000573) Rachel and Branden were the attendants who arrived quickly at our home. They both were extremely courteous, professional and caring for my wife. We are very fortunate here in Sisters to have your fire district. Please recognize their effort as outstanding first responders and convey our thanks to them.

Sincerely,

Ronnie Frigulti

A handwritten signature in black ink that reads "Ronnie Frigulti". The signature is written in a cursive style with a large initial "R".

69311 Big View Drive
Sisters, Oregon 97759
frigulti@bendcable.com



Resolution 2023-2024-009

- I. **Topic:** Making 2023/2024 Budgeted Transfers **Date:** June 18, 2024
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** General Fund, Employment Reserve, Building Reserve, Equipment Reserve
- IV. **Contact Person:** Chief Johnson

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds to be transferred from the General Fund in the 2023-2024 Fiscal Year; and

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors authorizes these transfers; and

WHEREAS, funds are available in the General Fund account for these transfers;

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

Authorizes the transfer of \$217,906 into the Employment Reserve Fund; \$198,758 into the Building Reserve Fund; and \$321,548 into the Equipment Reserve Fund from the General Fund.

DATED the 18th day of June 2024.

The above resolution statements were approved and declared adopted on this 18th day of June 2024.

Julie A. Spor, Clerk of the Board

**Fire Chief Employment Agreement
Sisters-Camp Sherman Fire District and Roger Johnson
Amendment Number 1**

Parties: The Sisters-Camp Sherman Fire District, hereinafter referred to as “Employer” or “District” and Roger Johnson, hereinafter referred to as “Employee.”

Recitals: The parties entered into an employment agreement effective from July 1, 2022 to July 1, 2024. The parties desire to formally and finally conclude the terms of Employee’s employment at the District and to clarify all remaining issues.

Amendment:

1. Employee’s last day of work will be June 21, 2024.
2. Employee will be entitled to utilize remaining vacation time to remain an employee of the District from June 22, 2024 through ~~DATE~~ September 14, 2024 (“Severance Period”), upon which time Employee’s employment will officially terminate. During this Severance Period, Employee will remain on the District’s health insurance plan and premiums will be paid by the District, at the levels currently paid by the District.
3. During the Severance Period, employee will not receive any additional benefits or compensation whatsoever, including without limitation, the following:
 - a. VEBA contributions
 - b. Cashout of Sick Leave
 - c. Accrual of Vacation Leave
 - d. Accrual of Sick Leave
 - e. Deferred compensation
 - f. Take home vehicle
4. Employee will be expected to respond, 1-2 business days, to reasonable requests or questions from the new Fire Chief. Employee will not be required to physically come to the District nor will he be expected to produce any deliverables.

ADD SIGNATURE LINES AS APPROPRIATE

FIRE CHIEF'S REPORT

MONTH-JUNE, 2024

I. FIRE ACTIVITY STATUS:

There were no structure fires in the past month but we did respond to a brush fire on Deer Ridge Road, and there have been multiple brush fires in Central Oregon in the past week.

II. NOTEWORTHY OPERATIONAL EVENTS:

Staff did an excellent job of providing ambulance coverage for the Sisters Rodeo this year, including providing medical treatment to several people who were injured when a bull escaped the arena. I would like to recognize the Sisters Rodeo Association for their pre-planning and quick activation of their emergency plan once the bull escaped. I would also like to recognize the collaboration and coordination of all emergency responders who responded to the incident.

III. COMMUNITY SERVICE EVENTS/ MEETINGS:

1. I attended the following meetings and community events in the past 30 days.
 - a. Sisters Fire District all career staff monthly meeting.
 - b. Sisters Fire District officers meeting
 - c. State Fire Marshal HB 2522 meetings.
 - d. Oregon Wildfire Detection Camera coordination meeting.
 - e. Central Oregon Fire Chiefs meeting.
 - f. Sisters Country evacuation planning meeting.

IV. SPECIAL PROJECTS UPDATE:

1. We are currently accepting applications for Firefighter/Paramedic. We have one opening that we will be filling from this list.
2. Career Firefighter Paramedic Rachel Ulm resigned her position effective June 20, 2024. I would like to recognize Rachel for her contributions to the fire district as a Resident Volunteer and Career Firefighter Paramedic. We have hired Matt Linker to fill in for Rachel until completion of the Firefighter/Paramedic test. Matt is a recently retired Engineer Paramedic with Redmond Fire and Rescue and will quickly integrate to our response system.
3. Chief Prior and I are working closely to ensure a seamless transition of leadership. We will send a memo to all staff identifying that Chief Prior is

assuming all administrative and operational responsibilities effective 0800 hrs. June 21, 2024.

4. We held our annual, all agency, wildfire refresher training last week. Chief Craig has done a great job of completing needed refresher training, and personnel and equipment are ready for wildfire season.
5. The Office of State Fire Marshal fire engine grant program is experiencing a backlog due to lack of Chassis. It is unknown when our type 3 engine will arrive.
6. I would like to recognize Julie for completing her Bachelor's Degree in accounting from Eastern Oregon University. This is a monumental accomplishment while balancing family, work and school.
7. I would like to thank the Board and recognize Julie and Angela for organizing the Transfer of Command Ceremony. I thought the event was exceptionally organized and provided a fitting end for me and great beginning for Chief Prior.
8. I have included the Board goals tracking sheet in this month's board packet. Normally I would provide a final report on our annual goals at the July meeting, but due to the transition, I am reporting a month early. I would like to recognize the hard work of all of our staff who worked on this year's goals.

V. VOLUNTEER STATUS:

We had one out of district volunteer resign this past month as he decided the fire service was not a good fit for him.

VI. OTHER:



Fire & Life Safety Manager Report

June 2024

(statistics included are from the prior month)

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - Station 703 Open House
 - 5th Tuesday (Wednesday) BBQ
- CPR Training
 - 19 students Trained
- Community AED
 - 0
- Blood Pressure Screenings
 - 14
- Wildfire Home Safety Assessments
 - 8
- Home Safety Assessments
 - 0
- Smoke Alarm Installations
 - 6
- Fire Station Tours
 - 0
- Special Events
 - Bike Safety Event with SPRD
- Address Signs
 - 8
- Child Safety Seats
 - 7

Public Event Permit Applications Review:

- Picnic Fun Gather 6/9/24
- Harvest Faire 10/11-13/24

- Sisters Quilt Show 7/13/24

New Construction / Plan Review:

- 15510 McKenzie Hwy
- 223 E. Hood Ave., Eurosport
- 410 E. Cascade Ave. – Wakefield Inn

Alarm Sprinkler Final:

- None

Commercial Business Inspections:

- 12390 SW FS RD 1419 Metolius River Lodges (re-inspection)
- 635 N Arrow Leaf Trail Rays Food Place (re-inspection)
- 250 W. Cascade Ave. Sisters Depot (re-inspection)
- 25551 SW FD RD 1419 Metolius River Resort
- 152 E. Main Ave. Suite 2 Friends and Vine
- 1021 E. Desperado Trail, Five Pines Lodge
- 720 S. Desperado Ct. Sisters Movie House
- 1026 W. Rail Way Grandstay Hotel and Suites
- 25767 SW Suttle Sherman Rd. Chapel in the Pines
- 25635 SW FS Rd. 1419 Camp Sherman RV and Motel (re-inspection)
- 29551 Suttle Lake Rd. Suttle Lake Camp (re-inspection)

Other Fire Safety / Prevention / Pub Education Request:

- Information request 2
- Land Use request review 3
- Addressing review 4
- Knox-box lockups. 2
- Business License Review
 - 548 W. St. Helens – Saddle's Snacks
 - 473 W. Hood Ave. Suite 101 – Imagine Natural Beauty
 - 402. E. Main Ave – Cats Eye Design and Photography
 - 250 W. Cascade – Leaven and Love Organic Bake House
 - 391 W. Cascade Ave. Roots and Rails Farm
 - 200 Sun Ranch Dr. Suite 5 – Bivvi LLC

Fire Investigations:

- None

Outside Training & Events Attended:

- Attended Oregon State Fire Marshal Association Conference
- Attended Tollgate Firewise Event
- Hosted Coffee Perk with Sisters Business Association
- Open House Station 703
- Fire Corps Team Teaching with OSFM Heather Miller

Meetings Attended:

- Sisters Rodeo Planning Meeting
- Sisters County Wildfire Mitigation Group
- SCSFD Officers Meeting
- Fire Corps Meeting
- SCSFD Budget Meeting
- SCSFD Board Meeting
- SCSFD Staff Meeting
- Tollgate Firewise 5 year renewal assessment