



AGENDA

Notice of Regular Meeting of the
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
February 17, 2015 – Administration Building – 5:00 p.m.

1. Open the regular meeting
2. Association minutes
3. Consent agenda
 - a. January 20, 2015 Minutes of regular meeting
 - b. Dashboard report
 - c. Bank statement and reconciliations
 - d. Operating fund summaries
 - e. Balance sheets
 - f. Check register
 - g. Adjusting Journal Entries
 - h. Ambulance report
4. Administration
 - a. Insurance Report
 - b. Written response from Admin to Auditor and District Board regarding audit
5. Resolutions
 - a. 2014-2015-006 Approve Ambulance Expenditure from Equipment Reserve Fund
6. Any other business
7. President Report
 - a. Assign two Board Members to review financials quarterly per Finance Policy
 - b. Report on Executive Board Meeting regarding W-2 issues
 - c. Discuss iPad and Email use for Board
8. Correspondence
9. Fire Chief Report:
 - a. Call activity and personnel response
 - b. Human resources support project
 - c. Collaborative Interface Taxation Committee presentation
 - d. Deputy Chief of Operations status
 - e. District Enhancement Committee
10. Fire Safety Manager report
 - a. Adoption of the Fire Code
 - b. Camp Sherman boundary project status
 - c. Auxiliary minutes
11. Other business
12. Meeting adjourn

Minutes of the Sisters-Camp Sherman Fire & Ambulance Association
January 20, 2015

Association President Bill Hayes convened the meeting at 1803 hours. Board members present: President Hayes, Secretary Briggs and Treasurer Jones.

The December minutes were unanimously approved as presented. Motion by Bruce Shaul second Marsha Marr.

Fire Chiefs Report

1. Our Physician Advisor, Dr. Carnes is retiring, looking for a new advisor.
 - a. Two Physicians have been interviewed for the position.
 - b. An offer has been made to Dr. Vraniak and we are waiting for his response.
2. Congratulations to Pat Burke for officially being hired on as a Firefighter Paramedic.
3. An offer has been extended to Tim Craig for the position of DC of Ops.

Chief Myers-

1. We are ahead of schedule with Target Solutions, should be open to all personnel by Feb. 1st.
 - a. Make sure and check your emails often to stay up to date with Target Solutions training.
 - b. If you are not receiving emails from Target Solutions let Chief Myers know.
2. Working on getting iPads into some of the rigs. Working with Redmond Fire on this project.
3. Looking at different smartphone app such as Active911 or I am Responding.
 - a. These apps would help the Captain to see who is available or responding to calls.
4. There is a Basic academy coming the third weekend of April.
5. There is an Army unit that deals with nasty incidents like terrorism and nuclear incidents.
 - a. They are coming to Black Butte this Wednesday and looking for volunteers to be patients.
 - b. If interested contact Chief Myers.
6. Once the new DC of Ops is brought on, Chief Myers will stay and help until the new DC is up to speed.

Gary Marshall-

1. The go ahead has been given to build the Adult Living Facility that will be approximately 70,000 sq. ft.
2. The go ahead has also been given to build a new hotel behind Les Schwab.
3. The Fire Corps program is going to be brought before the board for approval.
4. Looking to de-annex some of the forest land from our district. In doing so, there would be less acreage to cover (from 200,000 acres, to about 37,000). Also there would be less liability on us.

Auxiliary Report-

1. Finished some more CPR/AED classes.
 - a. About 100 people have gone through the classes.

- b. No classes are scheduled for February or March.

Heather Miller-

1. A door to door smoke alarm campaign is being held this Saturday, January 24 from 0900-1400.
 - a. Breakfast and snacks will be provided as well as a training and Q&A session prior to heading out.
 - b. Volunteers are needed. Please sign up in the watch room.

Treasurers Report-

1. The Association received a \$100 and a \$128 donation for the Spirit of Christmas Tree program.
 - a. That brings our donation to the Spirit of Christmas program total up to \$2,954.76.
2. Total account balance is \$26,249.11.
3. We are still waiting for the final bill from Ray's for the Christmas dinner report.

New Business-

1. Easter Egg Hunt is upcoming.
 - a. Kyle Sharek has volunteered to run the event this year.
2. Awards Banquet
 - a. Watch your emails for the ballots.
 - b. The Banquet will be on March 7th at Five Pines.
 - c. Ben Bruegeman made a motion that all eligible for the award be put on the ballot. Bruce Shaull made a second. The vote was unanimous.
 - d. The question was raised as to whether there should be an alcoholic bar at the banquet, a vote will be held at the next association meeting.
3. Next month at the association meeting there will be a badge pinning ceremony for Capt. Harrison and Fire Medic's Matt Millar, Pat Burke and Damon Frutos.
4. We were able to provide gifts to over 100 children for the Spirit of Christmas program this year.

Good of the Order-

1. Heather Miller spoke about the upcoming smoke alarm project.
2. Bruce Shaull reported we are now charging for new and replacement address signs.
3. Damon Frutos is looking into doing a joint fundraiser with Sisters-CS, BBR and Cloverdale fire departments for the Seattle Stair climb.

No further business was discussed and the meeting adjourned at 1843. The next meeting will be February, 16th.

Sincerely Submitted,

Secretary Briggs



Sisters-Camp Sherman Rural Fire Protection District
"Protecting Life and Property through Quality Service"

Minutes of the Regular Meeting of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
January 20, 2015

1. President Newport called the meeting to order at 5:00 p.m.
 - a. Directors Attending: Newport, White, Boyd, Johnson, Rainey.
 - b. Staff Attending: Fire Chief Roger Johnson, Kay Johnson, Gary Marshall, Pat Burke, Ben Bruegeman, Damon Frutos, Josh Ward, Ron Ketchum
 - c. Public: Steve Reinke (911 Director), Chief Kelley (Black Butte Police)
2. The District's auditors, Roy Rogers and Lanae Phelps, participated via Skype to present the audit and answer questions. Kay had submitted a revised financial policy to deal with the significant deficiency addressed in the audit. The auditors confirmed that although this wouldn't be tested until the following audit, if the policy was followed as written, this would satisfy their requirement for best practice. They also acknowledged that other recommendations for the Board would be met with this change in policy. Kay also provided the auditors with the response from the insurance company regarding policy limits. They confirmed that their only interest was to make the Board aware and it would be a Board decision.
3. (No association report was presented). Steve Reinke, the Director of Deschutes County 911, provided a briefing on the intentions of Deschutes County 911 to take on the Communications for this area. He is asking for support from the District. The letter of support was a draft. Director Rainey asked that he remove "unconditional" in the wording for support. Both Steve Reinke and Chief Kelley left the board meeting after this report.
4. **Consent Agenda. Unanimously approved consent agenda. Motion by Director Boyd, second by Director White.**
 - a. Minutes of the December 16, 2014 regular meeting were reviewed with no comments.
 - b. The dashboard report was reviewed. A comparison of last year's dashboard was also provided.
 - c. The bank statements and reconciliations were reviewed with no comments.
 - d. Operating Fund Summaries and Balance Sheets were reviewed with no comments.
 - e. The check register was reviewed. Questions had been directed to Chief Johnson prior to the Board meeting for certain checks. Director Boyd asked why there were gaps in the check numbers. Kay explained that the check register report was printed through the A/P program. Some checks are written through the payroll program. She will provide both reports at future meetings.
 - f. The ambulance report was reviewed with no comments.
 - g. The safety committee meeting minutes were reviewed. Ben Bruegeman gave a report on the "Items to be addressed".

5. Administration

- a. Steve Reinke-Director Deschutes County 911 (See #3 above)
- b. Chief Johnson asked Kay to provide a staff report for asking for medical expense reimbursement for June, 2014 and the creation of an HRA policy. Due to the change in health insurance plans beginning in June, one employee experienced a couple of catastrophic health emergencies in June when the higher deductible plan began and before the VEBA reimbursement plan started July 1. Estimated expenses are between \$1,200 and \$3,000 difference for this employee. **Unanimously approved adoption of Health Reimbursement Arrangement for June, 2014. Motion by Director Rainey, second by Director Boyd.**
- c. Book 2 Policy Changes. A few policies were inadvertently omitted from the Book 2 policies which were to be combined. These policies used to be individual policies. Both of these policies were given to the staff prior to bringing them to the Board.
 - i. **Unanimously approved Wage Compensation Policy 2-2-2. Motion by Director White, second by Director Johnson.**
 - ii. **Unanimously approved Ambulance/Emergency Response Billing Policy 2-9-1. Motion by Director Rainey, second by Director White.**
 - iii. A new finance policy was also provided to the Board which provides for the Board to approve adjusting journal entries as well as two members of the Board to meet with the Finance Manager quarterly and ask specific finance questions. These changes were in response to the auditor recommendations. **Unanimously approved Finance Policy 2-8-1. Motion by Director Rainey, second by Director Johnson.**
- d. **Unanimously appointed Chief Roger Johnson as Budget Officer for the 2015/2016 Budget. Motion by Director Boyd, second by Director Newport.** Budget calendar was approved. Director Boyd will plan on participating in the budget planning process on the budget team as he has done in past years.

6. Resolutions

- a. **Unanimously approved Resolution 2014-2015-005 expenditure from Employment Reserve Fund for HRA expense for June, 2014 not to exceed \$3,000. Motion by Director Rainey, second by Director Newport.**

7. Any other business – Insurance Coverage for Crime Limits. A letter from the insurance agent indicated that we were adequately covered for what is normal in this industry at \$500,000. The Board is aware that our cash in different bank accounts can total around \$3,000,000. But as most of these funds are in the Local Government Investment Pool, it would be difficult to access this all at once as no checks are written out of this account. SDAO does insure up to \$1,000,000, but amounts over that would require a different insurance/bond. Current cost for \$500,000 coverage is \$1,015. Insuring \$1,000,000 would probably double that amount. The Board decided to take no action.

8. President Report

- a. Four of the board members (all except Director Boyd) are up for election. Director Newport went to the elections office to pick up a packet. Copies were made for the other board members up for election. Director Newport gave instructions on how to file. Chief Johnson explained that some members would be running for a 2-year term to fill out past member terms.

- b. Director Johnson asked to step down as Vice President at this time so she could take more of a learning role. **Director White nominated Director Rainey for Vice President. Heather seconded the nomination. Director Rainey unanimously voted in as Vice President.**

9. Correspondence – A letter was reviewed from a donor paying for an AED for the Camp Sherman area. The AED has been installed at the Camp Sherman Store.

10. Fire Chief Report

- a. The call activity and personnel response report was reviewed with no comments.
- b. The Fire Chief report was reviewed.
- c. Chief Johnson handed out draft legislation for the ODF vacant lands taskforce.
- d. Chief Johnson reported that a conditional offer (based on background and medical check) was provided to Tim Craig for the DC Operations position. We should expect to hear a response Wednesday. All employment and volunteer groups were supportive of this decision.
- e. Chief Johnson briefed the Board about possible errors on W-2's for years 2010-2013 based on a pay code tax error in the payroll software. He is having a tax lawyer review the information and suggesting that the Board set up a special Board Meeting to discuss this with the attorneys. A date of Feb 4 at 4pm did not work for the Board. A tentative date was agreed upon for Jan 27 at 4pm pending availability of the attorneys. (Note: The attorneys are not available that date. Another date is being selected.) Chief Johnson indicated that the meeting with the attorneys will likely take place in executive session, but no decisions can be made in executive session. This just gives the Board a chance to have frank discussions with the attorney.

11. The Fire Safety Manager report was reviewed with no comments.

- a. A draft Oregon Residential Fire Code was provided to the Board. Gary Marshall explained the reasoning behind adopting this code. It provides guidance and potential for fines when the community does not act on following the code. The goal is to never have to use the fines, but instead to use this as a teaching tool. The Board approved to put this Code on the agenda for the next Board Meeting.
- b. A new Fire Corps Volunteer job description Policy 2-1-33 was presented to the Board. Gary explained moving to the Fire Corps from Auxiliary volunteer status. There will still be an "auxiliary" volunteer status for those volunteers that want to be affiliated but may not be active such as prior or retired employees. **Unanimously approved adoption of Fire Corps Volunteer Policy 2-1-33. Motion by Director Johnson, second by Director Boyd.**
- c. Auxiliary Meeting minutes were reviewed with no comments.
- d. Gary Marshall provided a map of fire protection in Camp Sherman. He explained that he is working on having the Forest Service petition to remove from our service area most of the wildland that they cover and would be very difficult, if not impossible, for us to serve. We would retain any areas surrounding and including structures. We would only be removing the fire protection coverage. We would still be responding to EMS calls in these areas.

12. Other Business – None.

13. The meeting was adjourned at 6:50pm.

Respectfully submitted,

Sisters-Camp Sherman Dashboard			2/1/2015	
Legend	Good	Bad	Neutral	
Financial				
	2014/2015 Budget	2014/2015 YTD Actual	% of Budget	58 % goal
Revenue				
Beginning Fund Balance	\$ 1,259,890.00	\$ 1,504,031.52	119.38%	
Property Taxes Recvd.	\$ 2,115,870.00	\$ 2,009,466.88	94.97%	
Ambulance Revenue	\$ 250,000.00	\$ 171,834.35	68.73%	
Fire Med Memberships	\$ 25,000.00	\$ 14,223.76	56.90%	
Other	\$ 19,842.00	\$ 15,851.93	79.89%	
Total YTD Revenue	\$ 3,670,602.00	\$ 3,715,408.44	101.22%	
	2014/2015 Budget	2014/2015 YTD Actual	% of Budget	
Expenditures				
	2014/2015 Budget	2014/2015 YTD Actual	% of Budget	58 % goal
Personnel	\$ 1,775,270.00	\$ 1,035,330.31	58.32%	
Materials and Services	\$ 574,400.00	\$ 254,965.54	44.39%	
Capital Outlay	\$ 58,340.00	\$ 22,259.51	38.15%	
Debt Service	\$ 180,838.00	\$ 180,837.50	100.00%	
Total YTD Expenditures	\$ 2,588,848.00	\$ 1,493,392.86	57.69%	
	12/31/2014	1/31/2015		
Cash Balances				
U.S. Bank Operating Account	\$ 28,755.30	\$ 33,770.20		
Local Govt. Invest. Pool	\$ 2,404,356.12	\$ 2,288,099.13		
Employment Reserve Fund	\$ 60,847.27	\$ 59,642.27		
Building Reserve Fund	\$ 74,195.93	\$ 74,195.93		
Equipment Reserve Fund	\$ 290,705.72	\$ 290,203.38		
Technology Reserve Fund	\$ 18,025.85	\$ 18,025.85		
Debt Service Fund	\$ 208,711.71	\$ 75,038.01		
Total All Funds	\$ 3,085,597.90	\$ 2,838,974.77		
	Last Month	Current Month		
Volunteer Activity				
Number of Vol. Firefighters	27	27		
Number of EMS Vol.	6	5		
Number of Auxillary Vol.	12	12		
Number of Student Vol.	6	6		
Volunteers In Training Acad.	0	0		
Volunteers in Recruitment	5	5		

Legend	Good	Bad	Neutral	
Emergency Responses	Last Month	Current Month	Year to Date	
Reported Fires	11	15	15	
Confirmed Structure Fire	0	0	0	
Confirmed Wildland Fire	0	0	0	
Ambulance Responses	82	50	50	
Ambulance Transports	41	28	28	
Air Ambulance Transports	2	0	0	
Total calls for month	93	65	65	
Personnel Response	Last Month	Current Month	Year to Date	Goal
Volunteer Responses	311	231	231	
Average Volunteer Response	3.34	3.56	3.56	
Career Responses	282	215	215	
Average Career Response	3.03	3.3	3.3	
7 PC's initiated	18	17	17	82%
7 PC's Covered	12	14	14	Goal 75%
Training Hours	Last Month	Current Month	Year to Date	
Volunteer Training Hrs.	292.5	Not Avail		
Career Training Hrs.	128.25	Not Avail		
Instructor Hrs.	52.5	Not Avail		
Career Certifications	0	Not Avail		
Volunteer Certifications	1	Not Avail		
Employee Injuries	Last Month	Current Month	Year to date	
Requiring Treatment	0	0	0	
Not Requiring Treatment	0	0	0	

Statement Ending Date 01/31/15

Branch Sisters

For 24-hour telephone banking
1-877-431-1876

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

9734 / 8



Please direct all inquiries to (541) 549-8110
PO Box 670, Sisters, OR 97759

Annual Percentage Yield Earned: 00.16%

: 275-900086-8

**Sisters-Camp Sherman Rural Fire
Protection Dist**

Date	Description	Amount	Balance
01/01	Beginning Balance		\$208,711.71
01/05	Deposit	+204.84	208,916.55
01/14	Withdrawal Harland Clarke	-10.95	208,905.60
01/14	Deposit	+1,526.68	210,432.28
01/26	Withdrawal Check	-135,418.75	75,013.53
01/31	Interest	+24.48	75,038.01
01/31	Ending Balance		\$75,038.01

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Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Washington Federal (WashFed Bond Tax Acct) (10)
January 31, 2015

Account: 70001040
Bank Account Number: 831460001

Bank Statement Balance:	75,038.01	Book Balance Previous Month:	208,711.71
Outstanding Deposits:	.00	Total Receipts:	1,756.00
Outstanding Checks:	.00	Total Disbursements:	135,429.70
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	75,038.01	Book Balance:	75,038.01

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 3 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 3 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



Monthly Local Government Statement of Account Balance and Transactions

Sisters-Camp Sherman RFPD

Account:

0000004374

January 31, 2015

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Kay Johnson
Sisters-Camp Sherman RFPD
PO Box 1509
Sisters, OR 97759

Beginning Balance	Debits		Credits		Interest Amount	Fee Amount	Ending Balance
	Count	Amount	Count	Amount			
\$2,849,358.25	1	150,000.00	2	29,615.48	1,203.68	10.85	\$2,730,166.56

Effective Date	Posting Date	Description / Comments	Document Number	Item Count	Debit Amount	Credit Amount	Balance
OR Treasury							
1/2/2015	1/2/2015	TES Deschutes County TT	AT369435			26,126.89	
1/2/2015	1/2/2015	TES Jefferson County Tax Turnover	AT369466			3,488.59	
		End of day balance					2,878,973.73
OR Treasury-Outgoing ACH							
1/23/2015	1/23/2015	Voice Response Withdrawal	DVA482183		150,000.00		
		End of day balance					2,728,973.73
OR Treasury							
1/31/2015	1/31/2015	Interest Credit	EI013115			1,203.68	
1/31/2015	1/31/2015	ACH Direct Deposit Fee	FEE013115		0.05		
1/31/2015	1/31/2015	Manual Transfer-In Fee	FEE013115		0.80		
1/31/2015	1/31/2015	Monthly Maintenance Fee	FEE013115		10.00		
		End of day balance					2,730,166.56

Fees

Description	Item Count	Amount	Current Rate
ACH Direct Deposit Fee	1	0.05	0.0500
Manual Transfer-In Fee	2	0.80	0.4000
Monthly Maintenance Fee	1	10.00	10.0000

Interest

Effective Date	Rate
1/1/2015	0.5000%
Average Annualized Rate:	0.5000%

Note: The average annualized rate for the month is not the exact rate at which your account earned unless you had the exact same balance every day during the month.

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/31/2014 (12/14) Balance	1-00-0-1070			2,405,583.48
01/31/2015	CR	1	LGIP Interest		1,203.68		
01/31/2015	CR	3	LGIP Fees			10.85-	
01/03/2015	CRJE	5	Jefferson County Taxes		3,488.59		
01/02/2015	CRJE	9	Deschutes Co Taxes		26,126.89		
01/22/2015	CRUS	65	Transfer from LGIP			150,000.00-	
01/26/2015	JE	1	HRA Expense per Resolution 2014-2015-005		1,205.00		
			01/31/2015 (01/15) Period Totals and Balance		32,024.16 *	150,010.85- *	2,287,596.79

Number of Transactions: 6 Number of Accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	32,024.16	150,010.85-	117,986.69-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Empl Fund			12/31/2014 (12/14) Balance	2-00-0-1070			60,847.27
01/26/2015	JE	2	HRA Expense per Resolution 2014-2015-005			1,205.00-	
			01/31/2015 (01/15) Period Totals and Balance		.00 *	1,205.00- *	50,642.27

Number of Transactions: 1 Number of Accounts: 1

Total EMPLOYMENT RESERVE FUND:

Debit	Credit	Prorol
.00	1,205.00-	1,205.00-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/31/2014 (12/14) Balance	3-00-0-1070			74,195.93
			01/31/2015 (01/15) Period Totals and Balance		.00 *	.00 *	74,195.93

Number of Transactions: 0 Number of Accounts: 1

Total BUILDING RESERVE FUND:

Debit	Credit	Proof
.00	.00	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/31/2014 (12/14) Balance	4-00-0-1070			290,705.72
			01/31/2015 (01/15) Period Totals and Balance		.00	.00	290,705.72

Number of Transactions: 0 Number of Accounts: 1

Total EQUIPMENT RESERVE FUND:

Debit	Credit	Proof
.00	.00	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/31/2014 (12/14) Balance	5-00-0-1075			18,025.85
			01/31/2015 (01/15) Period Totals and Balance		.00 *	.00 *	18,025.85
Number of Transactions: 0 Number of Accounts: 1					Debit	Credit	Proof
Total TECHNOLOGY RESERVE FUND:					.00	.00	.00
Number of Transactions: 5 Number of Accounts: 5					Debit	Credit	Proof
Grand Totals:					30,820.48	151,205.00-	120,384.52

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Periods With No Activity
- Print Period Totals
- Print Grand Totals
- Page and Total by Fund
- All Segments Tested for Total Breaks
- Account,Account Number = 10001070,20001070,30001070,40001070,50001070,50001075



P.O. Box 1800
 Saint Paul, Minnesota 55101-0800
 3233 IMG

Y ST01

Business Statement

Account Number:
 1 536 9523 7070
 Statement Period:
 Jan 2, 2015
 through
 Jan 30, 2015

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000000547 2 SP 106481909682397 P
 SISTERS-CAMP SHERMAN RURAL
 FIRE PROTECTION DISTRICT
 OPERATING FUND
 PO BOX 1509
 SISTERS OR 97759-1509

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Commercial Customer Service: 1-877-295-2509
Telecommunications Device for the Deaf: 1-800-685-5065
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NEWS FOR YOU

Price changes for U.S. Bank's Business Checking, Savings, and Treasury Management Services are effective January 1, 2015. You can view revised pricing (only those prices that changed) at <https://www2.usbank.com/tmpricing> beginning December 1, 2014. Please enter the Access Code listed below to view price changes that may apply. If you experience difficulty accessing this information, please contact Customer Service at the number listed in the upper right corner of this statement or by sending an email to Customer Service at commercialsupport@usbank.com.

Access Code: 3D-39EA-3CF9-AB55

INFORMATION YOU SHOULD KNOW

Effective March 1, 2015, we will no longer offer American Express Travelers Cheques at our branch locations.

GOLD BUSINESS CHECKING

Member FDIC
 Account Number 1-536-9523-707

U.S. Bank National Association
Account Summary

	# Items	\$	
Beginning Balance on Jan 2			61,488.59
Customer Deposits	4		26,987.79
Other Deposits	6		151,821.78
Other Withdrawals	8		105,310.03-
Checks Paid	82		68,563.95-
Ending Balance on Jan 31, 2015		\$	66,424.18

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount	
	Jan 5	8057717504	8,146.88		Jan 21	8654999884	7,405.43	
	Jan 14	8653783841	2,932.58		Jan 29	8953434788	8,502.90	
Total Customer Deposits							\$	26,987.79

Other Deposits

Date	Description of Transaction	Ref Number	Amount					
Jan 6	Electronic Deposit		\$ 583.13					
Jan 6	Electronic Deposit	From Regence BCBCO 6930238155HCCLAIMPMT485000800980 REF=15002012129400 N	637.50					
Jan 6	MERCH 8016294970	SISTERS DEPOSIT	100.00					
Jan 14	MERCH 8016294970	SISTERS DEPOSIT	491.15					
Jan 15	Electronic Deposit	From PacificSource 2930245545CREDIT: 3077581 REF=15013012970039 N	10.00					
Jan 20	MERCH 8016294970	SISTERS DEPOSIT	150,000.00					
Jan 23	Electronic Deposit	From OREGON ST TREAS 9400917099LGIP ACH 455 AW REF=15022011930534 Y						
Total Other Deposits							\$	151,821.78

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Jan 2	MERCH 8016294970	SISTERS BILLING	71.85

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)
January 31, 2015

Account: 10001080
Bank Account Number: 153695237070

Bank Statement Balance:	66,424.18	Book Balance Previous Month:	28,755.30
Outstanding Deposits:	.00	Total Receipts:	178,809.57
Outstanding Checks:	32,653.98	Total Disbursements:	173,794.67
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	33,770.20	Book Balance:	33,770.20

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 12 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6048	200.00	6372	82.56	6382	239.90	6396	63.98
6281	1,380.00	6373	542.07	6384	3,000.00	6399	20.35
6296	100.00	6374	10.00	6386	72.46	130152	6,202.57
6308	771.00	6376	661.50	6387	1,214.27	130154	15,393.31
6349	53.00	6378	177.25	6390	80.00		
6362	109.70	6379	225.00	6391	1,620.87	Total:	32,653.98
6370	33.53	6381	145.66	6392	255.00		

Checks cleared: 88 items Checks Outstanding: 25 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Account Number	Account Title	2014-14 Prior year Period Actual	2015-15 Current Period Actual	2014-15 Current year Actual	2014-15 Current year Budget	Balance Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Desch Cnty Current Yr Ta	23,033.29	21,851.98	1,770,373.45	1,884,180.00	100,839.12-	95%
1-01-0-40200	Jeff Cnty Current Yr Taxe	.00	2,498.05	186,069.44	199,460.00	12,087.28-	94%
1-01-0-41100	Desch Cnty Prior Yr Taxe	3,222.14	4,267.57	43,214.69	27,600.00	17,847.45	165%
1-01-0-41200	Jeff Cnty Prior Yr Taxes	.00	985.97	9,809.30	4,630.00	5,402.53	217%
1-01-0-42100	Ambulance Transports	26,756.78	30,699.27	171,834.35	250,000.00	77,415.19-	69%
1-01-0-42120	Ambulance Collection Ac	360.46-	734.30	2,188.42	.00	2,188.42	.00
1-01-0-42200	Fire Contracts	761.27	519.43	2,866.97	3,500.00	633.03-	82%
1-01-0-42300	Fire Apparatus Response	222.00	.00	318.00	10.00	308.00	3180%
1-01-0-42400	Fire Med Membership	3,824.17	2,600.00	14,223.76	25,000.00	10,776.24-	57%
1-01-0-42500	Pay from Outside Parties	768.84	.00	.00	60.00	60.00-	.00
1-01-0-43300	Grant Revenue	.00	.00	.00	.00	.00	.00
1-01-0-43301	2013 SDAO Arson Grant	.00	.00	.00	.00	.00	.00
1-01-0-44120	Bank Interest	1.19	.00	4.73	12.00	7.27-	39%
1-01-0-44140	Deschutes Cnty Interest	7.01	7.34	178.55	250.00	66.70-	73%
1-01-0-44160	Jefferson Cnty Interest	.00	6.57	12.19	10.00	3.27	133%
1-01-0-44180	Reserve Bank Interest	1,115.40	1,203.68	6,155.89	9,000.00	2,844.11-	68%
1-01-0-45000	Misc Revenue	1,283.19	334.24	2,292.18	6,000.00	3,687.82-	39%
1-01-0-45400	Volunteer Assoc Donation	75.91-	.00	160.00	.00	210.00	.00
1-01-0-45500	Community Room Reven	125.00	125.00-	1,675.00	1,000.00	675.00	168%
1-01-0-49990	Beginning Working Capita	.00	.00	1,504,031.52	1,259,890.00	244,141.52	119%
Total GENERAL FUND REVENUE:		60,683.91	65,581.40	3,715,408.44	3,670,602.00	62,359.43	102%
GENERAL FUND Revenue Total:		60,683.91	65,581.40	3,715,408.44	3,670,602.00	62,359.43	102%
Net Total GENERAL FUND:		60,683.91	65,581.40	3,715,408.44	3,670,602.00	62,359.43	102%

Account Number	Account Title	2013-14 Prior Year To Date Actual	2014-15 Current Period Actual	2014-15 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total BOARD DEPARTMENT:	48,403.59	.00	38,476.13	52,537.00	14,060.87	73%
	Total FIRE CHIEF DEPARTMENT:	97,854.02	13,593.54	104,002.69	179,244.00	75,241.31	58%
	Total ADMINISTRATION DEPARTMENT:	130,811.39	12,424.57	91,910.49	156,515.00	64,604.51	59%
	Total DEPT TRAINING:	.00	.00	.00	.00	.00	.00
	Total FIRE PREVENTION DEPT:	.00	.00	.00	.00	.00	.00
	Total CAREER DEPARTMENT:	585,213.94	95,849.93	603,646.46	1,133,248.00	529,601.54	53%
	Total FIRE SAFETY MANAGER:	89,982.06	2,932.01	26,166.13	45,796.00	19,629.87	57%
	Total VOLUNTEERS DEPARTMENT:	2,972.05	.00	3,236.61	8,000.00	4,763.39	40%
	Total DEPUTY CHIEF - OPS:	90,704.44	4,285.57	152,525.17	161,974.00	9,448.83	94%
	Total TEMPORARY EMPLOYEES DEPARTMENT:	22,014.41	2,451.69	15,366.63	37,956.00	22,589.37	40%
	GENERAL FUND Expenditure Total:	1,067,955.90	131,537.31	1,035,330.31	1,775,270.00	739,939.69	58%
	Net Total GENERAL FUND:	1,067,955.90-	131,537.31-	1,035,330.31-	1,775,270.00-	739,939.69-	58%
	Net Grand Totals:	1,067,955.90-	131,537.31-	1,035,330.31-	1,775,270.00-	739,939.69-	58%

Account Number	Account Title	2013-14 Prior year YTD Actual	Period Actual	2014-15 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total BOARD DEPARTMENT:	49,988.87	1,346.30-	62,738.11	96,540.00	33,771.90	65%
	Total FIRE CHIEF DEPARTMENT:	1,690.73	150.00	832.80	6,800.00	5,920.20	13%
	Total ADMINISTRATION DEPARTMENT:	24,589.28	3,701.55	35,813.38	56,775.00	19,911.12	65%
	Total DEPT TRAINING:	7,195.57	5,149.43	14,897.99	35,650.00	20,664.98	42%
	Total FIRE PREVENTION DEPT:	481.11	.00	.00	.00	.00	.00
	Total CAREER DEPARTMENT:	947.57	53.00	770.57	2,340.00	1,569.43	33%
	Total FIRE SAFETY MANAGER:	1,784.38	263.57	5,051.33	10,480.00	4,546.76	57%
	Total VOLUNTEERS DEPARTMENT:	8,023.98-	172.53	5,547.66	45,850.00	39,345.67	14%
	Total DEPUTY CHIEF - OPS:	930.68	.00	2,231.41	7,785.00	5,553.59	29%
	Total STUDENTS DEPARTMENT:	24,534.15	2,204.10	25,625.97	59,400.00	21,231.52	64%
	Total EMERGENCY MED SERV DEPARTMENT:	17,493.08	4,536.77	22,261.41	61,370.00	38,513.01	37%
	Total COMMUNICATIONS DEPARTMENT:	1,551.28	103.41	1,516.63	11,100.00	9,003.01	19%
	Total FACILITIES DEPARTMENT:	48,282.94	14,518.92	39,276.06	88,510.00	48,906.61	45%
	Total FIRE EQUIPMENT DEPARTMENT:	8,966.86	2,108.98	22,029.45	37,350.00	15,191.60	59%
	Total VEHICLE MAINTENANCE DEPARTMENT:	23,520.78	1,945.26	16,372.77	54,450.00	37,137.31	32%
	GENERAL FUND Expenditure Total:	203,933.30	33,561.22	254,965.54	574,400.00	301,266.69	48%
	Net Total GENERAL FUND:	203,933.30-	33,561.22-	254,965.54-	574,400.00-	301,266.69-	48%
	Net Grand Totals:	203,933.30-	33,561.22-	254,965.54-	574,400.00-	301,266.69-	48%

Account Number	Account Title	2013-14 Prior YTD Actual	2015-15 Current Period Actual	2014-15 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	467.72	.00	7,185.00	5,500.00	1,685.00-	131%
	Total DEPT TRAINING:	.00	1,454.17	1,454.17	1,500.00	22.57	98%
	Total EMERGENCY MED SERV DEPARTMENT:	.00	1,188.50	9,509.35	10,000.00	490.65	95%
	Total COMMUNICATIONS DEPARTMENT:	.00	.00	2,534.00	13,500.00	10,966.00	19%
	Total FACILITIES DEPARTMENT:	.00	.00	.00	2,500.00	2,500.00	.00
	Total FIRE EQUIPMENT DEPARTMENT:	.00	.00	1,576.99	25,340.00	23,763.01	6%
	GENERAL FUND Expenditure Total:	467.72	2,642.67	22,259.51	58,340.00	36,057.23	38%
	Net Total GENERAL FUND:	467.72-	2,642.67-	22,259.51-	58,340.00-	36,057.23-	38%
	Net Grand Totals:	467.72-	2,642.67-	22,259.51-	58,340.00-	36,057.23-	38%

SISTERS-CAMP SHERMAN
BALANCE SHEET
JANUARY 31, 2015

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	2,288,099.13	
1-00-0-1080	US BANK OPERATING ACCT	33,770.20	
1-00-0-1099	PETTY CASH	287.50	
1-00-0-1120	AMBULANCE RECEIVABLES	138,689.24	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(50,518.18)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	93,112.89	
	TOTAL ASSETS		<u>2,503,440.78</u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	554.02	
1-00-0-2170	WBF LIABILITY	102.14	
1-00-0-2250	DEFERRED REVENUE	70,863.69	
	TOTAL LIABILITIES		71,519.85

FUND EQUITY

1-00-0-3120	GENERAL FUND	(2,859,202.82)	
1-00-0-3190	CURRENT YEAR APPROPRIATION	(3,784,860.32)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	6,673,215.99	
	REVENUE OVER EXPENDITURES - YTD	2,402,768.08	
	BALANCE - CURRENT DATE	9,075,984.07	
	TOTAL FUND EQUITY		<u>2,431,920.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,503,440.78</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
JANUARY 31, 2015

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	59,642.27	
		59,642.27	
	TOTAL ASSETS		59,642.27

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	(356,427.72)	
	UNAPPROPRIATED FUND BALANCE:		
2-00-0-3900	RETAINED EARNINGS	356,427.72	
	REVENUE OVER EXPENDITURES - YTD	59,642.27	
		416,069.99	
	BALANCE - CURRENT DATE		416,069.99
	TOTAL FUND EQUITY		59,642.27
	TOTAL LIABILITIES AND EQUITY		59,642.27

SISTERS-CAMP SHERMAN
BALANCE SHEET
JANUARY 31, 2015

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		74,195.93
	TOTAL ASSETS		74,195.93
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	(131,286.82)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	131,286.82	
	REVENUE OVER EXPENDITURES - YTD	74,195.93	
	BALANCE - CURRENT DATE		205,482.75
	TOTAL FUND EQUITY		74,195.93
	TOTAL LIABILITIES AND EQUITY		74,195.93

SISTERS-CAMP SHERMAN
BALANCE SHEET
JANUARY 31, 2015

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	290,203.38
		290,203.38
	TOTAL ASSETS	290,203.38

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(459,781.58)
	UNAPPROPRIATED FUND BALANCE:	
4-00-0-3900	RETAINED EARNINGS	459,781.58
	REVENUE OVER EXPENDITURES - YTD	290,203.38
		749,984.96
	BALANCE - CURRENT DATE	749,984.96
	TOTAL FUND EQUITY	290,203.38
	TOTAL LIABILITIES AND EQUITY	290,203.38

SISTERS-CAMP SHERMAN
BALANCE SHEET
JANUARY 31, 2015

TECHNOLOGY RESERVE FUND

ASSETS

5-00-0-1075	TECHNOLOGY RESERVE FUND	18,025.85	
	TOTAL ASSETS	18,025.85	18,025.85

LIABILITIES AND EQUITY

FUND EQUITY

5-00-0-3120	TECHNOLOGY RESERVE FUND	(70,059.28)	
	UNAPPROPRIATED FUND BALANCE:		
5-00-0-3900	RETAINED EARNINGS	70,059.28	
	REVENUE OVER EXPENDITURES - YTD	18,025.85	
	BALANCE - CURRENT DATE	88,085.13	
	TOTAL FUND EQUITY	18,025.85	18,025.85
	TOTAL LIABILITIES AND EQUITY		18,025.85

SISTERS-CAMP SHERMAN
 BALANCE SHEET
 JANUARY 31, 2015

DEBT SERVICE FUND

ASSETS

7-00-0-1040	BOND TAX REVENUE WASH FEDERAL	75,038.01	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	8,954.70	
	TOTAL ASSETS		83,992.71

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	7,362.72	
	TOTAL LIABILITIES		7,362.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(727,207.18)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	727,207.18	
	REVENUE OVER EXPENDITURES - YTD	76,629.99	
	BALANCE - CURRENT DATE	803,837.17	
	TOTAL FUND EQUITY		76,629.99
	TOTAL LIABILITIES AND EQUITY		83,992.71

Check Number	Check Issue Date	Check Number	Payee	Description	GL Account	Check Amount
6311	1/7/2015	6311	Baxter Auto/S&S/Sisters	supplies	1-34-2-53100	268.03
	1/7/2015	6311	Baxter Auto/S&S/Sisters	supplies	1-24-2-53100	39.27
	1/7/2015	6311	Baxter Auto/S&S/Sisters	Boot Chains	1-30-2-52010	25.38
	1/7/2015	6311	Baxter Auto/S&S/Sisters	Hand Degreaser	1-34-2-53100	4.74
6312	1/7/2015	6312	Bend Broadband	acct 170739-2 cable	1-28-2-53870	487.34
	1/7/2015	6312	Bend Broadband	acct 170739-2 cable	1-28-2-53820	447.55
6313	1/7/2015	6313	Bend Oil Company	Fuel	1-24-2-52400	592.62
	1/7/2015	6313	Bend Oil Company	Fuel	1-34-2-52400	642.34
6314	1/7/2015	6314	Blumenthal Uniforms & Equipmen	Pants Frutos	1-13-2-53900	290.45
6315	1/7/2015	6315	Brattain International	Sleeve Comp	1-34-2-53100	8.63
6316	1/7/2015	6316	Caselle, Inc.	Contract support charges	1-13-2-53500	343.00
6317	1/7/2015	6317	CEC, INC	electric-Buffalo	1-28-2-53830	300.47
	1/7/2015	6317	CEC, INC	electric-Lariat	1-28-2-53830	61.99
	1/7/2015	6317	CEC, INC	electric-Elm	1-28-2-53830	2,668.19
6318	1/7/2015	6318	David Keller	Heath/Safety Officer training	1-14-2-53200	110.00
	1/7/2015	6318	David Keller	Public Speaking Training	1-14-2-53200	55.00
6319	1/7/2015	6319	ECEMS - c/o TOM WRIGHT, TREASURER	ANNUAL ECEMS DUES	1-24-2-52810	150.00
6320	1/7/2015	6320	Enerspect Medical Solutions, LLC	CAMP SHERMAN AED PACKAGE	1-24-5-56102	1,188.50
6321	1/7/2015	6321	HRA VEBA Trust	YA527 VEBA Contributions	1-16-1-50111	5,000.00
6322	1/7/2015	6322	InnerTech	5 year SSL / remote assistance	1-13-2-53501	407.50
6323	1/7/2015	6323	Jennifer K. Englund	Public Speaking-Dave Keller	1-14-2-52830	245.00
	1/7/2015	6323	Jennifer K. Englund	Thornton Fire Officer 1 Public Speaking	1-14-2-52830	245.00
6324	1/7/2015	6324	John Failla	Reimb Food	1-20-2-53540	300.00
6325	1/7/2015	6325	Municipal Emergency Serv. Inc.	Target Solutions Software	1-14-2-52830	1,558.40
	1/7/2015	6325	Municipal Emergency Serv. Inc.	Target Solutions Software	1-14-2-52840	2,337.60
6326	1/7/2015	6326	Pacific Office Automation, Inc	copies/kit	1-13-2-53500	34.03
	1/7/2015	6326	Pacific Office Automation, Inc	copies/kit	1-13-2-53500	125.17
6327	1/7/2015	6327	Pony Express, Inc.	Modem/Antenna to Braun	1-13-2-51210	21.10
	1/7/2015	6327	Pony Express, Inc.	SCBA postage	1-30-2-52020	12.81
	1/7/2015	6327	Pony Express, Inc.	industrial Scientific Factory Service postage	1-30-2-52020	28.56
	1/7/2015	6327	Pony Express, Inc.	return Opticom Medic1 postage	1-24-2-53100	13.42
6328	1/7/2015	6328	Sisters Landscaping, Co., Inc.	landscaping	1-28-2-53502	464.50
6329	1/7/2015	6329	The Bulletin	subscription newspaper	1-13-2-51700	102.00
6330	1/7/2015	6330	Thornton Brown	Public Speaking Fundamentals Per Diem	1-14-2-53200	55.00
6331	1/7/2015	6331	US Bank - Visa	Lightbulbs	1-28-2-53100	90.82
	1/7/2015	6331	US Bank - Visa	INFRARED HEATER ELEMENTS	1-28-2-53100	429.38
	1/7/2015	6331	US Bank - Visa	NAAC Cert - Continuing Ed Package	1-13-2-51800	299.00
	1/7/2015	6331	US Bank - Visa	Angeline's DC Ops process	1-13-2-53900	24.50
	1/7/2015	6331	US Bank - Visa	IR Pocket Guides	1-14-2-52820	39.48
	1/7/2015	6331	US Bank - Visa	GC for DC ops evaluators	1-13-2-53900	300.00
	1/7/2015	6331	US Bank - Visa	Creamer	1-13-2-52950	2.99
	1/7/2015	6331	US Bank - Visa	Global Traffice Tech Opticom repair	1-34-2-53500	248.75
	1/7/2015	6331	US Bank - Visa	Passport Name Tags	1-30-2-52010	21.13
	1/7/2015	6331	US Bank - Visa	Lunch Sisters Country Leadership	1-11-2-52960	48.00
	1/7/2015	6331	US Bank - Visa	FFI Test BBRFD D Myers	1-14-2-53100	29.00
	1/7/2015	6331	US Bank - Visa	Lunch Sisters Country Leadership	1-11-2-52960	18.40
	1/7/2015	6331	US Bank - Visa	Chief gas	1-34-2-52400	44.16

Check Number	Check Issue Date	Check Number	Payee	Description	GL Account	Check Amount
	1/7/2015	6331	US Bank - Visa	Coffee	1-13-2-52950	71.98
	1/7/2015	6331	US Bank - Visa	Coffee	1-13-2-52950	112.98
6332						
	1/12/2015	6332	Ace Hardware, inc.	Supplies	1-34-2-53100	19.94
	1/12/2015	6332	Ace Hardware, Inc.	Supplies	1-30-2-52020	14.99
	1/12/2015	6332	Ace Hardware, Inc.	Supplies	1-28-2-53100	16.07
	1/12/2015	6332	Ace Hardware, Inc.	Christmas bags	1-18-2-53240	79.95
6333						
	1/12/2015	6333	CEC, INC	electric-Camp Sherman	1-28-2-53830	136.47
6334						
	1/12/2015	6334	City of Sisters	Water-Locust	1-28-2-53860	25.58
	1/12/2015	6334	City of Sisters	Water-Elm	1-28-2-53860	249.82
6335						
	1/12/2015	6335	Ed Staub & Sons Propane	Propane	1-28-2-53850	777.55
6336						
	1/12/2015	6336	L.N. CURTIS & SONS	1 Structure Helmet	1-30-2-52010	171.36
6337						
	1/12/2015	6337	Miss Sew-it-All	uniform Hems	1-13-2-53700	40.00
	1/12/2015	6337	Miss Sew-it-All	uniform repairs	1-30-2-52010	5.00
	1/12/2015	6337	Miss Sew-it-All	New Uniform Daemon	1-13-2-53900	40.00
6338						
	1/12/2015	6338	Mission Linen Supply, Inc.	mats/rugs	1-28-2-53100	126.21
	1/12/2015	6338	Mission Linen Supply, Inc.	mats/rugs	1-28-2-53100	126.21
6339						
	1/12/2015	6339	Sisters Screen Printing & Embroidery	Embroidery	1-13-2-53700	67.00
6340						
	1/12/2015	6340	The Sign Man	3 numbers for E-signs"	1-17-2-51820	147.96
6341						
	1/12/2015	6341	US Bank - Visa	Forest Land Class Meeting-Ast	1-14-2-53200	8.77
	1/12/2015	6341	US Bank - Visa	Forest Service lunch meeting	1-17-2-52960	51.00
6342						
	1/12/2015	6342	WCP Solutions	supplies	1-28-2-53100	121.40
	1/12/2015	6342	WCP Solutions	supplies	1-28-2-53100	33.50
6343						
	1/12/2015	6343	Wildwood Mechanical Services	Heatpump Repair, Station 703	1-28-2-53500	3,996.00
	1/12/2015	6343	Wildwood Mechanical Services	Furnace repair, Station 704	1-28-2-53500	98.75
6344						
	1/14/2015	6344	Blumenthal Uniforms & Equipmen	Pants - Students	1-20-2-53700	94.50
6345						
	1/14/2015	6345	COFCA	fire chief dues	1-12-2-51700	150.00
6346						
	1/14/2015	6346	Colin Weddle	Mileage Reimbr	1-20-2-53540	159.60
6347						
	1/14/2015	6347	David Keller	C Batteries	1-30-2-52020	163.79
6348						
	1/14/2015	6348	Entenmann-Rovin Co.	badges new employees	1-13-2-53900	320.50
6349						
	1/14/2015	6349	Jeremy Ast	Cell phone reimbursement	1-16-2-53813	53.00
6350						
	1/14/2015	6350	L.N. CURTIS & SONS	Sprinkler Stop Valve	1-30-2-53590	39.42
6351						
	1/14/2015	6351	McAfee, Inc.	email filter act ABKA-4S8JQD	1-13-2-53500	58.80
6352						
	1/14/2015	6352	MFCP, Inc	741 Valve/supplies	1-34-2-53100	52.39
	1/14/2015	6352	MFCP, Inc	Supplies	1-34-2-53100	28.72
6353						
	1/14/2015	6353	Municipal Emergency Serv. Inc.	Triple Holder wrench	1-34-2-53100	38.00
6354						
	1/14/2015	6354	Norco Medical Supply, Inc.	oxygen	1-24-2-52800	89.27
6355						
	1/14/2015	6355	Pacific Power Group, LLC	Medic 775-2	1-24-2-53100	14.28
6356						
	1/14/2015	6356	Speer Hoyt LLC	legal	1-11-2-52750	406.80
6357						
	1/14/2015	6357	Your Care, LLC	Burke labs	1-13-2-53900	489.00
6358						
	1/20/2015	6358	Alpine Internet Solutions	Monthly site hosting	1-13-2-53501	35.00
6359						
	1/20/2015	6359	Bio-Med Testing Service, Inc.	testing	1-18-2-53210	29.00

Check Number	Check Issue Date	Check Number	Payee	Description	GL Account	Check Amount
6360	1/20/2015	6360	Connor Briggs	Mileage/Meals Reimbursement	1-20-2-53540	300.00
6361	1/20/2015	6361	Doug Myers	Pizza for D/C Ops visit	1-13-2-53900	27.00
6362	1/20/2015	6362	ECEMS - c/o TOM WRIGHT, TREASURER	5 Protocol Books	1-14-2-52820	109.70
6363	1/20/2015	6363	Fastenal Company	Supplies	1-34-2-53100	65.80
6364	1/20/2015	6363	Fastenal Company	Screws	1-30-2-53100	5.67
6364	1/20/2015	6364	Gary Marshall	Cell phone reimbursement	1-17-2-53810	64.61
6365	1/20/2015	6365	Graham Macdonald	Mileage Reimbursement	1-20-2-53540	150.00
6366	1/20/2015	6366	HR Answers, Inc.	Final Report feedback	1-11-2-53500	472.50
6367	1/20/2015	6367	MFCP, Inc	703 Compressene regulator	1-28-2-53100	69.35
6368	1/20/2015	6368	Quill	Copy Paper	1-13-2-53100	199.50
6369	1/20/2015	6368	Quill	Border Paper	1-13-2-53100	22.99
6370	1/20/2015	6369	SMITHWORKS MEDICAL INC	FLOORMOUNT IV WARMER	4-10-5-56103	427.34
6370	1/20/2015	6369	SMITHWORKS MEDICAL INC	120VAC ADAPTER	4-10-5-56103	75.00
6371	1/20/2015	6370	Squaw Creek Canyon Estates	water 704	1-28-2-53860	33.53
6371	1/20/2015	6371	Treasure Valley Coffee	water	1-13-2-52950	5.75
6372	1/20/2015	6372	Verizon Wireless	cell phones Account 971443696	1-26-2-53810	82.56
6373	1/23/2015	6373	AFLAC	Employee paid insurance	Payroll	542.07
6374	1/23/2015	6374	Central Oregon Police Chaplaincy	Employee paid donation	Payroll	10.00
6375	1/23/2015	6375	OR Dept of Justice	Employee garnishment	Payroll	4.42
6376	1/23/2015	6376	Special Districts Insurance Service	Disability/Life Insurance	Payroll	661.50
6377	1/23/2015	6377	MODA	Health/Dental Insurance	Payroll	11,861.36
6378	1/26/2015	6378	Braun NW, Inc.	771-1 Blower Motor for rear heater	1-24-2-53100	177.25
6379	1/26/2015	6379	Cascade Building Services	com hall cleaning	1-01-0-45500	225.00
6380	1/26/2015	6380	Deschutes County 911 Service D	Monthly Access Charges	1-26-2-53500	20.85
6381	1/26/2015	6381	Enerspect Medical Solutions, LLC	FRx AED PADS	1-24-2-52800	121.20
6381	1/26/2015	6381	Enerspect Medical Solutions, LLC	PEDS DEFIB PADS (PHILIPS)	1-24-2-52800	24.46
6382	1/26/2015	6382	Gary Lovegren	Materials for agility testing props	1-14-5-56100	239.90
6383	1/26/2015	6383	Hayden Jones	Mileage Reimbursement	1-20-2-53540	300.00
6384	1/26/2015	6384	HRA VEBA Trust	YA527 VEBA Contributions	1-16-1-50111	3,000.00
6385	1/26/2015	6385	Julie Spor	June 2014 HRA Medical Reimb	2-12-1-56109	1,205.00
6386	1/26/2015	6386	KUSSMAUL ELECTRONICS CO, INC.	721 parts	1-34-2-53100	72.46
6387	1/26/2015	6387	Municipal Emergency Serv. Inc.	Rescue Randy, Storage Case & Harness	1-14-5-56100	1,214.27
6388	1/26/2015	6388	OFDDA	dues	1-11-2-51700	1,250.00
6389	1/26/2015	6389	OHA, EMS/TS	EMT LICENSE RENEWAL	1-24-2-52810	660.00
6389	1/26/2015	6389	OHA, EMS/TS	EMT-I LICENSE RENEWAL	1-24-2-52810	255.00
6389	1/26/2015	6389	OHA, EMS/TS	PARAMEDIC LICENSE RENEWAL	1-24-2-52810	2,400.00
6390	1/26/2015	6390	Robert Harrison	Meals Incident Safety Officer Class	1-14-2-53200	80.00
6391						

Check Number	Check Issue Date	Check Number	Payee	Description	GL Account	Check Amount
6392	1/26/2015	6391	SeaWestern, Inc.	Structural Turnouts Frutos	1-30-2-52010	1,620.87
6393	1/26/2015	6392	William Hayes	OFAEMA Mechanics School	1-14-2-53200	255.00
	1/27/2015	6393	Bend Broadband	acct 170584-1 Buffalo Cable	1-28-2-53820	41.21
6394	1/27/2015	6393	Bend Broadband	acct 170584-1 Buffalo Cable	1-28-2-53870	37.31
	1/27/2015	6394	Bi-Mart Corporation	Volunteer Flu Shot	1-18-2-53210	53.98
	1/27/2015	6394	Bi-Mart Corporation	Sanitizer	1-28-2-53100	18.61
	1/27/2015	6394	Bi-Mart Corporation	Office Supplies	1-13-2-53100	28.63
6395	1/27/2015	6395	Brattain International	Alternator for 725	1-34-2-53100	451.30
6396	1/27/2015	6396	C & K Market	DC Ops supplies	1-13-2-53900	39.01
	1/27/2015	6396	C & K Market	DC Ops supplies	1-13-2-53900	24.97
6397	1/27/2015	6397	CEC, INC	electric-Buffalo	1-28-2-53830	301.57
	1/27/2015	6397	CEC, INC	electric-Lariat	1-28-2-53830	86.32
	1/27/2015	6397	CEC, INC	electric-Elm	1-28-2-53830	3,273.22
6398	1/27/2015	6398	Cody Manzi	Mileage Reimbursement	1-20-2-53540	300.00
6399	1/27/2015	6399	Pacific Office Automation, Inc	copies/kit	1-13-2-53500	20.35

Report Criteria:

Journal Code: Journal Code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/26/2015	1	HRA Expense per Resolution 2014-2015	1-00-0-1070	LGIP Acct #4374	1,205.00	
01/26/2015	2	HRA Expense per Resolution 2014-2015	2-00-0-1070	Empl Fund		1,205.00-
01/31/2015	3	Expenses for Ambulance Resolution 201	1-00-0-1070	LGIP Acct #4374		502.34-
01/31/2015	4	Expenses for Ambulance Resolution 201	4-00-0-1070	Equipment Fund	502.34	
01/31/2015	5	Ambulance Adj to actual	1-00-0-1120	Ambulance Receivables	11,529.27	
01/31/2015	6	Ambulance Adj to actual	1-01-0-42100	Ambulance Transports		11,529.27-
Total JE:					13,236.61	13,236.61-
Grand Totals:					13,236.61	13,236.61-

AMBULANCE REPORT ENDING JANUARY 2015

MONTHLY CALL SUMMARY

<u>PRIMARY PAYOR</u>	<u># OF TRANSPORTS</u>	<u>AMT CHARGED</u>
AUTO ALLSTATE INSURANCE	2	\$ 3,060.00
AUTO SAFECO CONCENTRA	2	\$ 2,593.00
Lifewise	2	\$ 2,568.00
NORIDIAN ADMINISTRATIVE SVCS	6	\$ 7,549.50
PACIFIC SOURCE COMMUNITY	3	\$ 3,689.00
PACIFIC SOURCE MEDICARE	3	\$ 3,683.00
SELF PAY PAYOR	8	\$ 9,879.00
TRICARE	1	\$ 1,248.00
Total Charges	27	\$ 34,269.50

MONTHLY CREDIT SUMMARY

<u>REVENUE SOURCE</u>	<u># OF CREDITS</u>	<u>AMT RECEIVED</u>
PAYMENT INSURANCE AUTO	1	\$ 1,509.50
PAYMENT MEDICAID	14	\$ 6,472.51
PAYMENT MEDICARE PART B	1	\$ 491.15
PAYMENT CHECK	14	\$ 1,738.47
PAYMENT INSURANCE PRIMARY	11	\$ 7,971.85
PAYMENT INSURANCE SECONDARY	11	\$ 1,295.23
PAYMENT VISA/MASTERCARD	7	\$ 747.50
Total Payments		\$ 20,226.21
 <u>ADJUSTMENTS & WRITE-OFFS</u>		
ADJUSTMENT BANKRUPTCY	1	\$ 26.69
ADJUSTMENT HARDSHIP	1	\$ 1,252.50
ADJUSTMENT MEDICARE	3	\$ 1,227.58
ADJUSTMENT MEDICAID	13	\$ 10,118.41
ADJUSTMENT FIREMED	4	\$ 1,886.72
ADJUSTMENT CONTRACT	1	\$ 606.33
Total Adjustments & Write-Offs		\$ 15,118.23
TOTAL REVENUE & ADJUSTMENTS		\$ 35,344.44

OUTSTANDING ACCOUNTS

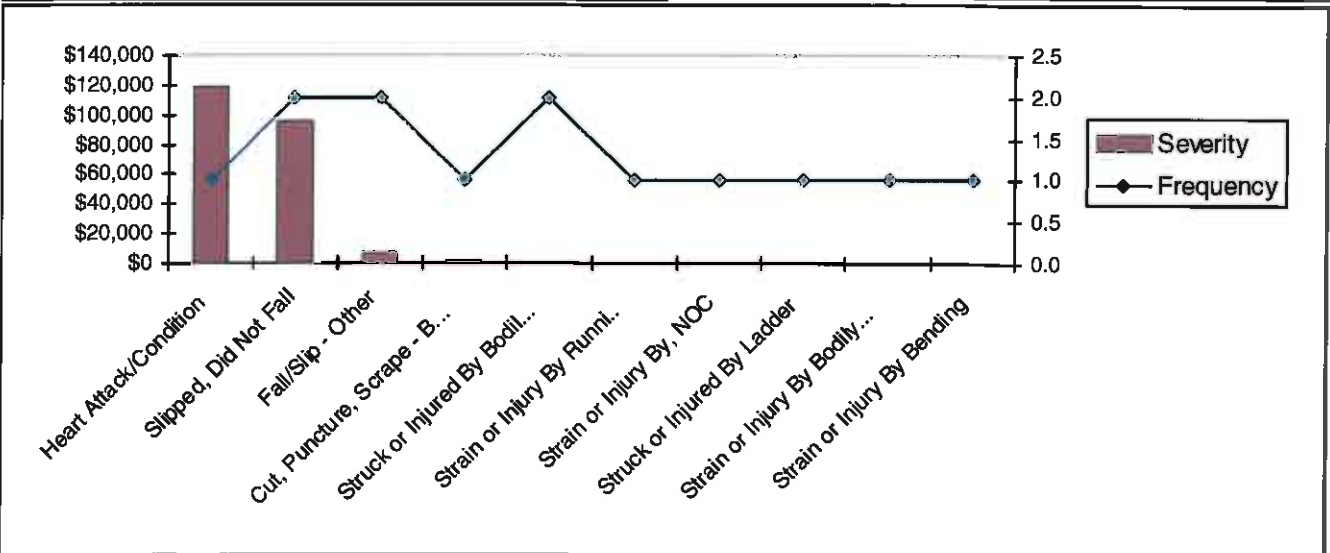
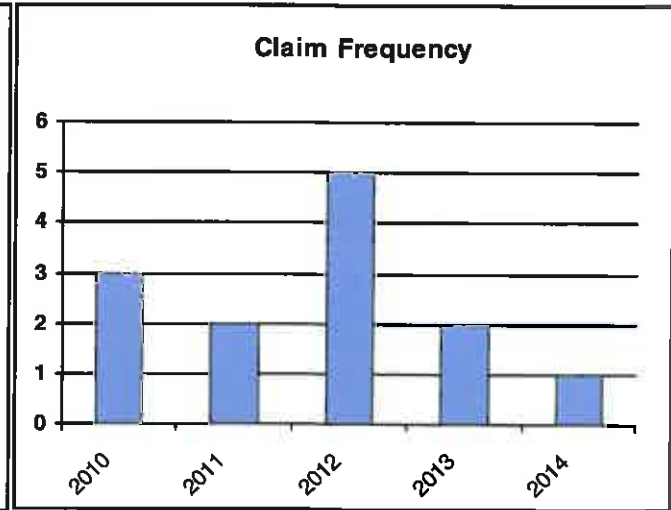
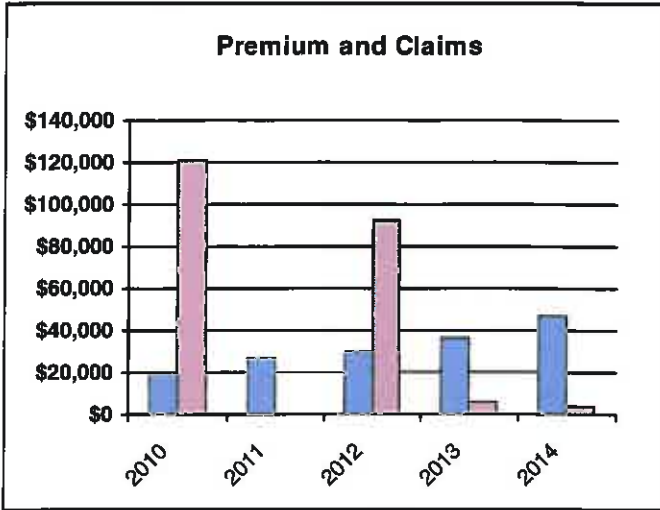
BY AGE

CURRENT	\$ 28,899.75
31 TO 60 DAYS	\$ 36,717.06
61 TO 90 DAYS	\$ 10,899.35
91 TO 120 DAYS	\$ 10,456.90
121 TO 150 DAYS	\$ 2,748.50
151 TO 180 DAYS	\$ 20,752.81
OVER 180 DAYS	\$ 28,575.79
TOTAL OUTSTANDING AS OF 01/31/2015	\$ 139,050.16
ADJUSTED BAL (PD IN JAN NOT IN AMB SOFTWARE)	\$ 360.92
	\$ 138,689.24

Sisters-Camp Sherman R.F.P.D.

Workers Compensation

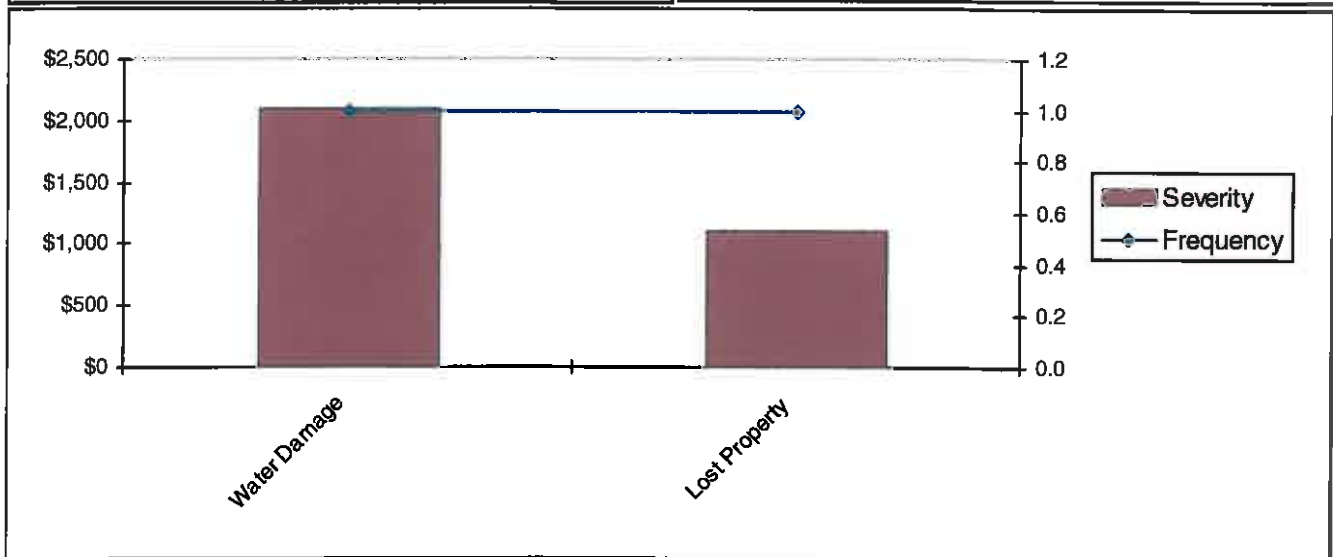
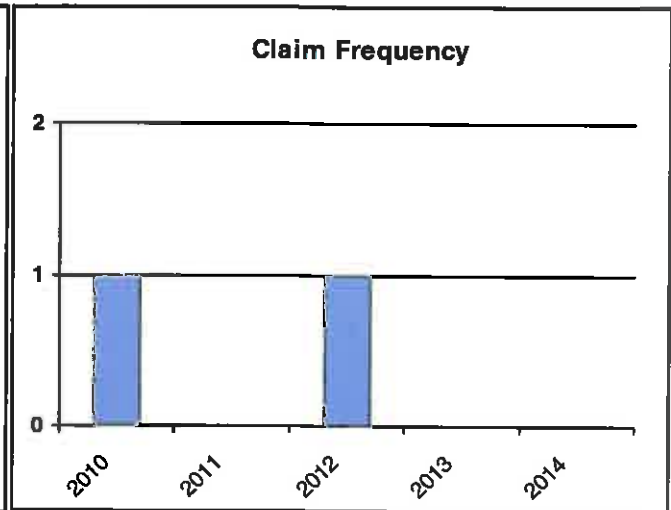
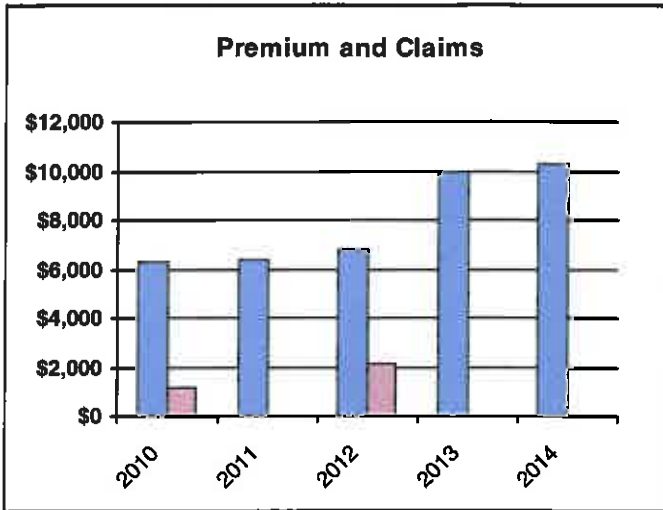
Policy Year	Premium	Paid	Reserved	Expense	Incurred	Count	Loss Ratio
2010	\$18,578	\$93,185	\$19,344	\$8,677	\$121,207	3	652.41%
2011	\$26,455	\$161	\$0	\$0	\$161	2	0.61%
2012	\$29,902	\$89,227	\$0	\$3,022	\$92,249	5	308.51%
2013	\$35,950	\$5,437	\$0	\$34	\$5,471	2	15.22%
2014	\$46,833	\$3,874	\$0	\$0	\$3,874	1	8.27%
	\$157,717	\$191,885	\$19,344	\$11,733	\$222,962	13	141.37%



Sisters-Camp Sherman R.F.P.D.

Property

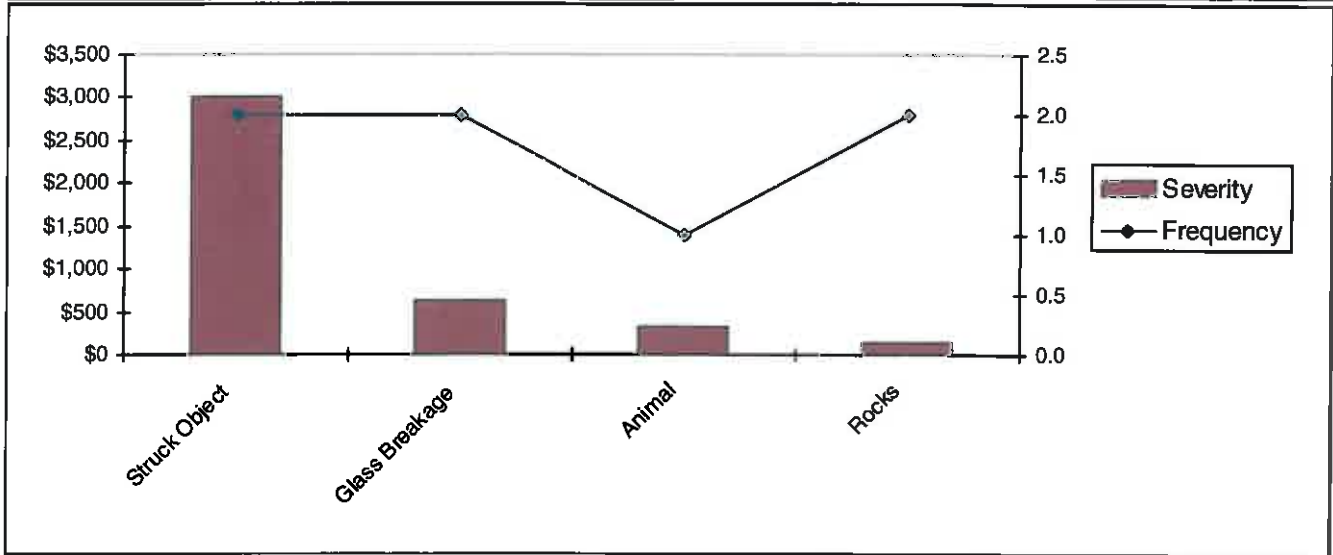
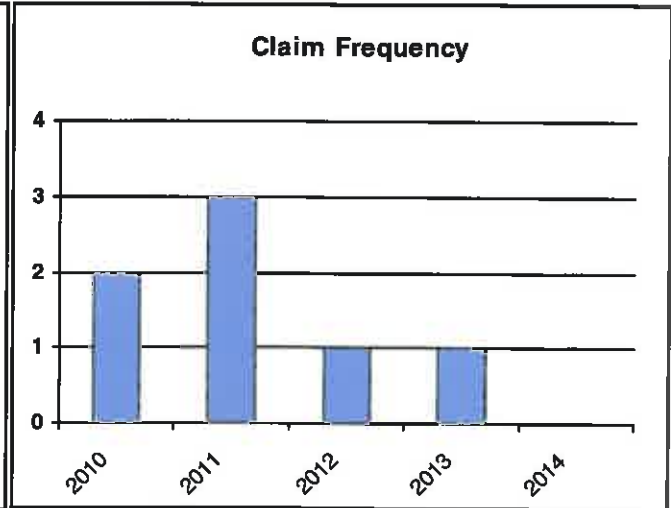
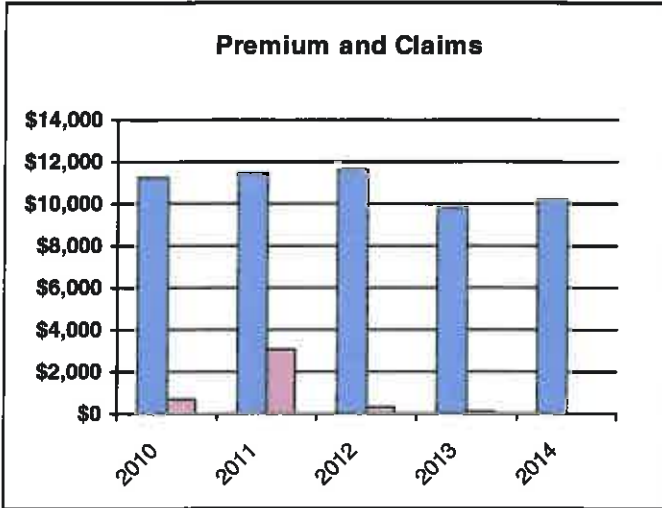
Policy Year	Premium	Paid	Reserved	Expense	Incurred	Count	Loss Ratio
2010	\$6,264	\$1,106	\$0	\$0	\$1,106	1	17.66%
2011	\$6,338	\$0	\$0	\$0	\$0	0	0.00%
2012	\$6,748	\$2,095	\$0	\$0	\$2,095	1	31.04%
2013	\$9,972	\$0	\$0	\$0	\$0	0	0.00%
2014	\$10,297	\$0	\$0	\$0	\$0	0	0.00%
	\$39,619	\$3,201	\$0	\$0	\$3,201	2	8.08%



Sisters-Camp Sherman R.F.P.D.

Auto Physical Damage

Policy Year	Premium	Paid	Reserved	Expense	Incurred	Count	Loss Ratio
2010	\$11,223	\$655	\$0	\$0	\$655	2	5.84%
2011	\$11,381	\$3,040	\$0	\$0	\$3,040	3	26.71%
2012	\$11,587	\$319	\$0	\$0	\$319	1	2.75%
2013	\$9,829	\$70	\$0	\$0	\$70	1	0.71%
2014	\$10,154	\$0	\$0	\$0	\$0	0	0.00%
	\$54,174	\$4,084	\$0	\$0	\$4,084	7	7.54%





RCVD 2-10-15
ACCT#
CAPT. INITIALS
CHIEF INITIALS

PO#
[Handwritten initials]

2015 Budgeting Forecast for Property/Casualty, Workers' Compensation & Health Renewals

Dear Board Members and Fire Chief:

This information is generated to assist your District with projected insurance premiums as you prepare your operating budget for adoption in June. *Your District's individual claims frequency and severity of losses will play a key role in the final equation for your potential increases or decreases of premiums.*

General Observations

Property and casualty insurance has experienced a fairly stable environment in the past year; rates have leveled off, natural disasters have been relatively rare, and workers' compensation insurance claims have not jumped dramatically. FEMA is still projecting another 25% increase to individual Flood premiums to help reach the level that the actuary believes is prudent. Natural disasters worldwide caused about \$42 billion in economic damages during the first half of 2014, well below the 10 year average amount of \$95 billion according to Munich Re. Insured losses totaled about \$17 billion compared with a 10-year average of \$25 billion.

Cyber Liability is an exposure with new concerns highlighted by the attacks on Sony Pictures. The pace of cyber breaches and attacks is increasing. According to a government report, there were 61,000 cyber attacks and security breaches on the federal government last year, and this number doesn't include hits on major corporation, like Target, Home Depot and now Sony.

The SDIS Liability policy document was amended effective 1-1-2015. The insurance industry has generally moved to exclude Data Breach (Cyber Liability)

from commercial general liability documents and the SDIS reinsurer has followed suit by issuing SDIS a Data Breach Exclusion. SDIS wants to continue to provide some coverage for this exposure but is concerned about the significant risk to the pool without reinsurance support. As a result SDIS is providing a limited version of coverage by making two additions and one modification to the Liability Coverage Document. The first thing SDIS is adding Exclusion A1, which will exclude Data Breach. Then SDIS will provide limited coverage in Additional Coverage J that will provide up to \$100,000 for first party coverage for expenses arising out of required actions; like notification and credit monitoring. Lastly, Additional Coverage K will provide up to \$1,000,000 for third party liability. WHA also has additional Cyber Liability markets to protect your District.

Looking at the various lines of coverage we would anticipate the following:

Property and Casualty

Most Districts will see little change in the property rates. A safe projection would be to budget for a 2% increase due to inflated construction costs. Some high value properties will see a 3-4% increase as carriers continue to fear catastrophic losses from a single event. Our suggestion is to review deductible options that align with your risk appetite and evaluate the District's Personal Property and Portable Equipment to reflect new acquisitions and upgrades. **Liability (Casualty) premiums are based on budgets and payroll**, therefore if the District's budgeted income or payrolls are projected to increase, plan on proportional increases for the premium. As a hedge, you may want to budget for a 3% increase in your general liability rates. If your District has added any new vehicles or adjusted the vehicles values, buildings, equipment or other liability exposures, you will need to take those into account when anticipating premiums for your budget purposes. Overall, the vast majority of Districts will fall ***within a 5% increase*** for 2015-2016.

Workers' Compensation

Workers' Compensation rates are *down* an average 5.3% for all class codes. The NCCI (National Council on Compensation Insurance) pure rate is the starting point for each class code that is multiplied by the carrier's rate load (operating costs) to obtain the cost per \$100 of payroll for each class code. The District's claims for the prior three years are factored into an equation to give an experience modifier based on your claims experience. Last year began a new formula to calculate the experience modifier which caps the large claims at \$15,000 for 2015 rather than the previous \$12,500 for 2014. The experience modifier (1.0 is average) further

adjusts the premium for the Workers' Compensation coverage. In the next few months; those Districts that have opted for reimbursement of non-disabling claims will be given the option to pay the small claims, removing them from the experience modifier calculation. Part of our continuing service is to assist your District with the review of those claims to provide a cost benefit analysis. Please note current medical cost affect the trending class codes and is evident below including the significant increase for the Volunteer Firefighters class code:

<u>Class Code</u>	<u>Description</u>	<u>Pure Rate change for 2015</u>
7710	Firefighters	+ 2.79%
8411	Volunteer Firefighters	+ 17.39%
8742	Chiefs/Officers and Board members	- 4.54%
8810	Office Clerical	- 14.28%

(If you don't see your class codes listed above and want to know the change, let us know.)

Health Benefits

Medical coverage continues to be volatile with unprecedented increases over the past decade. Some of the costs for the Affordable Care Act (Obama Care) continue to be factored into group benefits this year with an anticipated cost of 3-4%. Medical coverage is trending at 10-13% and dental at 2-4% for 2015. By the beginning of April, the picture for renewal should be much clearer to provide detailed information for your District. Please contact Kim Nicholsen at knicholsen@whainsurance.com with your specific benefits questions.

Bond/Crime Coverage

The District should avoid having more than one carrier for your Bond and/or Crime coverage to avoid potential reduction of coverage. Our recommendation to protect the District is that Blanket Bonds or Crime Coverage should be written to cover full faithful performance of duties for all employees. SDAO's crime policy automatically provides this coverage.

The rates with most companies remain flat from the prior year, but the deductible for some limits are increasing slightly. Recent claims against Public Entities suggest the need to evaluate accounting policies and procedures as well as giving consideration to updating the limits to reflect your current exposure. While the State of Oregon's minimum requirement for the smallest Districts is

\$10,000, most Districts should consider a minimum of \$100,000 limit. Implementing more non-cost bearing internal controls and security systems is also recommended to reduce potential claims.

Provident

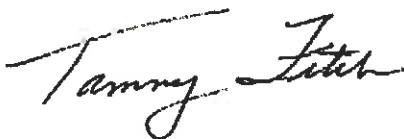
After remaining flat for many years, the premium for the group AD&D policies are expected to increase 3-5%, depending on past claims. As the District's policy renews, the carrier is requiring updated underwriting information for policies options and to ensure accurate coverage and rating.

Marketing

WHA is currently monitoring companies and programs in the marketplace to fulfill our duty of due diligence for the most comprehensive coverage and policy forms, competitive premiums, efficient claims adjustors and loss control services. As we work with you, we will continue to approach the general insurance industry to provide a thorough market analysis. As your independent agent of record we encourage you to direct any company representatives or agents to our office to provide you with additional options for your consideration.

WHA is a full service safety and risk management insurance agency. Our staff is available to provide assistance with your on-going insurance and risk management efforts. If you have any questions or would like assistance, please contact us at 800-852-6140 or email your question to Jeff Griffin at: jgriffin@whainsurance.com, Tammy Fitch at: tfitch@whainsurance.com, or Dona Holmes at: dholmes@whainsurance.com

Best regards,



Tammy Fitch, CIC, CRM
Public Entity Department Coordinator



Jeffrey A Griffin, CEO
Public Entity Executive



Sisters-Camp Sherman Rural Fire Protection District
“Protecting Life and Property through Quality Service”

January 30, 2015

Pauly, Rogers, and Co., P.C. and
Sisters-Camp Sherman RFPD Board of Directors

In response to deficiencies and best practice matters identified in the 2013-14 audit, staff has modified the District’s financial policies.

Significant Deficiency

1. Adjusting journal entries were not independently reviewed or approved in a timely manner.

Auditor Recommendation:

Journal Entries should be reviewed at least monthly, documented with initials of the reviewer along with the date reviewed. Journal Entries should also have identifying numbers to ensure completeness of the adjusting journal entries.

Management’s Response:

Journal Entries have identifying numbers and are automatically generated by the accounting software (Caselle). An example was sent to the auditor and confirmed. The auditor recognized this was overlooked.

An item was added to the duties for the Board of Directors in the Financial Management Practices Policy:

9. Reviews and approves all adjusting journal entries.

This will be a monthly addition to the consent agenda for the regular Board Meetings. Minutes will confirm the approval and date of the approval. This finance policy adjustment was approved at the January 20, 2015 board meeting. Prior to this, the Fire Chief approved the adjusting entries by signing the journal.

Best Practices-Other Matters

1. Governing Board Monitoring

Auditor Recommendation:

Board should articulate their monitoring practices and record in the minutes when those activities occur. While the Board participates in the budget adoption process and receives staff prepared financial statements, these only partially fulfill the monitoring function.

Management's Response

Items were added to the duties for the Board of Directors in the Financial Management Practices Policy:

10. Two board members to be assigned to meet with the Finance Manager and Administrative Assistant on a quarterly basis to review further detail and ask the following monitoring questions:
- a. Are the books balanced and reconciled?
 - b. Are all cash and investment accounts reconciled to the general ledger?
 - c. Does the adopted budget reflect expected expenditures?
 - d. Have all payroll reports been filed and have all payroll liabilities been paid timely?
 - e. Are there any cases of fraud that we need to be aware of?
 - f. Have there been any significant changes to the internal control system?
 - g. Is the business office adequately staffed to allow for proper segregation of duties?
 - h. Have there been any changes to the accounting system or accounting policies that are significant?
 - i. Are there any other financial related matters we should be aware of?
 - j. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
 - k. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
 - l. Ask the Finance Manager and/or Administrative Assistant (without the Fire Chief or Deputy Chief present) if they have been asked to do anything that makes them uncomfortable or to present any information they feel is inaccurate.

2. Fidelity Insurance Coverage

Auditor Recommendations:

The District carries cash and investment balances in excess of the insurance coverage amount. The Board of Directors should examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.

Management's Response

We asked our insurance agent to respond to this recommendation. We received a letter from them stating that we have coverage above industry practice for our size of department. This insurance company provides insurance to about 40% of the Special Districts in Oregon. Typically a District of our size would have a \$100,000 policy. We have a \$500,000 policy.

The Board was informed that cash amounts at a given time could reach upwards of \$3million. The Board has determined that the current insurance coverage is sufficient at this time. The letter from the insurance agent was provided to the Board as well as to the auditor. The auditor provided the following response:

"Roy always includes this as a comment if a client ever carries cash in excess of the crime coverage limits during the fiscal year. As you obviously have more cash than the \$500,000 crime coverage you have, there is the risk that if an employee were to somehow manage to steal all of your cash in one day, it wouldn't all be covered by your insurance. However, this would be a difficult feat as most of your money is held in LGIP. Roy just wants the board to be aware and evaluate their coverage, so he includes the comment – the only way it would go away is if you did have enough coverage to cover all the cash you have at your District. However, we are not in any way recommending you need to do this!! We realize this could be extremely costly. Roy just wants the board to evaluate their coverage and make sure they are comfortable with the level of coverage they have. Best Practice comments are NOT deficiencies in any way. They are just areas of risk that Roy wants the board to be aware of."

Can you please confirm that these measures meet your expectations and address your concerns as listed in the 2013/14 audit? We recognize any testing of the above changes will not be done until the 2014/15 audit.

Sincerely,



Roger Johnson
Fire Chief



Kay Johnson
Finance Manager



RESOLUTION 2014-2015-006
Resolution to Approve Expenditure from Equipment Reserve

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors budgeted funds to be expended in Vehicle from the Equipment Reserve Fund during the 2014-2015 budget period; and

WHEREAS, a new ambulance and EMS equipment for the ambulance has been ordered to replace outdated equipment as budgeted.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District unanimously approves the expenditure of Equipment Reserve Funds not to exceed \$200,000 as budgeted for the purchase of this ambulance and its equipment.

DATED the 17th day of February 2015

Chuck Newport, President

Donald Boyd, Secretary-Treasurer

Bill Rainey, Vice-President

Heather Johnson, Director

Roger White, Director

INTRODUCTION:

This manual has been prepared to document the internal accounting procedures for the Sisters-Camp Sherman Rural Fire Protection District (District). Its purpose is to ensure that financial assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship, in accordance with all applicable state statutes.

All personnel with a role in the management of Sisters-Camp Sherman Fire District fiscal operations are expected to uphold the policies in this manual. It is the intention of the District that the finance manual demonstrates our commitment to proper, accurate financial management and reporting.

DIVISION OF DUTIES:

The following is a list of personnel who have responsibilities within the accounting department:

Budget Committee:

1. Reviews and approves annual budget.

Board of Directors:

1. Reviews and approves all financial reports.
2. Reviews and adopts annual budget.
3. Adopts resolution for inter-fund loans.
4. Adopts resolution for budget reallocations.
5. Adopts resolution for budget contingency transfer.
6. Reviews accounts payable check register monthly.
7. Reviews bank statements monthly.
8. Two board members sign checks.
9. Reviews and approves all adjusting journal entries.
10. Two board members to be assigned to meet with the Finance Manager and Administrative Assistant on a quarterly basis to review further detail and ask the following monitoring questions:
 - a. Are the books balanced and reconciled?
 - b. Are all cash and investment accounts reconciled to the general ledger?
 - c. Does the adopted budget reflect expected expenditures?
 - d. Have all payroll reports been filed and have all payroll liabilities been paid timely?
 - e. Are there any cases of fraud that we need to be aware of?
 - f. Have there been any significant changes to the internal control system?

- g. Is the business office adequately staffed to allow for proper segregation of duties?
- h. Have there been any changes to the accounting system or accounting policies that are significant?
- i. Are there any other financial related matters we should be aware of?
- j. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- k. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- l. Ask the Finance Manager and/or Administrative Assistant (without the Fire Chief or Deputy Chief present) if they have been asked to do anything that makes them uncomfortable or to present any information they feel is inaccurate.

Fire Chief:

1. Reviews and approves all financial reports.
2. Develops the annual budget with the finance manager, deputy chief, and input from the rest of the organization.
3. Reviews accounts payable check registers monthly.
4. Reviews and approves purchases.
5. Reviews special purchase circumstances for purchasing policy compliance.

Deputy Chief:

1. Reviews financial reports. Primary responsibility for report review under his/her area of responsibility.
2. Develops the annual budget, with the finance manager and input from the rest of the organization.
3. Reviews and approves regular purchases.
4. Reviews and approves all expense reports and visa purchases.

Finance Manager:

1. Supervises all accounting and financial functions of the District.
2. Prepares all financial reports.
3. Prepares general journal entries as required.
4. Reviews complete General Ledger Journal each month.
5. Develops the annual budget with input from the rest of the organization.
6. Directs audit preparation activities and process and provides support during the audit.
7. Provides oversight for purchasing guidelines.
8. Reconciles and processes all accounts payable.
9. Verifies compliance with purchasing policy.
10. Maintains W-9 files on required vendors.

FIRE CHIEF'S REPORT
MONTH FEBRUARY 2015

I. CURRENT FIRE ACTIVITY STATUS:

There is no current fire activity to report at this time.

II. NOTEWORTHY OPERATIONAL EVENTS:

Emergency responses have been slow due to the mild weather.

III. COMMUNITY SERVICE EVENTS

1. The Association is preparing for the Easter Egg hunt that is held annually at Creekside Park.
2. The Fire Corps and many other volunteers and career staff conducted a smoke alarm inspection/installation event this past month. 38 smoke alarms were installed on the initial day and then due to the press about the event many more were installed over the next week.
3. I participated in community open house at COCC for high school students who are considering attending COCC and who are looking for Resident volunteer opportunities.
4. I taught a class for the Drivers Education students at Sisters High School. The course focuses on appropriate actions to take to avoid accidents and what to do if you are in a accident.
5. The Fire Corps is holding a car seat inspection clinic on February 12th at the fire station.

IV. SPECIAL PROJECTS UPDATE:

1. Chief Moor and I presented the forestland taxation issue to the Deschutes County Commissioners on Monday February 2, 2015. This project is beginning to take more time as the legislature is now in session. I plan on providing a more comprehensive update to the Board at the meeting.
2. Pat Burke has cleared all medical tests and has been hired as a probationary Fire Medic.
3. Tim Craig has successfully completed the background investigation and has taken his pre-employment physical exam. We don't have the results of the

medical physical at this time but we expect them soon. The medical physical is the last step in the hiring process. Tim's first day in the office will be March 2nd.

4. We have signed an agreement with Dr. Vraniak to serve as our Physician Advisor.
5. The District Enhancement Committee continues to meet and work on projects to enhance our operations and improve the services we provide.
6. I have scheduled a follow up H.R. training class for all career staff to be held on March 6, 2015.
7. We received a request from the Crossroads Homeowners Association to modify our practices for our burn information line. We are seeking input from staff regarding options for improvement. Fire Safety Manager Marshal is following up with the homeowners association.
8. The Deschutes County Forestland Classification Committee is currently meeting and classifying lands within our Fire District. I attended a meeting this month at the Oregon Department of Forestry office. There will be at least one more meeting where the committee will finish classifying lands in our District. I will continue to attend the meetings and monitor this process. Captain Ast is the Oregon State Fire Marshal's representative on the committee.
9. We have purchased a six month trial of Target Solutions, which is a training management software program. The program will allow us to deliver training and track progress and certifications for all of our personnel. The program is performing well at this time. Board members have also been enrolled in the programs.

V. VOLUNTEER STATUS

1. We had one, out of District, EMS volunteer resign this month.
2. We have a volunteer recruit academy scheduled for three weekends in April. Chief Myers is leading this project.

VI. OTHER

**SISTERS-CAMP SHERMAN RFPD
Call Activity**

	January		February		March		April		May		June		July		August		September		October		November		December		Year Totals			
	2014	2015	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014		
FIRE RELATED																												
Brush Fire-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	26
False Alarm-	4	3	5	5	2	4	5	1	1	1	1	1	7	3	4	2	4	4	5	8	4	5	10	7	2	53	40	
Illegal Open Burning-	4	4	3	0	2	2	2	3	1	8	0	6	2	1	0	6	0	5	4	4	4	7	3	3	3	28	45	
Structure Fire-	3	1	1	0	0	0	1	0	0	1	0	0	0	2	1	0	0	0	3	0	0	2	2	0	0	14	5	
Mutual Aid-	1	0	0	0	1	1	1	0	3	1	0	3	5	1	3	1	2	2	0	0	0	0	0	0	0	16	9	
Public Assist-	1	6	0	1	1	0	0	0	3	2	2	0	2	0	5	1	2	1	2	1	3	1	3	5	4	13	32	
Investigation-	2	0	0	4	1	1	1	1	1	5	6	9	8	2	8	7	4	2	4	2	1	0	0	1	1	31	40	
Vehicle Fire-	0	0	0	0	0	0	0	0	0	0	0	0	2	2	3	2	0	0	0	0	0	0	0	0	0	5	5	
HazMat	0	1	0	0	1	0	1	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	2	5	
Total Fire Related calls	15	15	9	10	10	9	15	7	11	59	13	22	31	31	22	27	52	23	19	14	14	14	10	11	109	207		
YTD FIRE RELATED CALLS																												
EMS RELATED																												
Medical-	43	46	61	45	54	37	48	53	54	62	71	61	61	85	57	68	36	35	47	60	46	56	45	65	65	623	673	
MVA-	4	4	4	4	4	6	7	7	7	7	8	6	7	8	7	8	6	5	9	2	6	6	6	6	17	82	83	
Total EMS Related Calls	47	50	65	49	58	43	57	65	61	69	79	67	72	92	65	75	42	40	56	62	52	62	52	51	82	705	756	
YTD EMS RELATED CALLS																												
TOTAL CALLS FOR MONTH	62	65	74	59	68	52	72	72	72	88	92	89	103	125	87	102	54	61	75	76	66	81	69	93	894	963		
Total Patient Contacts	47	44	58	47	54	40	53	53	52	65	53	57	57	88	46	65	38	37	52	53	48	59	49	64	607	672		
Total Patients Air Ambulance TX	2	0	0	0	2	1	0	0	1	2	4	1	3	2	3	2	1	2	1	0	2	2	1	2	2	21	13	
PATIENT TRANSPORTS																												
Transports to SCMC VIA Ground	26	28	37	22	25	21	33	34	32	39	26	30	34	40	25	31	19	24	21	33	33	30	31	39	342	371		
Transports to Landing Zone	2	0	0	0	2	1	0	0	1	2	4	1	3	2	3	2	1	2	1	0	2	2	1	2	2	21	13	
Total Patient Transports	28	28	37	22	27	22	33	34	33	41	30	31	37	42	28	33	20	26	22	33	35	31	32	41	363	384		
YTD PATIENT TRANSPORTS																												
CALL URGENCY																												
Alpha/Bravo	26	27	38	30	30	16	33	33	32	46	43	36	36	62	35	47	28	15	36	37	23	31	27	39	387	419		
Charlie/Delta	20	24	26	17	25	27	26	30	28	21	36	32	34	27	29	28	14	24	30	23	28	23	25	39	321	323		
Echo	1	0	0	3	0	1	0	1	1	1	1	0	0	2	0	2	1	0	0	0	1	4	1	2	6	16	16	
Omega	0	0	1	0	2	0	0	1	0	0	0	0	2	2	3	0	0	1	0	2	0	0	0	0	8	8	8	
Code 1	11	12	8	7	9	8	11	7	7	18	12	19	22	21	13	21	7	17	16	13	14	14	13	11	143	168		
Code 3	4	2	1	2	2	0	3	0	4	2	2	2	9	11	7	4	4	4	3	1	0	1	3	0	42	29		
CALL BACKS (7PC)																												
Called	23	17	10	19	7	15	14	21	18	18	26	27	38	44	45	37	20	12	24	21	17	25	17	18	259	274		
Covered	16	14	8	17	6	7	11	9	12	15	18	10	28	29	21	26	12	11	12	14	8	19	12	12	165	183		
Not Covered	7	3	2	2	1	1	3	12	6	3	8	17	9	15	24	11	8	1	7	7	9	6	5	6	94	91		



Community Risk & Fire Safety Manager Report

January 2015

Auxiliary/Fire Corps Report: Fire Corps member Marsha Marr reported that the Bi-Mart Blood Pressure Clinic took 50 blood pressure readings at our January event. The Auxiliary member organization is now called the Fire Corps volunteers. The Fire Corps Policy was approved by the Board during their January Meeting. The newly formed Fire Corps volunteers are installing the “Green Address Signs”, Instructing First Aid and CPR Classes, Taking Blood Pressures at Bi-Mart on a monthly basis and holding regular Child Safety Seat classes at Station 701. Les Schell and Gail Butler will Co-Chair the Fire Corps program.

Public Education Report: EMS Volunteer and Fire Corps member Heather Miller organized a Community Smoke Alarm Testing and Installation Day on January 24th. 16 Fire District members assisted with the door to door campaign. The results were published in the Nugget.

Development Review:

- Assisted Living Facility, 82 rooms, 71K square feet – Barclay and Larch Streets
- Assisted Living Facility, 65 rooms, 47K square feet – McKenzie Meadow Village

Special Events:

- Special Event Permit Review for Wedding – Fir Street Park

Fire Prevention Business License Inspections:

- Business License Inspection for Steep Planet Outdoors – 371 W Cascade St.
- Business License Inspection for 281 West (Cuppa Yo) – 281 W Cascade St.
- Business License Inspection for Face Oasis & Body Care – 204 W Adams St.

Other Fire Prevention Business:

- Mapping for Fire District NW area, Forest Service Petition to Withdrawal
- Burning Permits Issued for Metolius Meadows HOA & Mike Berg of ODOT by ODF

**SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT
ORDINANCE NO. 2014-15-100**

An Ordinance Adopting the New 2014 Oregon Fire Code.

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District desires to adopt the new 2014 Oregon Fire Code for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code known as the 2014 Oregon Fire Code including Appendices B, C, D, K, L, M and N; and

THEREFORE, BE IT ORDAINED that the Sisters-Camp Sherman Rural Fire Protection District does hereby adopt Ordinance 2014-15-100.

Section 1 – Definitions

- A. Wherever the word “jurisdiction” is used in the 2014 Oregon Fire Code, “jurisdiction” shall mean Sisters-Camp Sherman Rural Fire Protection District.
- B. Where the party responsible for enforcement of the 2014 Oregon Fire Code is given the title of “fire code official”, “fire code official” shall mean the Fire Chief or other designated authority charged with the administration and enforcement of the code, or duly authorized representative.

Section 2 – Division of Fire Prevention

- A. **GENERAL.** The division of fire prevention is established within the jurisdiction under the direction of the fire code official. The function of the division shall be the implementation, administration and enforcement of the provisions of this ordinance.
- B. **DEPUTIES.** In accordance with prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the fire code official shall have the authority to appoint a deputy fire code official, other related technical officers, inspectors and other employees.
- C. **LIABILITY.** The fire code official, officer or employee charged with the enforcement of this ordinance, while acting for the jurisdiction, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act required or permitted in the discharge of official duties.

Section 3 – Establishments of limits of Districts which storage of flammable or combustible liquids in outside, above-ground tanks is prohibited.

- A. The limits referred to in Section 5704.2.9.6.1 of the 2014 Oregon Fire Code in which the storage of flammable or combustible liquids is restricted are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones in approved tanks that are not in heavily populated or congested areas. Exception #2 – Light Industrial Zones in an approved tank with an individual capacity of 3,000 gallons and an aggregate capacity of 6,000 gallons on each property. Exception #3 – Combustible liquids in approved tanks not greater than 550 gallons solely used for heating. Exception #4 – Flammable and Combustible liquids in approved tanks solely used for emergency equipment not exceeding the amounts prescribed in Chapter 6 of the 2014 Oregon Fire Code. Exception #5 – Flammable and Combustible liquids in approved tanks not exceeding 1,000 gallons in business areas not heavily populated or congested.

Section 4 – Establishments of limits in which storage of liquefied petroleum gases is prohibited.

- A. The limits referred to in Section 6104.2 of the 2014 Oregon Fire Code, in which liquefied petroleum gas

is restricted, are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

Section 5 – Establishments of limits of Districts in which storage of explosives is to be prohibited.

- A. Storage of Mass-detonating explosives as defined in Section 202 of the 2014 Oregon Fire Code is prohibited within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – Limited amounts of Mass-detonating and UN/DOTn Class 1.1, 1.2, 1.3 and 1.5 as defined in Section 202 of the Oregon Fire Code may be allowed in rural areas outside the boundaries of a city that are not heavily populated or congested with the approval of the Fire Code Official when stored and used within the scope of nationally recognized standards.

Section 6 – Establishments of limits of Districts in which the storage of compressed natural gas is to be prohibited.

- A. The limits referred to in Section 5304 of the 2014 Oregon Fire Code in which storage of compressed natural gas storage is prohibited, are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

Section 7- Establishments of limits of Districts in which the storage of stationary tanks of flammable cryogen fluids are to be prohibited.

- A. The limits referred to in Section 5806.2 of the 2014 Oregon Fire Code in which the storage of flammable cryogen fluids in stationary containers outside of buildings are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

Section 8 – Establishments of limits of District in which the storage of hazardous materials is to be prohibited or limited.

- A. The limits referred to in Section 5003 of the 2014 Oregon Fire Code, in which the storage of hazardous materials is prohibited or limited is hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General and Light Industrial Zones not heavily populated or congested. Exception #2 – Limited amounts of hazardous materials may be approved by the Fire Code Official within Commercial Zones when stored and used within the scope of nationally recognized standards.

Section 9 – Amendments to the 2014 Oregon Fire Code.

The 2014 Oregon Fire Code is amended and changed in the following respects:

- A. Appendix B Section B104.2 Area separation. Portions of buildings which are separated by one or more four-hour area separation walls constructed in accordance with the Oregon Structural Specialty Code, without openings and when required with a 30-inch parapet, are allowed to be considered as separate fire-flow calculation areas.
- B. Chapter 1 “Administration” – Section 101.2.1 “Appendices”. Appendix “N” shall be adopted in its entirety.

Section 10 - Appeals

- A. Appeals of any decision of the Fire Code Official may be appealed by filing a written appeal to the Sisters-Camp Sherman Rural Fire Protection District Board Chair. The Rural Fire Protection District Board of Directors will decide on the written appeal document and any written response from the Fire Code Official. The Rural Fire Protection District Board of Directors decision may be appealed to the

Regional Appeal Advisory Board under ORS 479.180 within 10 days from the date of the Rural Fire Protection District Board of Directors decision.

Section 11 - Penalties

- A. Any person who violates any requirement or provision of the 2014 Oregon Fire Code as adopted and amended herein or fails to comply therewith, or who violates or fails to comply with any order made thereunder, or who builds in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate of permit issued thereunder, and from which no appeal has been taken, or who fails to comply with such order as affirmed and modified by the regional appeals advisory board or by a court competent jurisdiction, within the required time, shall severally for each and every violation and noncompliance, respectively, be guilty of a Class "A" infraction, punishable by a fine of not more than \$500.00. The imposition of one penalty for any violation shall not excuse the violations or defects within a reasonable time; and not otherwise specified, each day that prohibited conditions are maintained, shall constitute a separate offense.
- B. The application of the above penalty is in addition to other remedies available to Sisters-Camp Sherman Rural Fire Protection District including but not limited to the enforced removal of prohibited conditions.
 - a. REPEAL OF CONFLICTING ORDINANCES. - All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or the 2014 Oregon Fire Code as adopted and amended herein are hereby repealed.
 - b. VALIDITY - The Sisters-Camp Sherman Rural Fire Protection District hereby declares that should any section, paragraph, sentence or word of this ordinance or of the 2014 Oregon Fire Code as adopted and amended herein be declared for any reason to be invalid, and is the intent of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

First Reading Date _____

Second Reading and Adoption Date _____

Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this ____ day of _____, 20__.

Presiding Officer
Title: _____

Ayes: _____

Nays: _____

ATTEST:

Secretary

Certification of Copy

I hereby certify that the foregoing ordinance is a true and correct copy of the original ordinance on file with Sisters-Camp Sherman Rural Fire Protection District.

Presiding Officer

Title: _____

Sisters-Camp Sherman RFPD
Auxiliary Volunteer Meeting Minutes
Monday, January 19, 2015

Members Present: Gail Butler, Les Schell, Bruce Shaul, Gary Marshall, Heather Miller, Marsha Marr

Blood Pressure Clinics

Marsha reported Liz has agreed to help with clinics in February and March, and Collin may be willing to help again. If she cannot find enough people to staff both shifts, she will reduce it to one shift only.

Smoke Alarm Project

The smoke alarm project is a go for this Saturday, January 24th. An email was sent out recently asking for volunteers to participate and to date, Heather has had no one sign up. Les, Gail, Marsha, Heather and Gary (possibly) will participate. Heather will once again ask for help at the Association meeting tonight. (After-note: five more people at the Association meeting signed up to help). We will start at 9:00 AM with coffee/snacks and training time. The door-to-door canvassing will begin at 10:00. We plan to be done by 1:00 PM at which time we'll return to the station for lunch and debriefing. Heather gave Bruce the supplies with which he will make up the bags with helpful information for the homeowner. These bags will be divided up between the teams, and if no one is at home, a "Sorry We Missed You" card will be added to the bag, to be hung on the doorknob. Those cards have been ordered but have not yet arrived. Gail has made up contact information labels to put on those cards when they arrive.

We discussed tool kits, equipment and vehicles and decided that 8 ft stepladders would be the height limit for this project. Heather has ordered more smoke alarms from the State Fire Marshall's office and has also been given \$200 to fund the purchase of some tool kits. Les and Gail will bring 744 in from Camp Sherman, and will loan their 8 ft step ladder and battery operated drill to the project. Other vehicles to be used can be determined on Saturday when we know how many people are participating.

Child Safety Seat Project

Heather reported that no safety seat clinic is being held in January so the next one will be in February. The people at the Family Access Network suggested that the best time to hold these is on a weekend, preferably Saturday. However, because Heather is our only certified technician here, she relies on the assistance of the technicians from Redmond and Bend, and so is limited to having the clinics here on workdays for those technicians (during the week). Gail has not yet talked with Betty Shuler to see if she is still interested in participating in the safety seat clinics (and therefore becoming a re-certified technician and member of the auxiliary). The other potential interested person from an earlier clinic was Angie Gardinier but we have not yet received applications from either person.

CPR/AED/First Aid Training

Gail, Les and Rob Harrison taught the most recent class on January 10th, with five people in the First Aid segment and four people completing the CPR/AED. To date we have trained 105 people in CPR/AED. There are no classes scheduled in February or March while Les and Gail are away. Gail reported that a Camp Sherman couple donated money to Sisters-Camp Sherman Fire to purchase an AED for Camp Sherman. It has been installed in the Camp Sherman Store. Another Camp Sherman resident is heading up a potholder sale project to raise money for another AED for Camp Sherman - the location to be determined.

Address Sign Project

Bruce said that 11 signs have been made/installed since our group assumed the responsibility for these. The policy/procedure for this process has been completed and is in use. Bruce reported that there can be an issue with "replacement signs" when the drilled holes on the new sign do not line up with the holes on the old post. We discussed the need for additional tools for this process. Gary suggested that perhaps using rivets would be easier/faster. Les reported that he just recently purchased a box of 100 bolts/nuts so we decided to defer the decision to switch to rivets until that inventory is used up. We also discussed the need for a battery operated drill in the tool kit so that new holes can be drilled on site, avoiding the need to switch out the posts (the new posts have been all pre-drilled to align with the pre-drilled signs. Gary has agreed to fill in for Les on the installations until Les returns in April.

Fire Corps

The Board of Directors' meeting is tomorrow night. They will review/approve the Fire Corps Policy so our way forward will be known after the Board meeting. (After-note: The Board has approved the creation and policy for the Sisters Fire Corps).

We discussed uniforms. A suggestion was made that instead of having separate, distinct uniforms for Fire Corps, we consider using the same items currently worn by the regular volunteers and identify ourselves as Fire Corps with either a special patch, or embroidery along with our names. The group agreed this was worth pursuing because it could possibly save money for the department, and would provide a feeling of belonging to the department for Fire Corps members, and reduce a bit of confusion, since several of us are both Fire Corps members AND department volunteers. Gary will talk with the Chief to see if there are any issues with this approach. He will also talk with Julie about the cost per person for t-shirts, sweat shirts, polo's or button down collar shirts.

The meeting was adjourned at 5:50 pm. No meeting time was set for the next two months when Les and Gail will be gone, but if there is a need to meet during that time, contact Gary Marshall. Contact Gail at 595-5712 or gailb@cbbmail.com with questions, corrections or comments regarding these minutes.