



## AGENDA

Notice of Regular Meeting of the  
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District  
October 21, 2014 – Administration Building – 5:00 p.m.

1. Open the regular meeting
2. Association report
3. Consent agenda
  - a. September 16, 2014 Minutes of regular meeting
  - b. September 26, 2014 Minutes of special meeting
  - c. October 1, 2014 Minutes of Civil Service Commission meeting
  - d. Dashboard report
  - e. Bank statement and reconciliations
  - f. Operating fund summaries
  - g. Check register
  - h. Ambulance report
  - i. Safety Committee Minutes
4. Administration
  - a. Book two policy review
  - b. Discuss closure of Bank of Cascade account
  - c. Bank signature cards
  - d. Best practices Board training requirements/SDAO online training
5. Resolutions
6. Any other business
7. President Report
  - a. Oregon Fire District Directors Association Fire Service Conference November 6-8
  - b. Board training with Redmond Fire and Rescue November 12, 0930-1100.
8. Correspondence
9. Fire Chief Report:
  - a. Call activity and personnel response
  - b. Human resources support project
  - c. Collaborative Interface Taxation Committee
  - d. Fire Medic testing process
  - e. Shift Commander testing process
  - f. Deputy Chief of Operations process
  - g. Duty Officer mutual aid project
  - h. Car seat safety grant
  - i. District Enhancement Committee
  - j. Jefferson County Assessor data
10. Fire Safety Manager report
  - a. Proclamation of Fire Prevention Month
11. Other business
12. Meeting adjourn

The meeting location is accessible to persons with disabilities. A request for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Call 541-549-0771.



**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  
September 16, 2014**

1. President Newport called the meeting to order at 5:00 p.m.
  - a. Directors Attending: Newport, White, Boyd, Johnson.
  - b. Staff Attending: Fire Chief Roger Johnson, Kay Johnson, Rob Harrison, Luke Boskovich, Thornton Brown, Ben Bruegeman, Matt Millar.
  - c. Public: None.
2. The Volunteer Association minutes were reviewed. Matt Millar submitted an association report. Director Boyd asked about the expanded Halloween event. Matt explained that it's not really being expanded, but rather we are working in cooperation with another event that is held at the Belfry. Gary Lovegren and Angel are working on this. Heather offered to have her EMS/Fire class students help. She has potentially 15-29 students.
3. Consent Agenda. **Unanimously approved consent agenda. Motion by Director Boyd, second by Director Johnson.**
  - a. Minutes of the August 26, 2014 regular meeting were reviewed with no comments.
  - b. The dashboard report was reviewed. Director Boyd asked for explanation of the bad areas. Chief Johnson explained that the property tax receipts don't usually come in until November; Fire Med memberships come in closer to renewal time; personnel expenses are high due to up front annual payment of the worker's comp insurance; capital outlay expenses are high with purchase of two ambulance cots; and debt service is high due to payment on bond. Nothing is out of the ordinary or unexpected.
  - c. The bank statements and reconciliations were reviewed. Director Newport noted that the LGIP bank statement still has Susan Houck as the attention line. This needs to be changed.
  - d. Operating fund summaries were reviewed with no comments.
  - e. The check register was reviewed. Director Boyd questioned check#5869 for Bend Tire Factory and whether that cost had been bid out. Chief Johnson believed that it was, but he would research. He explained that recently we have made a concerted effort to get comparison quotes for things like this rather than just go to one vendor. Check 5875 was for flowers for Gary Marshall's brother's funeral. Check 5900 was a donation that was made from the Duncan Campbell foundation in coordination with Circle of Friends for \$500. It was stipulated in that donation that the funds were to be used for a "party". The donation was forwarded to the Volunteer Association. Check 5902 was for two power cot gurneys for about \$13,000 each. Check 5905 to US Bank was for the iPads

both for the board and the MDTs. Check 5935 to Speer, Hoyt was for legal expenses relating to Chief Karjala personnel issue.

- f. The ambulance report was reviewed with no comments.

#### 4. Administration

- a. Book Two Policy Review. It was determined there was an issue with the files loaded on the iPads for the board members. The files showed all the historical changes and were too hard to follow. Kay will figure out how to get the files loaded so they are easier to read.
- b. The Board reviewed the Civil Service Committee meeting minutes. The Civil Service will meet on October 1 to certify the hiring list.
- c. The safety committee meeting minutes were reviewed. The Board asked about the fender bender related to backing up. The damage was superficial and cosmetic and will not likely require repair. The person responsible is going to make a report to the safety committee in order to try and prevent this from happening again. FF Bruegeman reported on the need for eyewash stations at each of the chemical mixing stations which include the Bay, Community Room, and Upstairs. OSHA requires an eyewash station within 10 seconds unobstructed from any chemical mixing station.

#### 5. Resolutions – None.

#### 6. Any other business – None.

#### 7. President Report

- a. President Newport reported that two people put in applications for the open Board Member position—Kim Kelm and Bill Rainey. Interviews will be conducted with these two applicants. A possible date of September 26 at 12:30pm was set for the interviews/special board meeting. Interviews will be a half hour each with the intention of selecting one after the interviews at that meeting. Staff and volunteers are encouraged to attend and participate. President Newport will provide possible questions for the interview.
- b. President Newport is working on setting up Board training with SDAO. He asked about a possible date of September 29, which did not work for Director Johnson. He will work with SDAO on other date options and get back to the Directors.

#### 8. Correspondence – The Board reviewed the Media Release related to the grant received for tri-band radios. We are hoping to be the recipient of two of these radios. Chief Johnson gave further details on the radios.

#### 9. Fire Chief Report

- a. The call activity and personnel response report was reviewed with no comments.
- b. Chief Johnson reported that four HR agencies were asked to bid and three proposals were received for the human resources support project. A committee of four (Chief Johnson, Julie Spor, FF Millar and Captain Brown) interviewed the three companies by phone today and selected HR Answers (Judy Clark) as the approved facilitator. All the rates from each of the companies were comparable at around \$225 per hour. They will come out and do an assessment first, and then will know the scope of the work to be done. Director Boyd emphasized how very important this project was to the Board and was hoping this would be well under way by now; but happy it is moving forward.
- c. Chief Johnson reported on the status of the Collaborative Interface Taxation Committee. He attended a meeting in Salem with the Oregon Forest Industries lobbyists. The large timber owners

were generally supportive. The smaller tract timberland owners were not quite as supportive but open to further discussion.

- d. Chief Johnson reported that we received 75 applications for the firefighter/paramedic positions. 73 will be invited to take the written exam on Wednesday, September 24 at Redmond Fire. The physical agility testing will also be held on that date. The intention is to take the top 24 for oral interviews to be held on September 25 and 26.
- e. Chief Johnson hopes to put out a notice on Friday announcing the opening of the Shift Commander position. Because Rob Harrison was the only one to apply, our civil service rules mandate opening the position to the outside.
- f. Chief Johnson reported that we are still in negotiations over Chief Karjala's separation agreement. Chief Karjala was concerned with some of the language the attorney included in the agreement and Chief Johnson is working on getting that changed.
- g. Chief Johnson hopes to get the announcement about the opening for Deputy Chief of Operations out by early next week. We will have a temporary fill-in for about three months until that position is permanently filled.
- h. Chief Johnson indicated he will likely request SDAO to help with the hiring process for this Deputy Chief position in order to maintain confidentiality for applicants and provide a separation from the District for selection concerns.
- i. Chief Johnson reported that he is working on a duty officer mutual aid project with Redmond, Cloverdale and Black Butte Ranch. The duty captain would be able to request coverage from Redmond BC and possibly Bend BC if no response was received for coverage within 4 minutes. During peak demand times, we would still have duty officer days budgeted. President Newport asked about ISO impact. Chief indicated he believed it would actually improve our credit, but will follow up with ISO.

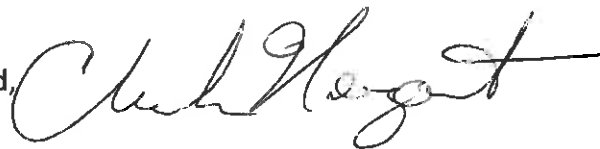
10. The Fire Safety Manager report was reviewed. Director Boyd asked where the Legacy Homes site was being planned. This would be a question Gary could answer as Chief Johnson was unsure.

#### 11. Other Business

- a. Director Johnson reported that she currently has 29 students in the EMS/Fire Science class at the high school. 15 students are seriously committed to the EMS/Fire side with 14 working towards EMR. She is able to teach college credit level courses and the students can receive college credit for EMT170 and EMT175 classes. Several others are very interested in the wildland fire and would like to be hotshots. Dave Wellington has been a great resource and the students were here at the station today for a tour.

12. The meeting was adjourned at 6:06pm.

Respectfully submitted,





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

**Minutes of the Special Meeting of the Board of Directors of the  
Sisters-Camp Sherman Rural Fire Protection District  
September 26, 2014**

1. Director Newport called the meeting to order at 12:30 p.m.
  - a. Directors Attending: Newport, White, Boyd, Johnson
  - b. Staff Attending: Chief Johnson, Kay Johnson
  - c. Public: None (except interviewees Kim Kelm and Bill Rainey)
2. Interviewed two applicants for the open Board Member position.
  - a. Kim Kelm – Former Lieutenant Colonel in Alaska Air National Guard
  - b. Bill Rainey – Former legal counsel and secretary for several large corporations
3. **Unanimously approved appointment of Bill Rainey to the Board of Directors. Motion by Director Newport, second Director Johnson.** There was much discussion on the merits of both candidates. Both candidates had much to offer and it was a very difficult choice. The Board hopes they will be able to convince Kim to participate in another way either through the Budget Committee, Civil Service Commission, or leading the Auxiliary. Director Newport will call both candidates and let them know the results.
4. The meeting adjourned at 1:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chuck Hagan".



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

**Minutes of the Civil Service Commission of the**  
**Sisters-Camp Sherman Rural Fire Protection District**  
**October 1, 2014**

Commissioners attending: Vern Renner, Sheryl McLaughlin and Russ Morrison  
Staff attending: Chief Johnson, Chief Myers, and Kay Johnson

Commissioner Morrison called the meeting to order at 1:00 p.m. Minutes of the September 9, 2014 were reviewed. **Unanimously approved September 9, 2014 minutes. Motion by Commissioner McLaughlin, Second by Commissioner Renner.**

Chief Johnson notified the Civil Service Commission of the temporary appointment of Doug Myers to assume the duties of Deputy Chief of Training.

Chief Johnson provided the Commissioners with an overview of Veterans preference points in the testing process.

Chief Johnson reviewed the testing process for Fire Medic. He highlighted that 78 people applied for the position, with 75 meeting the requirements and invited to take the written exam. 66 people took the exam and 47 people received a passing score. The top 25 candidates were allowed to take the physical agility test. Three of those candidates did not pass this test, leaving 22 candidates to move forward with the oral interview and EMS skill stations. The EMS skill station was a pass/fail station that counted towards 20% of the overall scoring. He noted that we will probably change this next time after feedback from the evaluators. They would have preferred it to be rated at 0-100 rather than pass/fail. Three separate issues came up during the exam which Chief Johnson detailed in his report. The last issue was related to failure to recognize veteran's points at the written exam stage. This affected one applicant and we quickly remedied this and added him to the list. He passed the physical agility test at a later date, and went through both the oral interview and EMS skill station and received a final ranking. Commissioner McLaughlin asked if the public would be allowed to watch the testing process (i.e. physical agility test). Chief Johnson indicated it might be nice to invite the Civil Service Commissioners to watch the testing so they could better understand the process.

**Unanimously approved to accept the testing process for Firefighter/Paramedic and certified the list as presented with the list to be active for 12 months. Motion by Commissioner Renner, Second by Commissioner McLaughlin.**

The Commission rules allow the Fire Chief to interview up to the number of openings plus two candidates. All Veterans on the list must also be included in the Chief Interview process. We currently have two vacancies. Therefore, this would allow the top four candidates plus the Veterans. **Unanimously approved Millar, Johnson, Frutos, Burke, Ward and Lengele to participate in the Fire Chief's interview. Motion by Commissioner Morrison, Second by Commissioner McLaughlin.**

Chief Myers presented the testing process for Shift Commander and D/C of Operations and proposed a timeline for hiring or promotion of the Shift Commander and Deputy Chief of Operations. New dates for the next Civil Service meetings will be November 6 at 10am and November 21 at 10am. We will be using SDAO for the application process for both of these.

Chief Johnson provided the Civil Service Commissioners with a classification list for current employees, showing length of service, address and compensation.

The meeting was adjourned at 1:40pm.

Respectfully submitted,

Roger Johnson  
Fire Chief

Sisters-Camp Sherman Dashboard			10/1/2014	
<b>Legend</b>	Good	Bad	Neutral	
<b>Financial</b>				
	2014/2015 Budget	2014/2015 YTD Actual	% of Budget	25 % goal
<b>Revenue</b>				
Beginning Fund Balance	\$ 1,259,890.00	\$ 1,504,031.52	119.38%	
Property Taxes Recvd.	\$ 2,115,870.00	\$ 29,379.20	1.39%	
Ambulance Revenue	\$ 250,000.00	\$ 76,753.20	30.70%	
Fire Med Memberships	\$ 25,000.00	\$ 5,819.59	23.28%	
Other	\$ 19,842.00	\$ 5,237.43	26.40%	
<b>Total YTD Revenue</b>	<b>\$ 3,670,602.00</b>	<b>\$ 1,621,220.94</b>	<b>44.17%</b>	
	2014/2015 Budget	2014/2015 YTD Actual	% of Budget	
<b>Expenditures</b>				25 % goal
Personnel	\$ 1,775,270.00	\$ 445,171.40	25.08%	
Materials and Services	\$ 574,400.00	\$ 80,027.05	13.93%	
Capital Outlay	\$ 58,340.00	\$ 16,686.16	28.60%	
Debt Service	\$ 180,838.00	\$ 45,418.75	25.12%	
<b>Total YTD Expenditures</b>	<b>\$ 2,588,848.00</b>	<b>\$ 587,303.36</b>	<b>22.69%</b>	
<b>Cash Balances</b>	8/31/2014	9/30/2014		
U.S. Bank Operating Account	\$ 47,964.87	\$ 64,700.34		
Bank of the Cascades (MMA)	\$ 5,616.79	\$ 5,617.94		
Local Govt. Invest. Pool	\$ 1,076,580.63	\$ 933,888.94		
Employment Reserve Fund	\$ 60,847.27	\$ 60,847.27		
Building Reserve Fund	\$ 74,195.93	\$ 74,195.93		
Equipment Reserve Fund	\$ 309,054.72	\$ 309,054.72		
Technology Reserve Fund	\$ 18,025.85	\$ 18,025.85		
Debt Service Fund	\$ 105,909.31	\$ 106,502.56		
<b>Total All Funds</b>	<b>\$ 1,698,195.37</b>	<b>\$ 1,572,833.55</b>		
<b>Volunteer Activity</b>	Last Month	Current Month		
Number of Vol. Firefighters	31	29		
Number of EMS Vol.	6	6		
Number of Auxillary Vol.	11	11		
Number of Student Vol.	6	6		
Volunteers In Training Acad.	4	3		
Volunteers in Recruitment	1	1		



<b>Legend</b>	Good	Bad	Neutral	
<b>Emergency Responses</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	
Reported Fires	27	21	163	
Confirmed Structure Fire	0	0	2	
Confirmed Wildland Fire	3	3	23	
Ambulance Responses	75	40	547	
Ambulance Transports	33		253	
Air Ambulance Transports	2		10	
<b>Total calls for month</b>	102		649	
<b>Personnel Response</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Goal</b>
Volunteer Responses	157	181	2020	
Average Volunteer Response	1.54	2.97	2.85	
Career Responses	357	199	2197	
Average Career Response	3.5	3.26	3.1	
7 PC's initiated	37	12	216	92%
7 PC's Covered	26	11	140	Goal 75%
<b>Training Hours</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	
Volunteer Training Hrs.	188.5	298.75	1965.10	
Career Training Hrs.	94	148.25	932.35	
Instructor Hrs.	39	72.75	584.25	
Career Certifications	0	0	14	
Volunteer Certifications	0	0	27	
<b>Employee Injuries</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to date</b>	
Requiring Treatment	1	0	3	
Not Requiring Treatment	0	1	2	

0101000



# BANK OF THE CASCADES

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

Page  
Primary Account:  
Date:

1 of 1  
4396804  
09/30/14

1

## Summary of Accounts

<u>Account Number</u>	<u>Type of Account</u>	<u>Balance</u>
4396804	Public Money Market OR	5,617.94

### Public Money Market OR

<u>Account Number</u>	<u>4396804</u>	<u>Statement Dates</u>	<u>9/02/14 thru 9/30/14</u>
Previous Balance	5,616.79	Days in the Statement Period	29
Deposits/Credits	.00	Average Ledger	5,616.79
Checks/Debits	.00	Average Collected	5,616.79
Service Charges	.00	Interest Earned	1.11
Interest Paid	1.15	Annual Percentage Yield Earned	0.25 %
Current Balance	5,617.94	2014 Interest Paid	10.49

### • Overdraft and Return Item Fees

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$ .00
Total Returned Item Fees	\$ .00	\$ .00

### • Deposits and Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
9/30	Interest Deposit	1.15

### • Daily Balance Information

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
9/02	5,616.79	9/30	5,617.94				

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



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

MMA BOTC (MONEY MARKET ACCT BOTC) (1)  
September 30, 2014

Account: 10001000

Bank Account Number: 04396804

Bank Statement Balance:	5,617.94	Book Balance Previous Month:	5,616.79
Outstanding Deposits:	.00	Total Receipts:	1.15
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	5,617.94	Book Balance:	5,617.94

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 1 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

1

Business Statement  
Account Number:P.O. Box 1800  
Saint Paul, Minnesota 55101-08001 536 9523 7070  
Statement Period:

3233 IMG Y ST01

Sep 2, 2014  
through  
Sep 30, 2014

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

To Contact U.S. Bank

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

Internet: usbank.com

GOLD BUSINESS CHECKING  
U.S. Bank National Association  
Account SummaryMember FDIC  
Account Number 1-536-9523-7070

	#	Items	
Beginning Balance on Sep 2	\$		67,740.00
Customer Deposits	7		16,394.54
Other Deposits	13		159,589.17
Other Withdrawals	13		124,011.04-
Checks Paid	87		34,373.67-

Ending Balance on Sep 30, 2014\$ 85,339.00

## Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Sep 2	9794706153	4,130.99		Sep 22	9792783912	899.39
	Sep 10	9792984565	4,995.44		Sep 26	9795877927	1,344.00
	Sep 12	9794880639	597.54		Sep 30	9798322101	379.51
	Sep 16	9797415393	4,047.67				

Total Customer Deposits \$ 16,394.54

## Other Deposits

Date	Description of Transaction	Ref Number	Amount
Sep 2	MERCH 8016294970 SISTERS DEPOSIT		\$ 285.50
Sep 2	Electronic Deposit From US TREASURY 310		558.80 -
	REF=14245002555855 N 101036151 EDI MISC36001200		
Sep 3	MERCH 8016294970 SISTERS DEPOSIT		10.00
Sep 4	Electronic Deposit From PacificSource		504.03
	REF=14245013890685 N 2930245545CREDIT 3077581		
Sep11	MERCH 8016294970 SISTERS DEPOSIT		100.00
Sep11	Electronic Deposit From PacificSource		513.11
	REF=14252015206435 N 2930245545CREDIT 3077581		
Sep15	Electronic Deposit From Regence BCBCO		3,589.50 -
	REF=14254005247596 N 6930238155HCCLAIMPMT485000800980		
Sep16	Electronic Deposit From NORIDIAN WAORAK		1,586.66
	REF=14258011527516 Y 4450173185HCCLAIMPMT1245231760		
Sep22	Electronic Deposit From Regence BCBCO		180.00 -
	REF=14261002533211 N 6930238155HCCLAIMPMT485000800980		
Sep23	MERCH 8016294970 SISTERS DEPOSIT		1,426.80
Sep24	Electronic Deposit From OREGON ST TREAS		150,000.00
	REF=14266008749306 Y 9400917099LGIP ACH 455 AW		
Sep25	Electronic Deposit From PacificSource		484.77
	REF=14266009952249 N 2930245545CREDIT 3077581		
Sep26	MERCH 8016294970 SISTERS DEPOSIT		250.00

Total Other Deposits \$ 159,589.17

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)  
September 30, 2014

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	85,339.00	Book Balance Previous Month:	47,964.87
Outstanding Deposits:	.00	Total Receipts:	175,698.21
Outstanding Checks:	20,638.66	Total Disbursements:	158,962.74
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	64,700.34	Book Balance:	64,700.34

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 20 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
5541	38.25	5993	1,105.00	6003	10.00	6014	85.00
5934	202.00	6000	40.92	6004	395.16	6016	3,431.84
5986	53.00	6001	40.92	6010	80.00	930144	15,156.57
						Total:	20,638.66

Checks cleared: 100 items Checks Outstanding: 12 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

September 30, 2014

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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			
\$1,538,704.40	1	150,000.00	2	6,648.93	670.23	10.85	\$1,396,012.71

Effective Date	Posting Date	Description / Comments	Document Number	Item Count	Debit Amount	Credit Amount	Balance
<b>OR Treasury</b>							
9/2/2014	9/2/2014	TES Deschutes Co TT	AT9635666			5,077.44	
		End of day balance					1,543,781.84
<b>OR Treasury</b>							
9/3/2014	9/3/2014	TES Jefferson Co TT	AT9648527			1,571.49	
		End of day balance					1,545,353.33
<b>OR Treasury-Outgoing ACH</b>							
9/24/2014	9/24/2014	Voice Response Withdrawal	DVA9757730		150,000.00		
		End of day balance					1,395,353.33
<b>OR Treasury</b>							
9/30/2014	9/30/2014	Interest Credit	EI093014			670.23	
9/30/2014	9/30/2014	ACH Direct Deposit Fee	FEE093014		0.05		
9/30/2014	9/30/2014	Manual Transfer-In Fee	FEE093014		0.80		
9/30/2014	9/30/2014	Monthly Maintenance Fee	FEE093014		10.00		
		End of day balance					1,396,012.71

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
9/1/2014	0.5400%

Average Annualized Rate: 0.5400%

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
LGIP Acct #4374			08/31/2014 (08/14) Balance	1-00-0-1070			1,076,580.63
09/30/2014	CRJE	1	LGIP Interest		670.23		
09/30/2014	CRJE	3	LGIP Bank Fees			10.85-	
09/02/2014	CRUS	12	Jefferson Co Taxes		1,571.49		
09/02/2014	CRUS	17	Deschutes Co Property Taxes		5,077.44		
09/22/2014	CRUS	56	Transfer funds from Pool A/C			150,000.00-	
09/30/2014 (09/14) Period Totals and Balance					7,319.16 *	150,010.85- *	933,888.94

Number of Transactions: 5 Number of Accounts: 1

Total GENERAL FUND:

Debit	Credit	Proof
7,319.16	150,010.85-	142,691.69-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Empl Fund			08/31/2014 (08/14) Balance	2-00-0-1070			60,847.27
			09/30/2014 (09/14) Period Totals and Balance		.00 *	.00 *	60,847.27

Number of Transactions: 0 Number of Accounts: 1

Total EMPLOYMENT RESERVE FUND:

Debit	Credit	Proof
.00	.00	.00



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Bldg Fund			08/31/2014 (08/14) Balance	3-00-0-1070			74,195.93
			09/30/2014 (09/14) 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
			08/31/2014 (08/14) Balance	4-00-0-1070			309,054.72
			09/30/2014 (09/14) Period Totals and Balance		.00 *	.00 *	309,054.72

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
			Technology Reserve Fund				
			08/31/2014 (08/14) Balance	5-00-0-1075			18,025.85
			09/30/2014 (09/14) 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:					7,319.16	150,010.85-	142,691.69-

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

Account Number	Account Title	2013-13 Prior year Period Actual	2014-14 Current Period Actual	2014-14 Current year Actual	2014-15 Current year Budget	Balance Remaining +/-	% Collected
<b>GENERAL FUND</b>							
1-01-0-40100	Desch Cnty Current Yr Ta	.00	.00	7,788.67	1,884,180.00	1,876,391.33-	.00
1-01-0-40200	Jeff Cnty Current Yr Taxe	.00	.00	977.69	199,460.00	198,482.31-	.00
1-01-0-41100	Desch Cnty Prior Yr Taxe	6,028.15	5,076.03	16,366.30	27,600.00	11,233.70-	59%
1-01-0-41200	Jeff Cnty Prior Yr Taxes	1,971.80	1,570.92	4,246.54	4,630.00	1,341.23	129%
1-01-0-42100	Ambulance Transports	41,246.81	22,603.44	76,074.70	250,000.00	171,533.80-	31%
1-01-0-42120	Ambulance Collection Ac	.00	171.50	678.50	.00	1,028.77	.00
1-01-0-42200	Fire Contracts	.00	.00	.00	3,500.00	3,500.00-	.00
1-01-0-42300	Fire Apparatus Response	.00	.00	318.00	10.00	308.00	3180%
1-01-0-42400	Fire Med Membership	1,670.83	2,350.00	5,819.59	25,000.00	19,180.41-	23%
1-01-0-42500	Pay from Outside Parties	.00	.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	1.16	1.15	3.54	12.00	8.46-	30%
1-01-0-44140	Deschutes Cnty Interest	1.43	1.41	10.64	250.00	239.36-	4%
1-01-0-44160	Jefferson Cnty Interest	.38	.57	2.84	10.00	6.65-	34%
1-01-0-44180	Reserve Bank Interest	509.90	670.23	2,221.13	9,000.00	6,778.87-	25%
1-01-0-45000	Misc Revenue	1,530.26	444.76	1,131.28	6,000.00	4,790.72-	20%
1-01-0-45400	Volunteer Assoc Donation	.00	1,605.00-	.00	.00	.00	.00
1-01-0-45500	Community Room Reven	136.00	125.00-	1,550.00	1,000.00	650.00	165%
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:		53,096.72	31,160.01	1,621,220.94	3,670,602.00	2,044,736.09-	44%
GENERAL FUND Revenue Total:		53,096.72	31,160.01	1,621,220.94	3,670,602.00	2,044,736.09-	44%
Net Total GENERAL FUND:		53,096.72	31,160.01	1,621,220.94	3,670,602.00	2,044,736.09-	44%

Account Number	Account Title	2013-13 Prior Year To Date Actual	2014-14 Current Period Actual	2014-14 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total BOARD DEPARTMENT:	45,497.04	.00	35,784.68	52,537.00	16,752.32	68%
	Total FIRE CHIEF DEPARTMENT:	55,788.37	.00	47,684.79	179,244.00	131,559.21	27%
	Total ADMINISTRATION DEPARTMENT:	69,812.08	.00	41,159.86	156,515.00	115,355.14	26%
	Total DEPT TRAINING:	.00	.00	1.80-	.00	1.80	.00
	Total FIRE PREVENTION DEPT:	.00	.00	.00	.00	.00	.00
	Total CAREER DEPARTMENT:	338,036.89	.00	249,421.68	1,133,248.00	883,826.32	22%
	Total FIRE SAFETY MANAGER:	51,490.88	.00	9,659.04	45,796.00	36,136.96	21%
	Total VOLUNTEERS DEPARTMENT:	2,132.45	.00	1,436.61	8,000.00	6,563.39	18%
	Total DEPUTY CHIEF - OPS:	51,516.98	.00	46,673.02	161,974.00	115,300.98	29%
	Total TEMPORARY EMPLOYEES DEPARTMENT:	19,377.36	.00	13,353.52	37,956.00	24,602.48	35%
	GENERAL FUND Expenditure Total:	633,652.05	.00	445,171.40	1,775,270.00	1,330,098.60	25%
	Net Total GENERAL FUND:	633,652.05-	.00	445,171.40-	1,775,270.00-	1,330,098.60-	25%
	Net Grand Totals:	633,652.05-	.00	445,171.40-	1,775,270.00-	1,330,098.60-	25%

Account Number	Account Title	2013-13 Prior year YTD Actual	Period Actual	2014-14 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total BOARD DEPARTMENT:	705.02	8,717.00	13,952.10	96,540.00	82,587.90	14%
	Total FIRE CHIEF DEPARTMENT:	257.45	596.80	682.80	6,800.00	6,117.20	10%
	Total ADMINISTRATION DEPARTMENT:	8,039.70	6,576.62	12,607.32	56,775.00	44,167.68	22%
	Total DEPT TRAINING:	1,548.49	3,068.98	5,505.28	35,650.00	30,144.72	15%
	Total FIRE PREVENTION DEPT:	660.46	.00	.00	.00	.00	.00
	Total CAREER DEPARTMENT:	403.07	154.18	358.80	2,340.00	1,981.20	15%
	Total FIRE SAFETY MANAGER:	687.28	175.82	812.64	10,480.00	9,667.36	8%
	Total VOLUNTEERS DEPARTMENT:	1,317.55	1,202.50	2,011.29	45,850.00	43,838.71	4%
	Total DEPUTY CHIEF - OPS:	128.54	194.59	898.77	7,785.00	6,886.23	12%
	Total STUDENTS DEPARTMENT:	2,655.01	2,110.00	5,472.99	59,400.00	53,927.01	9%
	Total EMERGENCY MED SERV DEPARTMENT:	6,803.68	3,321.78	10,794.32	61,370.00	50,575.68	18%
	Total COMMUNICATIONS DEPARTMENT:	662.74	839.24	1,024.05	11,100.00	10,075.95	9%
	Total FACILITIES DEPARTMENT:	17,662.61	8,379.43	11,873.01	88,510.00	76,637.11	13%
	Total FIRE EQUIPMENT DEPARTMENT:	2,769.31	84.73	8,391.66	37,350.00	28,958.34	22%
	Total VEHICLE MAINTENANCE DEPARTMENT:	11,565.71	2,233.92	5,642.02	54,450.00	48,809.62	10%
	GENERAL FUND Expenditure Total:	55,866.62	37,655.59	80,027.05	574,400.00	494,374.86	14%
	Net Total GENERAL FUND:	55,866.62-	37,655.59-	80,027.05-	574,400.00-	494,374.86-	14%
	Net Grand Totals:	55,866.62-	37,655.59-	80,027.05-	574,400.00-	494,374.86-	14%

Account Number	Account Title	2013-13 Prior YTD Actual	2014-14 Current Period Actual	2014-14 Current year Actual	2014-15 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	467.72	2,035.00	6,081.00	5,500.00	581.00-	111%
	Total DEPT TRAINING:	.00	.00	.00	1,500.00	1,500.00	.00
	Total EMERGENCY MED SERV DEPARTMENT:	.00	.00	8,000.00	10,000.00	2,000.00	80%
	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	71.16	25,340.00	25,268.84	.00
	<b>GENERAL FUND Expenditure Total:</b>	<b>467.72</b>	<b>2,035.00</b>	<b>16,686.16</b>	<b>58,340.00</b>	<b>41,653.84</b>	<b>29%</b>
	<b>Net Total GENERAL FUND:</b>	<b>467.72-</b>	<b>2,035.00-</b>	<b>16,686.16-</b>	<b>58,340.00-</b>	<b>41,653.84-</b>	<b>29%</b>
	<b>Net Grand Totals:</b>	<b>467.72-</b>	<b>2,035.00-</b>	<b>16,686.16-</b>	<b>58,340.00-</b>	<b>41,653.84-</b>	<b>29%</b>

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account	Check Amount
<b>5938</b>							
09/14	09/02/14	5938	Baxter Auto/S&S/Sisters	supplies	472283	1-34-2-53100	6.44
<b>5939</b>							
09/14	09/02/14	5939	Bend Broadband	acct 170739-2 cable	091814	1-28-2-53820	41.21
09/14	09/02/14	5939	Bend Broadband	acct 170739-2 cable	091814	1-28-2-53870	37.81
<b>5940</b>							
09/14	09/02/14	5940	CEC, INC	electric-Lariat	18827	1-28-2-53830	24.38
09/14	09/02/14	5940	CEC, INC	electric-Elm	6496	1-28-2-53830	1,189.54
09/14	09/02/14	5940	CEC, INC	electric-Buffalo	909	1-28-2-53830	145.56
<b>5941</b>							
09/14	09/02/14	5941	CenturyLink	Acct 5415952373171B	081914	1-28-2-53870	48.08
<b>5942</b>							
09/14	09/02/14	5942	Deschutes County 911 Ser	Monthly Acess Charges	SIS-VER-004	1-26-2-53500	20.02
<b>5943</b>							
09/14	09/02/14	5943	Fire Service Bookstore	HS Program Textbooks	300005080	1-18-2-53820	997.50
<b>5944</b>							
09/14	09/02/14	5944	Hummingbird Auto Glass	Windshield Repair 775	1312400	1-34-2-53500	185.00
<b>5945</b>							
09/14	09/02/14	5945	InnerTech	TECH SUPPORT	5502	1-13-2-53501	531.30
09/14	09/02/14	5945	InnerTech	New Computer-Karjala	5502	1-13-5-56100	2,035.00
<b>5946</b>							
09/14	09/02/14	5946	Kiwanis Club of Sisters	annual dues	2014-2015	1-12-2-51700	135.00
<b>5947</b>							
09/14	09/02/14	5947	Kyle Summer	Paramedic Exam Fee	090214	1-14-2-52840	344.50
<b>5948</b>							
09/14	09/02/14	5948	OFSOA	conference fees Julie Spor	CONF 2014	1-13-2-51800	230.00
<b>5949</b>							
09/14	09/02/14	5949	Pac Office Automation - Le	photocopier contract #25115770	42524506	1-13-2-53500	290.00
<b>5950</b>							
09/14	09/02/14	5950	Sisters Landscaping, Co., I	landscaping	13402	1-28-2-53502	464.50
<b>5951</b>							
09/14	09/02/14	5951	Sisters Screen Printing & E	Embroidery	10565	1-13-2-53700	70.98
09/14	09/02/14	5951	Sisters Screen Printing & E	Embroidery	10565	1-17-2-53700	18.00
<b>5952</b>							
09/14	09/02/14	5952	Sisters-Camp Sherman F&	Quilt Show Donation	QUILT 2014	1-01-0-45400	500.00
<b>5953</b>							
09/14	09/02/14	5953	Sweeney Plumbing, Inc.	Faucet	34479	1-28-2-53100	25.00
<b>5954</b>							
09/14	09/02/14	5954	Tara Johannsen	Meals for OFMA Roundtable	081814	1-14-2-53200	100.00
09/14	09/02/14	5954	Tara Johannsen	Meals for IAAI Training	72314	1-14-2-53200	80.00
<b>5955</b>							
09/14	09/02/14	5955	WCP Solutions	laundry detergent	468658	1-28-2-53100	58.40
<b>5956</b>							
09/14	09/02/14	5956	Weisners Automotive Svc I	771 Truck Alignment	23866	1-24-2-53500	231.00
<b>5957</b>							
09/14	09/02/14	5957	WFCA: The Daily Dispatch	Ad FF/Paramedic	4222	1-13-2-53900	225.00
<b>5958</b>							
09/14	09/05/14	5958	Ace Hardware, Inc.	Shop supplies	083114	1-28-2-53100	144.61
09/14	09/05/14	5958	Ace Hardware, Inc.	Shop supplies	083114	1-24-2-53100	8.10
09/14	09/05/14	5958	Ace Hardware, Inc.	Shop supplies	083114	1-30-2-53100	23.28
09/14	09/05/14	5958	Ace Hardware, Inc.	Shop supplies	083114	1-34-2-53100	17.12
<b>5959</b>							
09/14	09/05/14	5959	Bend Broadband	acct 170739-2 cable	082514	1-28-2-53870	506.48
09/14	09/05/14	5959	Bend Broadband	acct 170739-2 cable	082514	1-28-2-53820	128.83



GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account	Check Amount
<b>5960</b>							
09/14	09/05/14	5960	Brittingham Enterprises, In	Door Entry Box Error	14-0349	1-28-2-53500	90.00
<b>5961</b>							
09/14	09/05/14	5961	CEC, INC	electric-Camp Sherman	52539	1-28-2-53830	53.20
<b>5962</b>							
09/14	09/05/14	5962	City of Sisters	Water-Elm	835900	1-28-2-53860	399.72
09/14	09/05/14	5962	City of Sisters	Water-Locust	9978100	1-28-2-53860	25.58
<b>5963</b>							
09/14	09/05/14	5963	Hoyt's Hardware	supplies	398035	1-28-2-53100	3.58
<b>5964</b>							
09/14	09/05/14	5964	Luke Boskovich	Paramedic Exam Fees	090314	1-24-2-52810	400.00
<b>5965</b>							
09/14	09/05/14	5965	McAfee, Inc.	email filter act ABKA-4S8JQD	97639234	1-13-2-53500	58.80
<b>5966</b>							
09/14	09/05/14	5966	Occupational Medicine at T	Lab Fees	29680	1-18-2-53210	33.00
<b>5967</b>							
09/14	09/05/14	5967	Pony Express, Inc.	return Uniforms	32297	1-13-2-51210	10.64
<b>5968</b>							
09/14	09/05/14	5968	US Bank - Visa	3 pair ladies Nomex Pants	5691	1-13-2-53700	279.17
09/14	09/05/14	5968	US Bank - Visa	AMAZON.COM - 2 ADMIN MONITORS	7575444	1-13-2-53501	496.18
09/14	09/05/14	5968	US Bank - Visa	SDAO Class	82514	1-13-2-51800	25.00
09/14	09/05/14	5968	US Bank - Visa	Hose/Tape	82514	1-14-2-53100	64.48
09/14	09/05/14	5968	US Bank - Visa	Food Processor	82514	1-28-2-53100	179.99
09/14	09/05/14	5968	US Bank - Visa	ipad screen protectors	82514	1-26-2-53100	64.95
09/14	09/05/14	5968	US Bank - Visa	ipad screen protectors	82514	1-26-2-53100	39.95
09/14	09/05/14	5968	US Bank - Visa	Coffee	82514	1-13-2-52950	56.99
09/14	09/05/14	5968	US Bank - Visa	Plans Meeting lunch	82514	1-19-2-52960	58.50
09/14	09/05/14	5968	US Bank - Visa	Cooler	82514	1-28-2-53100	49.97
09/14	09/05/14	5968	US Bank - Visa	GPS Units	82514	1-34-2-53100	388.97
09/14	09/05/14	5968	US Bank - Visa	ipad screen protectors	82514	1-26-2-53100	99.95
09/14	09/05/14	5968	US Bank - Visa	Ray's Community Leadership Mtg	82514	1-11-2-52960	99.96
09/14	09/05/14	5968	US Bank - Visa	Fuel-Ryan	82514	1-34-2-52400	40.68
09/14	09/05/14	5968	US Bank - Visa	Haz Mat Mtg	82514	1-19-2-52960	62.50
09/14	09/05/14	5968	US Bank - Visa	Difficult Airways Course (3)	82514	1-14-2-52830	1,125.00
09/14	09/05/14	5968	US Bank - Visa	Coffee	82514	1-13-2-52950	56.25
09/14	09/05/14	5968	US Bank - Visa	Coffee	82514	1-13-2-52950	112.98
09/14	09/05/14	5968	US Bank - Visa	Belt	82514	1-13-2-53700	28.94
09/14	09/05/14	5968	US Bank - Visa	Alpha Cards	82514	1-13-2-53100	100.00
09/14	09/05/14	5968	US Bank - Visa	Difficult Airways Course (1)	82514	1-14-2-52830	375.00
<b>5969</b>							
09/14	09/08/14	5969	Bend Oil Company	Fuel	82145	1-24-2-52400	1,009.03
09/14	09/08/14	5969	Bend Oil Company	Fuel	82145	1-34-2-52400	1,052.78
<b>5970</b>							
09/14	09/08/14	5970	Day Wireless, Inc.	XTS2500 Repair	364675	1-26-2-53300	457.00
09/14	09/08/14	5970	Day Wireless, Inc.	Minitor V Batteries	364675	1-26-2-53100	75.00
09/14	09/08/14	5970	Day Wireless, Inc.	EX500 Carry Case	364675	1-28-2-53100	20.00
<b>5971</b>							
09/14	09/08/14	5971	Mission Linen Supply	mats/rugs	420115821	1-28-2-53100	126.21
09/14	09/08/14	5971	Mission Linen Supply	mats/rugs	420118676	1-28-2-53100	126.21
<b>5972</b>							
09/14	09/08/14	5972	Pacific Office Automation, I	copies/kit	246880	1-13-2-53500	6.60
09/14	09/08/14	5972	Pacific Office Automation, I	copies/kit	246881	1-13-2-53500	34.03
09/14	09/08/14	5972	Pacific Office Automation, I	copies/kit	251443	1-13-2-53500	51.38
<b>5973</b>							
09/14	09/08/14	5973	Pacific Power Group, LLC	775 Repair A/C	373362-00	1-24-2-53500	1,062.62
<b>5974</b>							
09/14	09/08/14	5974	Sagebrush Printing, Inc.	business Cards	22138	1-17-2-53100	30.00
09/14	09/08/14	5974	Sagebrush Printing, Inc.	business Cards	22142	1-17-2-53100	30.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account	Check Amount
<b>5975</b>							
09/14	09/08/14	5975	Squaw Creek Canyon Esta	water 704	173800	1-28-2-53860	34.90
<b>5976</b>							
09/14	09/08/14	5976	Treasure Valley Coffee	water	518846	1-13-2-52950	5.75
<b>5977</b>							
09/14	09/08/14	5977	Western Communications	Ad-FF/Paramedic	2259118	1-13-2-53900	43.00
<b>5978</b>							
09/14	09/12/14	5978	Bio-Med Testing Service, I	testing	39076	1-18-2-53210	58.00
<b>5979</b>							
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-13-2-53700	756.00- V
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-13-2-53700	756.00
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-20-2-53700	756.00- V
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-20-2-53700	756.00
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-12-2-53700	189.00
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Pants	77290-02	1-12-2-53700	189.00- V
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Returned shirts	77290-80	1-13-2-53700	155.80-
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Returned shirts	77290-80	1-13-2-53700	155.80 V
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Shirts-Chief	77290-81	1-12-2-53700	187.80- V
09/14	09/12/14	5979	Blumenthal Uniforms & Eq	Shirts-Chief	77290-81	1-12-2-53700	187.80
<b>5980</b>							
09/14	09/12/14	5980	BOUND TREE MEDICAL,	EMS SUPPLY ORDER# 38187967	81520413	1-24-2-52800	208.80
09/14	09/12/14	5980	BOUND TREE MEDICAL,	EMS ORDER# 38203162	81521795	1-24-2-52800	139.20
09/14	09/12/14	5980	BOUND TREE MEDICAL,	EMS ORDER# 38203162	81528381	1-24-2-52800	54.16
<b>5981</b>							
09/14	09/12/14	5981	Caselle, Inc.	Contract support charges	59981	1-13-2-53500	343.00
<b>5982</b>							
09/14	09/12/14	5982	DMV	certified court print	60615-082914	1-18-2-53210	9.00
<b>5983</b>							
09/14	09/12/14	5983	East Cascade Vyanet	monitor feeELM.301.1391459.V10	590428	1-28-2-53503	125.88
<b>5984</b>							
09/14	09/12/14	5984	Flowers By Deanna	flowers for Liming family	4949	1-18-2-53100	105.00
<b>5985</b>							
09/14	09/12/14	5985	Integrity Medical Eval	Medical Evaluation-Karjala	062414	1-11-2-53500	1,850.00
<b>5986</b>							
09/14	09/12/14	5986	Jeremy Ast	Cell phone reimbursement	090914	1-16-2-53813	53.00
<b>5987</b>							
09/14	09/12/14	5987	Joanne Butsch	Ambulance Refund	091014	1-01-0-42100	152.51
<b>5988</b>							
09/14	09/12/14	5988	Municipal Emergency Serv.	DUPLX GAUGE FOR 721	552433_SNV	1-34-2-53100	432.56
09/14	09/12/14	5988	Municipal Emergency Serv.	SPANNER WRENCH (725)	554652_SNV	1-30-2-53590	61.45
<b>5989</b>							
09/14	09/12/14	5989	Norco Medical Supply, Inc.	oxygen	14134484	1-24-2-52800	89.40
<b>5990</b>							
09/14	09/12/14	5990	Ryan Karjala	Cell phone reimb	091114	1-19-2-53810	73.59
<b>5991</b>							
09/14	09/12/14	5991	SHARE Corporation	Orange Magic Cleaning Solution	887144	1-28-2-53100	135.00
09/14	09/12/14	5991	SHARE Corporation	Diamon Finish Vehicle Polish	887144	1-28-2-53100	111.00
09/14	09/12/14	5991	SHARE Corporation	Snow & Ice Inhibitor	887144	1-28-2-53100	1,342.49
<b>5992</b>							
09/14	09/12/14	5992	Sisters Drugstore	FENTANYL VIAL (25/PKG)	475640	1-24-2-52800	77.60
09/14	09/12/14	5992	Sisters Drugstore	MORPHINE PREFILLED SYRINGE (10/	475640	1-24-2-52800	17.75
09/14	09/12/14	5992	Sisters Drugstore	RX DISPENSING FEE	475640	1-24-2-52800	16.56
<b>5993</b>							
09/14	09/12/14	5993	Sisters-Camp Sherman F&	Rodeo Donation	090114	1-01-0-45400	1,100.00
09/14	09/12/14	5993	Sisters-Camp Sherman F&	Misc Donation	090114	1-01-0-45400	5.00
<b>5994</b>							
09/14	09/12/14	5994	Thornton Brown	cell phone reimb	091112	1-16-2-53810	50.59
09/14	09/12/14	5994	Thornton Brown	cell phone reimb	091114	1-16-2-53810	50.59

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account	Check Amount
<b>5995</b>							
09/14	09/16/14	5995	Cody Meredith	per diem EMS Conference	062314	1-14-2-53200	120.00
<b>5996</b>							
09/14	09/16/14	5996	Sisters Glass & Mirror	Glass	9372	1-34-2-53100	27.30
<b>5997</b>							
09/14	09/16/14	5997	Sisters Screen Printing & E	Embroidery	10589	1-20-2-53700	118.00
<b>5998</b>							
09/14	09/16/14	5998	Speer Hoyt LLC	legal - Personnel	27778	1-11-2-52750	723.20
<b>5999</b>							
09/14	09/16/14	5999	Verizon Wireless	cell phones Account 971443696	9731466637	1-26-2-53810	82.37
<b>6006</b>							
09/14	09/24/14	6006	Bend Broadband	acct 170584-1 Buffalo Cable	091914	1-28-2-53820	41.21
09/14	09/24/14	6006	Bend Broadband	acct 170584-1 Buffalo Cable	091914	1-28-2-53870	37.86
<b>6007</b>							
09/14	09/24/14	6007	Bryce Hughes	Paramedic Exam Fees	092314	1-20-2-53210	400.00
<b>6008</b>							
09/14	09/24/14	6008	Carlson Sign	Call Station signage for Station 704	29321	1-28-2-53100	80.00
09/14	09/24/14	6008	Carlson Sign	Community Room Exterior sign, Directio	29321	1-28-2-53100	80.00
<b>6009</b>							
09/14	09/24/14	6009	Cascade Building Services	com hall cleaning	65019	1-01-0-45500	150.00
<b>6010</b>							
09/14	09/24/14	6010	Cody Meredith	per diem Hazmat	090514	1-14-2-53200	80.00
<b>6011</b>							
09/14	09/24/14	6011	Gary Marshall	Cell Phone Reimbursement	091714	1-17-2-53810	52.82
<b>6012</b>							
09/14	09/24/14	6012	John Failla	Mileage Reimbursement	091714	1-20-2-53540	150.00
<b>6013</b>							
09/14	09/24/14	6013	Kyle Sharek	Mileage Reimbursement	091714	1-20-2-53540	150.00
<b>6014</b>							
09/14	09/24/14	6014	Oregon Fire Chief's Assn.	dues Johnson	091814	1-12-2-51700	85.00
<b>6015</b>							
09/14	09/24/14	6015	Pauly, Rogers and Co., PC	Audit	6918	1-11-2-51550	2,600.00
<b>6016</b>							
09/14	09/24/14	6016	SDAO	Membership Dues	2015	1-11-2-51700	3,431.84
<b>6017</b>							
09/14	09/24/14	6017	Sisters Screen Printing & E	Embroidery	10612	1-20-2-53700	238.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10002000	2,044.60	35,260.41-	33,215.81-
1-01-0-42100	152.51	.00	152.51
1-01-0-45400	1,605.00	.00	1,605.00
1-01-0-45500	150.00	.00	150.00
1-11-2-51550	2,600.00	.00	2,600.00
1-11-2-51700	3,431.84	.00	3,431.84
1-11-2-52750	723.20	.00	723.20
1-11-2-52960	99.96	.00	99.96
1-11-2-53500	1,850.00	.00	1,850.00
1-12-2-51700	220.00	.00	220.00
1-12-2-53700	376.80	376.80-	.00
1-13-2-51210	10.64	.00	10.64
1-13-2-51800	255.00	.00	255.00
1-13-2-52950	231.97	.00	231.97
1-13-2-53100	100.00	.00	100.00
1-13-2-53500	783.81	.00	783.81
1-13-2-53501	1,027.48	.00	1,027.48

GL Account	Debit	Credit	Proof
1-13-2-53700	1,290.89	911.80-	379.09
1-13-2-53900	268.00	.00	268.00
1-13-5-56100	2,035.00	.00	2,035.00
1-14-2-52830	1,500.00	.00	1,500.00
1-14-2-52840	344.50	.00	344.50
1-14-2-53100	64.48	.00	64.48
1-14-2-53200	380.00	.00	380.00
1-16-2-53810	101.18	.00	101.18
1-16-2-53813	53.00	.00	53.00
1-17-2-53100	60.00	.00	60.00
1-17-2-53700	16.00	.00	16.00
1-17-2-53810	52.82	.00	52.82
1-18-2-53100	105.00	.00	105.00
1-18-2-53210	100.00	.00	100.00
1-18-2-53820	997.50	.00	997.50
1-19-2-52960	121.00	.00	121.00
1-19-2-53810	73.59	.00	73.59
1-20-2-53210	400.00	.00	400.00
1-20-2-53540	300.00	.00	300.00
1-20-2-53700	1,112.00	756.00-	356.00
1-24-2-52400	1,009.03	.00	1,009.03
1-24-2-52800	603.47	.00	603.47
1-24-2-52810	400.00	.00	400.00
1-24-2-53100	8.27	.00	8.27
1-24-2-53500	1,293.62	.00	1,293.62
1-26-2-53100	279.85	.00	279.85
1-26-2-53300	457.00	.00	457.00
1-26-2-53500	20.02	.00	20.02
1-26-2-53810	82.37	.00	82.37
1-28-2-53100	2,485.41	.00	2,485.41
1-28-2-53500	90.00	.00	90.00
1-28-2-53502	464.50	.00	464.50
1-28-2-53503	125.88	.00	125.88
1-28-2-53820	211.25	.00	211.25
1-28-2-53830	1,412.68	.00	1,412.68
1-28-2-53860	460.20	.00	460.20
1-28-2-53870	630.23	.00	630.23
1-30-2-53100	23.76	.00	23.76
1-30-2-53590	61.45	.00	61.45
1-34-2-52400	1,093.46	.00	1,093.46
1-34-2-53100	873.87	.00	873.87
1-34-2-53500	185.00	.00	185.00
Grand Totals:	37,309.09	37,305.01-	4.08

Report Criteria:  
Report type: GL detail

## AMBULANCE REPORT ENDING SEPTEMBER3 2014

### MONTHLY CALL SUMMARY

<u>PRIMARY PAYOR</u>	<u># OF TRANSPORTS</u>	<u>AMT CHARGED</u>
AUTO GEICO CLAIMS OR	1	\$ 1,242.00
BCBS Participating	1	\$ 1,288.50
HUMANA MC	1	\$ 1,303.50
NORIDIAN ADMINISTRATIVE SVCS	12	\$ 14,967.00
PACIFIC SOURCE COMMUNITY	1	\$ 1,251.00
PACIFIC SOURCE MEDICARE	4	\$ 4,839.50
SELF PAY PAYOR	6	\$ 7,453.00
<b>Total Charges</b>	<b>19</b>	<b>\$ 32,344.50</b>

### MONTHLY CREDIT SUMMARY

<u>REVENUE SOURCE</u>	<u># OF CREDITS</u>	<u>AMT RECEIVED</u>
PAYMENT INSURANCE AUTO	2	\$ 2,659.50
PAYMENT MEDICAID	1	\$ 473.12
PAYMENT MEDICARE PART B	1	\$ 604.03
PAYMENT CHECK	1	\$ 129.23
PAYMENT INSURANCE PRIMARY	6	\$ 5,190.94
PAYMENT INSURANCE SECONDARY	3	\$ 414.14
Refund-Patient	1	\$ (152.51)
PAYMENT VISA/MASTERCARD	3	\$ 360.00
<b>Total Payments</b>		<b>\$ 9,678.45</b>

### ADJUSTMENTS & WRITE OFFS

ADJUSTMENT MEDICARE	5	\$ 2,008.22
ADJUSTMENT MEDICAID	1	\$ 779.38
ADJUSTMENT COLLECTION	30	\$ 16,837.20
ADJUSTMENT FIREMED	2	\$ 300.00
<b>Total Adjustments &amp; Write-Offs</b>		<b>\$ 19,924.80</b>
<b>TOTAL REVENUE &amp; ADJUSTMENTS</b>		<b>\$ 20,284.80</b>

### OUTSTANDING ACCOUNTS

#### BY AGE

CURRENT	\$ 32,160.75
31 TO 60 DAYS	\$ 40,402.31
61 TO 90 DAYS	\$ 19,519.70
91 TO 120 DAYS	\$ 11,202.30
121 TO 150 DAYS	\$ 2,481.50
151 TO 180 DAYS	\$ 6,778.27
OVER 180 DAYS	\$ 16,381.24
<b>TOTAL OUTSTANDING AS OF 9/30/2014</b>	<b>\$ 128,926.07</b>



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

## **Safety Committee Meeting Minutes**

September 23, 2014, 16:15

Members present: Doug Myers, Ron Ketchum, Ben Bruegeman, Gary Lovegren, John Failla, Kyle Sherek

Reviewed July meeting minutes

- Continue recommendation to work through OSHA punch list, purchase eye wash facilities.

### **Old Business**

- Continuing work on updating MSDS sheets
- John Failla agreed to work on installing cabinets for fire extinguishers
- PPE hazard assessment was located and will be sent to OSHA for their approval
- Exit doors at 704 – Gary Marshal will follow up with OSHA if they have concerns after clarifying required exits in this type of occupancy.
- Still have not received an accident report on 745/741 incident

### **New Business**

- Reviewed shoulder injury report. An employee was using a haligan as a step in an emergency egress drill. Employee slipped off of the haligan tool causing a sprain/strain to the shoulder. Employee was being instructed by DPSST. It appears based on documentation that employee was performing the drill as instructed. This injury required a physician evaluation and treatment. The safety committee recommends that instructors and co-workers be aware of each others strengths and abilities and also recommends having spotters to assist with evolutions where an employee has the potential to fall and cause a sprain/strain. There was no supervisor/instructor report included with this accident report, the safety committee recommends following up with DPSST to see if this is a recurring problem. Ben will follow up.
- OSHA requires training on the Globally Harmonized Standard of SDS and labeling for hazardous materials & chemicals that you may be exposed to at work. Gary Lovegren believes this training was provided in spring 2013. Chief Myers will look at the training records and/or find a training program if needed to bring Sisters – Camp Sherman Fire District into compliance.

Meeting adjourned 17:00



## Appendix A-1

### New Account/Change in Authorized Account Signer(s)

#### Customer Information

Customer Name: SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT  
Tax Identification Number: 93-0932704

☐ New Account  
☒ Change in Authorized Account Signers

#### Account Information

Account Name	Account Number	Tax Identification Number
SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT OPERATING FUND	153695237070	93-0932704

#### Authorized Account Signers

##### Add Authorized Account Signer(s):

Name	Title	Specimen Signature
HEATHER JOHNSON	VICE PRESIDENT	
ROGER WHITE	DIRECTOR	

##### Delete Authorized Account Signer(s) (list name(s) only):

AL MCKENZIE	ROGER JOHNSON	JULIE SPOR
-------------	---------------	------------

##### Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

CHUCK NEWPORT	DONALD BOYD
---------------	-------------

#### REQUEST FOR FEDERAL TAXPAYER IDENTIFICATION NUMBER

UNDER PENALTIES OF PERJURY I CERTIFY THAT:

A. THE NUMBER(S) SHOWN ABOVE IS/ARE THE CORRECT TAXPAYER IDENTIFICATION NUMBER(S) FOR THE CORRESPONDING TAXPAYER.

B. I AM NOT SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF FAILURE TO REPORT ALL INTEREST OR DIVIDENDS SINCE I HAVE NOT BEEN NOTIFIED I AM SUBJECT TO OR HAVE BEEN NOTIFIED I AM NO LONGER SUBJECT TO BACKUP WITHHOLDING BY THE INTERNAL REVENUE SERVICE. (IF YOU CANNOT CERTIFY THIS, CROSS OUT STATEMENT B.)

C. I AM A U.S. PERSON (AS DEFINED IN THE IRS FORM W-9 INSTRUCTIONS, WHICH INSTRUCTIONS WILL BE PROVIDED BY BANK UPON REQUEST).

D. I AM AN EXEMPT CUSTOMER AS LISTED IN THE IRS FORM W-9 INSTRUCTIONS - CHECK BOX ☐  
THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISIONS OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

The Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Account Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Account Signer(s). Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_

Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_





## SDIS Better and Best Practices Checklist

\*\*To be completed by the Board of Directors and District Manager\*\*

**District Name: (please fill in)** Sisters - Camp Sherman RFPD

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 3) will result in a 2% credit to your 2015 insurance contributions.

Steps to receive this credit to your 2015 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 3 of the checklist.
- After filling out and signing page 3, return **all three pages** (OR complete online) to SDAO by **November 15, 2014**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit **www.sdao.com/s2/resources/compatibility\_mode.aspx**.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

BOARD DUTIES AND RESPONSIBILITIES		Yes	No	N/A
1.	Written board duties and responsibilities of officers.	✓		
2.	Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.	✓		
3.	Distribute copy of Oregon Government Ethics Law to each board member.	✓		
4.	Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit. Adopt a policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. For districts that have a deductible/SIR of \$10,000 or less and prior to termination of an employee SDAO is called for legal advice, the \$10,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)	✓		
5.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	✓		
6.	Procedure for election of board officers.	✓		
7.	Follow ORS 198 or other authorizing statute for filling board vacancies.	✓		
8.	Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.	✓		
9.	Annually review board-approved personnel policies including, but not limited to: Non-discrimination, sexual harassment, violence in the work place, discipline procedures, drug use, motor vehicles use/accident reporting, and employee evaluation procedures.	✓		
10.	Adopt public meetings and records policy.	✓		
11.	Adopt public records retention policy.	✓		
12.	Adopt written investment policy.	✓		

<b>BOARD DUTIES AND RESPONSIBILITIES (continued)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
13.	Appoint auditor. (For small districts not required to appoint an auditor, complete the Secretary of State's Financial Report.)	✓		
14.	Approve annual audit or Secretary of State's Financial Report in district board minutes.	✓		
15.	Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds.	✓		
16.	Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules.	✓		
17.	Adopt a surplus property policy as part of your public contracting rules.	✓		
18.	Adopt a personal services policy as part of your public contracting rules.	✓		
19.	Adopt procedure for reviewing all new and existing contract forms with legal counsel.	✓		
20.	Maintain an agreement for legal services.	✓		
21.	Implement an early return to work program (light duty) for injured workers.	✓		
22.	Implement and adopt an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060.	✓		
23.	Annually allocate budget funds to maintain property in a safe condition.	✓		

<b>BOARD/MANAGER DUTIES AND RESPONSIBILITIES</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
24.	Establish minimum internal controls for access to district funds.	✓		
25.	Review district agent of record agreement and services every three years.	✓		
26.	Tenants and/or outside contractors or providers required by contract to indemnify and hold-harmless the district for any liability caused by the tenant/outside contractor or provider.	✓		

<b>MANAGER DUTIES AND RESPONSIBILITIES</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
27.	Written employee job descriptions and task assignments.	✓		
28.	Annual written employee evaluations.	✓		
29.	Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.	✓		
30.	Maintain and secure personnel files on all employees.	✓		
31.	Regularly scheduled employee training.	✓		
32.	Criminal background checks, motor vehicle records, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)	✓		
33.	Annually request DMV records of all district vehicle drivers and provide driver training as needed.	✓		
34.	Compliance with State/Federal laws and guidelines such as public meetings, public records, local budget law, audit law, public contracting, FLSA, FMLA, OFLA, etc.	✓		
35.	Post required State and Federal posters. (Postings can be found and printed out from <a href="http://www.dol.gov/osbp/sbrefa/poster/matrix.htm">http://www.dol.gov/osbp/sbrefa/poster/matrix.htm</a> and <a href="http://www.boli.state.or.us">http://www.boli.state.or.us</a> .)	✓		
36.	Separation of duties for deposits and checkbook reconciliation.	✓		
37.	Petty cash and checks locked in a secure location.	✓		
38.	More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.	✓		
39.	Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)	✓		
40.	Backup offsite for all important electronic records/systems.		✓	
41.	All contracts and agreements are in writing and within public contracting laws.	✓		
42.	All contract changes in writing and ensure payments reflect subsequent changes.	✓		
43.	Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)	✓		
44.	Inspect contract terms for compliance before final payment.	✓		
45.	Easement agreements maintained and recorded for entering onto private property.	✓		

	<b>MANAGER DUTIES AND RESPONSIBILITIES (continued)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
46.	File audit or Financial Report with Secretary of State.	✓		
47.	Annual coverage review with agent of district's property and liability insurance limits and deductibles including what is covered and amount of coverage.	✓		
48.	Annual coverage certificate review. Annually discuss with the district's insurance agent current contracts and corresponding certificates which have been issued to ensure that contract provisions comply with current coverages.	✓		
49.	Annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued and all are listed.	✓		
50.	ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)	✓		
51.	Annually review all property and update values for fire, flood and earthquake losses.	✓		
52.	Maintain updated/current schedules on real and personal property.	✓		

	<b>EDUCATION AND TRAINING</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
53.	SDAO Board Member Training (Regional, conference, videos, on-site)	✓		
54.	SDAO Annual Conference.	✓		
55.	SDAO Risk Management and Safety Workshops (Regional, Salem quarterlies, on-site)	✓		
56.	Affiliated Association Sponsored Conference (OFDDA, OFCA, ORPA, OWRC, etc.)	✓		
57.	SDAO endorsed affiliated trainings (See <a href="http://www.sdao.com">www.sdao.com</a> for listings)	✓		
58.	Annual training of each board member and written acknowledgement of policy and training kept on file.	✓		

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

**District Name:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Your Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return all three pages of the checklist (OR complete online) by **November 15, 2014** to receive a 2% credit to your 2015 general liability, auto liability, and property insurance contributions.

### **How to submit your Best Practices Checklist**

#### **Mail**

SDIS  
PO Box 12613  
Salem, OR 97309-0613

#### **Email**

[memberservices@sdao.com](mailto:memberservices@sdao.com)

#### **Fax**

(503) 371-4781

#### **Online**

[www.sdao.com](http://www.sdao.com)

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at [memberservices@sdao.com](mailto:memberservices@sdao.com).

## SDIS Best Practices Program

Your district can now receive up to a 10% discount on your general liability, auto liability, and property insurance premiums. There are five opportunities to earn 2% toward your total discount. These opportunities include the following:

### 1. Online Training – Credit: 2%

To receive credit for this category, you must have at least one person from your district complete one of the following online classes:

- Discrimination: Avoiding Discriminatory Practices
- Ethical Conduct
- Safe Driving

SDAO recently switched online training vendors. To begin taking online classes, please call SDAO Member Services at 800-285-5461. We will provide your information to SafePersonnel and they will assist you with creating your district's personalized training website.

### 2. Board Training – Credit: 2%

You must submit a form signed by the Board President certifying that each board member has taken at least one board training during the current policy year (2014). These trainings can be accessed by attending regional board training seminars, annual conference sessions, or by watching board training videos available by DVD or on the website. Approved trainings include:

- Confidence in the Face of Confusion
- Duties, Responsibilities, and Liabilities
- Governance 101
- The Board as a Supervisor
- Equivalent board training seminar provided by one of our affiliate organizations

To receive a copy of any training by DVD and a copy of the form necessary for credit, please call the Member Services Department of SDAO at 800-285-5461. The form is enclosed for your convenience and can also be accessed at: <http://ref.sdao.com/General/BoardTraining.pdf>

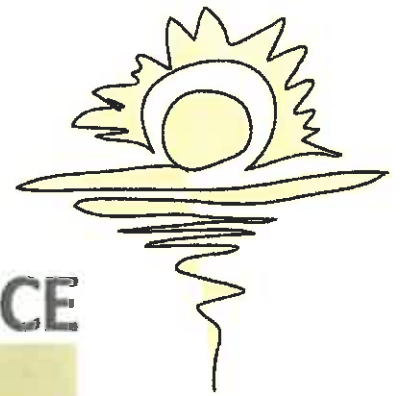
HEWLETT-PACKARD 2010



# 2014 OREGON

## FIRE SERVICE CONFERENCE

Hosted By Oregon Fire District Directors Association



**November 6-8, 2014**

**Sunriver, Oregon**

### To Strengthen & Serve

The 2014 OFS Conference Committee including representatives from OFDDA, OFCA, OVFA, and OFSOA have put together a great program with lots of quality training that you requested in the survey last year and the important industry updates for all involved in the Oregon Fire Service. We hope to welcome many of you to Sunriver this year in November to help us continue to strengthen our relationships so we can serve our communities.

#### Schedule of Events Thursday, November 6, 2014

7:00am Registration

8:00am Opening Ceremony & Memorial Service

8:30am Keynote Address— Presented By Michael & Carrie Kralicek

10:00am Background Investigations— Presented by James Duncan

11:15am Future of Unmanned Aircraft Technology in Fire Service — Presented by Don Shinnamon

10:00am-12:00pm Not If But When, Preparing Your Organization for the Worst — Presented by the Kraliceks

12:00pm Lunch & Networking

Concurrent Sessions Available in the Afternoon

1:00pm Managing The New Now— Presented by Jack Snook

1:00pm Labor/Management Trends— Presented by A Blitz & M Tedesco

2:30pm Peer Support Programs— Presented by Clackamas County Team

2:30pm Creating/Sustaining a Cohesive Team — Presented by John Stein

4:15pm Rural Chiefs Roundtable

4:15pm OFDDA Business Meeting

5:30pm Vendor Appreciation Night & Magic Show

October 1, 2014

Sisters EMT:

In the early morning hours of September 23, 2014, your office responded to a call from my husband while we were staying at the Ponderosa Lodge in Sisters. I was the beneficiary of the finest, most professional emergency medical technician care. I am writing to say thank you for your prompt, efficient treatment, the courtesy shown to my husband and myself, and in preserving my dignity in the face of not being at my best.

All responders to are hereby heartily thanked and accolades to a well trained professional staff.

Sincerely,

A handwritten signature in dark ink, reading "Marlene Pebler". The script is cursive and fluid, with the first name "Marlene" written in a larger, more prominent hand than the last name "Pebler".

Marlene Pebler  
Caldwell, Idaho

## FIRE CHIEF'S REPORT MONTH OCTOBER 2014

### I. CURRENT FIRE ACTIVITY STATUS:

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

### II. NOTEWORTHY OPERATIONAL EVENTS:

Total 911 call activity for the month of September dropped significantly from the previous month (40% fewer calls). This trend is normal, as the number of visitors to the area declines and fire season comes to a close.

We are monitoring the National Ebola situation and have been in discussion with representatives with the 911 center regarding procedural changes that will be implemented if Oregon is determined to be at risk. The goal is to make sure that our employees and patients are protected during the delivery of emergency medical services.

### III. COMMUNITY SERVICE EVENTS:

1. The Sweet as Tonya 5k fundraiser run was a huge success thanks to the great work Julie, and many others did in preparation for the event. The group that organized the event is discussing holding an annual event to raise funds for other emergency responders in Central Oregon.
2. Volunteers are providing EMT standby at all home football games. The District is also participating in the homecoming parade later in the month.
3. I participated in the City of Sisters Fir Street Park grand opening ceremonies and prepared food for people attending the celebration.
4. I attended the Sisters Kiwanis installation ceremony at Camp Caldera in September.
5. President Newport and I continue to participate in the Sisters Country Leadership meetings held each month.
6. I participated in a firewood splitting and delivery project to provide winter heat for low income Sisters residents.
7. I continue to serve on the Deschutes County 911 Advisory Committee Executive Board.



8. TJ Johannsen has done an excellent job working with the schools during fire prevention week. TJ also has been very active inspecting vendor tents during community festivals.
9. We are preparing for the annual Halloween Haunted House and are expecting a great turnout as in previous years. We have invited the "Mr. Yuk" poisoning prevention program to participate in the event this year.

#### IV. SPECIAL PROJECTS UPDATE:

1. The Collaborative Interface Taxation Committee is still moving forward. We have been invited to present our proposal to a larger group of the Small Woodland Owners Association. Tualatin Valley Fire and Rescue continues to gather tax data from numerous counties in the state in support of this project.
2. I have made two conditional job offers to Matt Millar and Damon Frutose for the FireMedic positions. We are currently performing physicals and scheduling backgrounds for them. We are hopeful to have both employees online by mid-November. Depending on the outcome of the Shift Commander testing process we may have one additional opening for FireMedic.
3. The Shift Commander application period closes October 24th. We currently have three applications for the position.
4. I have hired Doug Myers as a temporary Deputy Chief to assist with training and managing the testing processes for D/C of Operations and Shift Commander.
5. The Deputy Chief of Operations position is open until the end of October. We are receiving several calls about the position and I expect to have an adequate number of applicants for the position. The testing process will include an assessment center with District and community stakeholders involved.
6. I am continuing to work on developing an alternate Duty Officer program to provide consistent coverage for the District while minimizing the impacts to our employees. I have met with Chief Tucker, Olsen and Moor about potential options. I would like to have something operational by November.
7. The District Enhancement Committee has held two meetings and has identified several programs that could be enhanced, which would improve operations of the District and morale of the employees.
8. I have not received a report from Judy Clark with HR Answers as of the date that this packet was prepared. I expect to have a copy of a report prior to the Board meeting.

9. I attended an Active Shooter training event at Central Oregon Community College. Sisters School Superintendant Jim Golden and I are currently working with the Deschutes County Sheriff's Office to coordinate a training event in Sisters.
10. Heather Miller wrote and received a grant for a car seat safety program. We will provide inspections and have some seats available for distribution.
11. We have received the "Detail of Taxing District" report for Jefferson and Deschutes County. Depending on our actual collection rate, we should receive about \$10,000 more than projected in the current budget document.

V. VOLUNTEER STATUS:

1. Volunteer numbers remain strong; we did have two volunteers resign due to moving out of the area. One volunteer was a student who finished his schooling at COCC and is moving back home. The other volunteer was a wildland firefighter who volunteered during the winter months and has moved to Roseburg.

VII. OTHER

**SISTERS-CAMP SHERMAN RFPD**  
**Call Activity**

	January		February		March		April		May		June		July		August		September		October		November		December		Year Totals		
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2012	2013	2012	2013	2012	2013	2012	2013	
FIRE RELATED																											
	Brush Fire-	0	0	0	0	2	0	4	1	5	2	4	4	6	11	3	3	1	3	1	1	1	1	0	28	26	
	False Alarm-	5	4	5	5	2	4	5	1	1	0	1	7	3	4	2	4	4	5	4	4	5	4	7	46	45	
	Illegal Open Burning-	1	4	3	0	2	2	2	3	1	8	0	6	2	1	0	6	0	5	1	7	1	3	14	49		
	Structure Fire-	0	3	1	0	0	0	1	0	0	0	1	0	0	2	1	0	2	1	3	0	0	2	7	10		
	Mutual Aid-	0	1	0	0	1	1	1	0	3	1	0	3	5	1	3	1	2	2	2	0	0	0	2	18	10	
	Public Assist-	2	1	0	1	1	0	0	1	0	2	2	0	2	2	1	5	1	2	6	1	3	1	0	5	16	24
	Investigation-	2	2	0	4	1	2	1	1	1	5	6	6	9	8	7	8	2	4	1	2	1	0	2	1	32	43
Vehicle Fire-	0	0	0	0	0	0	0	0	0	0	0	0	2	2	3	2	0	5	0	0	0	0	0	5	4		
HazMat	1	0	0	0	1	0	1	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3	3	
Total Fire Related calls	11	53	9	10	10	9	15	7	11	39	13	22	31	33	22	27	32	21	10	10	9	18	169	214			
YTD FIRE RELATED CALLS			20	25	30	34	43	41	56	60	69	92	100	115	122	142	134	183	190	182	160	214					
EMS RELATED																											
Medical-	70	43	61	45	54	37	48	53	54	62	71	61	61	85	57	68	36	35	35	47	41	46	44	45	632	627	
MVA-	10	4	4	4	4	6	9	12	7	7	8	6	11	7	8	7	6	5	6	9	5	6	13	6	91	79	
Total EMS Related Calls	80	47	65	49	58	43	57	65	61	69	79	67	72	92	65	75	42	40	41	56	46	52	57	51	723	706	
YTD EMS RELATED CALLS			145	96	203	139	260	204	321	390	400	457	472	549	537	624	579	664	620	720	666	772	723	681			
TOTAL CALLS FOR MONTH	91	62	74	59	68	52	72	72	72	88	92	89	103	125	87	102	54	61	57	75	56	66	66	89	892	920	
Total Patient Contacts	54	47	58	47	54	40	53	53	52	65	53	57	57	88	46	65	38	0	34	52	34	48	53	49	586	611	
Total Patients Air Ambulance TX'd	0	2	0	0	2	1	0	0	1	2	4	1	3	2	3	2	1	0	2	1	0	2	1	2	17	15	
PATIENT TRANSPORTS																											
Transports to SGMV VIA Ground	46	26	37	22	25	21	33	34	32	39	26	30	34	40	25	31	19	0	18	21	17	33	36	31	348	328	
Transports to Landing Zone	0	2	0	0	2	1	0	0	1	2	4	1	3	2	3	2	1	0	1	1	0	2	1	2	16	15	
Total Patient Transports	46	28	37	22	27	22	33	34	33	41	30	31	37	42	28	33	20	0	19	22	17	35	37	33	364	343	
YTD PATIENT TRANSPORTS	46	28	83	50	110	72	143	106	176	147	206	178	243	220	271	253	291	253	310	275	327	310	364	343			
CALL URGENCY																											
Alpha/Bravo	45	26	38	30	30	16	33	33	32	46	43	36	36	62	35	47	28	15	18	36	20	23	36	27	394	397	
Charlie/Delta	35	20	26	17	25	27	26	30	28	21	36	32	34	27	29	28	14	24	48	30	24	28	20	25	345	309	
Echo	1	1	0	3	0	1	0	1	1	1	1	1	0	2	0	2	1	0	2	0	2	1	0	1	8	13	
Omega	0	0	1	0	2	0	0	1	0	0	0	0	2	2	3	0	0	1	1	0	0	0	1	0	10	4	
Code 1	9	11	8	7	9	8	11	7	7	18	12	19	22	21	13	21	7	17	15	16	10	14	8	13	131	172	
Code 3	1	4	1	2	2	0	3	0	4	2	2	2	9	11	7	4	4	4	3	3	0	0	1	3	37	35	
CALL BACKS (7PC)																											
Called	14	23	10	19	7	15	14	21	18	18	26	27	38	44	45	37	20	12	15	24	9	17	9	17	225	274	
Covered	10	16	8	17	6	7	11	9	12	15	18	10	29	29	21	26	12	11	15	12	7	8	4	12	153	172	
Not Covered	4	7	2	2	1	8	3	12	6	3	8	17	9	15	24	11	8	1	0	0	2	9	5	5	72	102	

**Sisters-Camp Sherman RFPD  
Personnel Response 2014**

TYPE	STATUS	RANK	Active/Inactive	NAME	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total by Category	Total for Year
RESPONSE	Career	Div Chief		Ast, Jeremy	14	6	11	10	24	17	41	33	13				169	
STANDBY					4	4	6	3	10	18	8	4	2				57	226
RESPONSE	Volunteer	FF	Active	Bootes, Travis							3	1	0				4	
STANDBY										4	2	2					8	12
RESPONSE	Volunteer	FF/EMT	Active	Boskovich, Luke	15	12	9	11	19	15	0	21	17				119	47
STANDBY					3	2	7	2	9	10	0	6	3				42	114
RESPONSE	Volunteer	FF	Active	Briggs, Conner	3	6	2	6	3	4	8	2	18				52	
STANDBY					1	2	0	2	3	6	13	6	12				45	97
RESPONSE	Career	Captain		Brown, Thornton	0	16	7	12	16	16	37	38	12				154	
STANDBY					0	1	7	13	13	11	15	12	13				88	242
RESPONSE	Career	FF/EMT		Bruegeman, Ben	19	16	14	10	12	8	35	24	17				165	
STANDBY					9	2	2	9	3	5	9	5	2				49	214
RESPONSE	Volunteer	FF/EMT	Active	Burke, Pat	6	1	1	1	1	13	38	38	22				121	128
STANDBY					9	2	0	0	0	1	7	5	1				28	21
RESPONSE	Volunteer	EMT	Active	Butler, Gail							2	0	1				3	
STANDBY											0	0	0				0	3
RESPONSE	Volunteer	EMT	Active	CisnerosThorsvold, Ange	5	7	6	3	6	4	4	2	0				37	
STANDBY					0	0	0	0	0	0	1	1	0				4	41
RESPONSE	Volunteer	FF/EMT	Active	Clawson, Tom	0	0	0	0	1	1	1	3	0				6	
STANDBY					0	0	1	1	0	1	0	1	0				4	10
RESPONSE	Career	FF/EMT		Crawford, Jay	39	20	10	15	20	20	11	1	0				125	166
STANDBY					7	9	8	4	9	16	2	1	1				57	16
RESPONSE	Volunteer	FF/EMT	Active	Davis, Clay	1	5	2	0									8	
STANDBY					3	3	0	0									6	14
RESPONSE	Volunteer	FF	Active	Dean, Roy	4	1	3	0	4	1	1	1	0				15	
STANDBY					0	0	0	0	0	0	0	0	0				0	15
RESPONSE	Volunteer	FF	Active	Failla, John	8	14	9	8	14	3	13	5	14				88	
STANDBY					1	5	1	0	9	3	16	11	3				49	137
RESPONSE	Career	FF/EMT		Harrison, Rob	15	17	7	26	26	20	45	32	18				214	
STANDBY					1	1	0	4	5	8	18	3	4				48	262
RESPONSE	Volunteer	FF	Active	Hayes, Bill	6	8	3	9	18	33	32	15	5				129	
STANDBY					15	14	9	13	23	25	51	26	11				187	316
RESPONSE	Volunteer	FF	Active	Haynes, Tom	0	0	2	1	0	0	0	0	0				3	
STANDBY					0	1	0	0	0	0	0	0	0				1	4
RESPONSE	Volunteer	FF	Active	Head, Nyle	1	3	0	0	0		18	0	0				36	39
STANDBY					1	1	0	0	1	1	6	0	0				10	7
RESPONSE	Volunteer	EMT	Active	Hodge, Rita	4	2	4	9	4	0	2	1	2				28	
STANDBY					1	1	0	3	0	0	2	5	1				13	41
RESPONSE	Volunteer	Captain	Active	Honeyman, Stuart	0	0	0	0	0	0	0	0	0				0	
STANDBY					0	0	0	0	0	0	0	0	0				0	0
RESPONSE	Volunteer	FF/EMT	Active	Huffman, Stephen	3	0	3	0	0	4	2	0	0				12	
STANDBY					1	0	2	0	0	0	0	0	0				3	15
RESPONSE	Volunteer	FF/EMT	Active	Hughes, Bryce	16	10	9	13	16	5		0	2				71	
STANDBY					4	0	2	5	8	2		0	0				21	92
RESPONSE	Volunteer	EMT	Active	Johansen, TJ	0	1	0	0	0	0	1	3	1				6	
STANDBY					4	3	1	1	0	0	2	5	0				16	22
RESPONSE	Career	Fire Chief		Johnson, Roger	3	2	2	3	8	3	7	1	2				30	
STANDBY					13	10	8	12	7	7	25	14	3				97	127
RESPONSE	Volunteer	FF	Active	Jones, Hayden	13	9	11	8	16	12	0	0	9				78	
STANDBY					1	5	4	10	8	13	0	0	7				48	126
RESPONSE	Volunteer	FF/EMT	Active	Jones, Shelby	0	0	0	1	0	0	0	0	0				1	
STANDBY					1	0	1	1	0	0	0	0	0				3	4
RESPONSE	Volunteer	FF/EMT	Active	Jorgensen, Daniel	0	0	0	0	0	0	0		0				0	
STANDBY					0	0	1	0	0	0							1	1
RESPONSE	Career	Div Chief		Karjala, Ryan	2	2	0	6	3	1	6	4	1				27	
STANDBY					7	5	3	7	4	8	21	7	0				60	87
RESPONSE	Career	FF/EMT		Keller, David	12	9	13	24	17	24	30	32	25				186	
STANDBY					1	1	1	2	9	3	4	5	3				30	216
RESPONSE	Volunteer	FF	Active	Ketchum, Ron	0	1	3	7	4	10	13	1	2				41	
STANDBY					7	3	2	12	10	10	21	0	6				71	112
RESPONSE	Volunteer	FF	Active	Laidlaw, Brittney							1	0	0				1	
STANDBY											3	0	0				3	4
RESPONSE	Volunteer	Captain	Active	Liming, Jeff	2	3	2	4	3	5	19	5	0				43	
STANDBY					2	5	6	7	19	9	15	16	0				79	122
RESPONSE	Volunteer	FF/EMT	Active	Lovegren, Gary	0	0	0	0	2	0	0	0	0				2	
STANDBY					0	0	0	0	1	2	0	0	0				3	5
RESPONSE	Volunteer	FF	Active	MacDonald, Graham						0	0	0	10				10	
STANDBY										1	0	0	4				5	15
RESPONSE	Volunteer	FF	Active	Manzi, Cody	19	10	13	21	18	5	1	1	8				96	
STANDBY					8	6	2	12	13	5	0	0	6				52	148
RESPONSE	Volunteer	FF	Active	Marshall, Gary				0	0	0	0	0	0				0	
STANDBY							1	0	0	0	0	0	0				1	1



**Sisters-Camp Sherman RFPD  
Personnel Response 2014**

RESPONSE	Volunteer	FF/EMT	Active	Mattson, Jeremiah	1	1	1	2	3	1	0	0	2			11	15
STANDBY					0	0	0	1	1	1	0	0	1			4	
RESPONSE	Volunteer	EMT	Active	McKittrick, Liz	0	0	0	0	0	0	0	0	0			0	0
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Career	FF/EMT		Meredith, Cody	17	18	12	24	19	10	34	33	14			181	227
STANDBY					4	1	4	5	9	3	13	5	2			46	
RESPONSE	Volunteer	FF	Active	Metzger, Kirk	0	0	0	0	0	0	0	0	0			0	0
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF	Active	Michalek, Scott	2	0	1	0	2	1	6	4	2			18	18
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF/EMT	Active	Millar, Matt	7	0	0	6	17	24	34	26	22			136	150
STANDBY					2	3	0	5	3	5	11	5	3			37	
RESPONSE	Volunteer	FF/EMT	Active	Miller, Heather							0	1	0			1	3
STANDBY											1	1	0			2	
RESPONSE	Volunteer	Captain	Active	Moyer, W David	1	0	0	1	0	1	3	1	1			8	25
STANDBY					2	0	0	4	2	4	4	1	0			17	
RESPONSE	Volunteer	FF	Active	Myers, Doug	2	0	0	0	1	1	3	1	2			10	14
STANDBY					0	0	0	0	3	0	0	1	0			4	
RESPONSE	Volunteer	Tech	Active	Newport, Nick	0	0	0	0	0	0	0	0	0			0	0
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF	Active	Proctor, Marc	12	11	11	16	20	7	0	5	1			83	114
STANDBY					5	2	4	7	6	6	0	1	0			31	
RESPONSE	Volunteer	EMT	Active	Schell, Les							2	0	1			3	3
STANDBY											0	0	0			0	
RESPONSE	Volunteer	FF/EMT	Active	Schulz, Christina	0	0	1	1	3	0	0	0	0			5	5
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF/EMT	Active	Schulz, Robert	1	1	2	3	4	0	0	1	1			13	13
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF/EMT	Active	Sharek, Kyle						3	11	4	13			31	50
STANDBY										3	7	2	7			19	
RESPONSE	Volunteer	FF/EMT	Active	Summer, Kyle	0	0	0	0	0	0	0	0	0			0	0
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Volunteer	FF/EMT	Active	Trevellyan, Laura	4	3	0	0	0	0	0	0	0			7	7
STANDBY					0	0	0	0	0	0	0	0	0			0	
RESPONSE	Career	FF/EMT		Vial, Shawn	20	22	14									56	56
STANDBY					6	1	3									10	
RESPONSE	Volunteer	EMR	Active	Ward, Angie	3	3	0	1	7	0	4	2	4			24	27
STANDBY					0	0	0	1	0	2	0	0	0			3	
RESPONSE	Volunteer		Active	Ward, Josh				1	7	0	7	3	0			18	26
STANDBY							2	0	1	0	5	0				8	
RESPONSE	Volunteer	Captain	Active	Ward, Steve	7	3	1	3	8	1	13	3	5			44	51
STANDBY					0	0	0	1	1	2	3	0	0			7	
RESPONSE	Volunteer	FF	Active	Weddle, Colin	10	16	12	9	9	12	4	1	10			83	94
STANDBY					0	2	1	1	1	1	0	1	4			11	
RESPONSE	Volunteer	Captain	Active	Wellington, David	0	0	0	0	1	0	2	0	0			3	4
STANDBY					0	0	1	0	0	0	0	0	0			1	
RESPONSE	Volunteer	FF	Active	Whitney, Justin	0	0	0	0	0	1	5	4	2			12	13
STANDBY					0	0	0	0	0	0	1	0	0			1	

TOTAL VOLUNTEER RESPONSES-	227	191	157	236	314	237	320	157	181	0	0	0	2020	4217
TOTAL CAREER RESPONSES-	170	166	135	198	245	265	462	357	199	0	0	0	2197	

[illegible]



# Oregon

John A. Kitzhaber, MD, Governor

**Department of Transportation**  
Transportation Safety Division - MS 3  
4040 Fairview Industrial Dr SE  
Salem, OR 97302-1142  
(503) 986-4190  
Fax: (503) 986-3143

October 01, 2014

Attention: Heather Miller, Project Director  
Sisters-Camp Sherman Fire District  
PO Box 1509  
Sisters, OR 97759

RE: Sisters-Camp Sherman Fire District  
Project Number: OP-15-45-14 fff

RCVD 10-10-14 PO#  
ACT#  
CAPT. INITIALS  
CHIEF INITIALS

Congratulations! Your FY 2015 Traffic Safety Project is approved.

Enclosed is the executed project agreement, authorizing you to proceed as of October 01, 2014.

Your Agency Claim for Reimbursement and Project Evaluation Report forms have been customized. Electronic files for these and other grant forms will be emailed to you.

If you have questions regarding the forms, please contact Kelly Mason, Grants Assistant at (503) 986-4202. Your project number and name should be referenced in all correspondence to us regarding this project. Your CFDA number for this grant is 20.600.

Thank you for responding to our grant program and for all the effort required to make this project a reality and a success. Efforts like this will make our highways and byways safer for all Oregonians!

Sincerely,

Troy E. Costales, Administrator  
Transportation Safety Division

cc: Grant File  
TSD Project Manager

# ODOT GRANT BUDGET AND COST SHARING

Project Number: Sisters-Camp Sherm

TSD FUNDS	MATCH	TOTAL
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$1,500.00	\$0.00	\$1,500.00
\$0.00	\$0.00	\$0.00
\$1,500.00	\$375.00	\$1,875.00

Budget Comments:
------------------

6. Other Project Costs	Unit Cost	# of Units	Total Cost
A. Travel In-State	\$ - @	0 =	\$ -
B. Travel Out-of-State (specify)***:			
C. Office Expenses (supplies, photocopy, telephone, postage)	\$ - @	0 =	\$ -
D. Other Costs (specify):			
1.) CPS Various (seats, supplies, cer	\$ 1,500.00 @	1 =	\$ 1,500.00
2.)	\$ - @	0 =	\$ -
3.)	\$ - @	0 =	\$ -
4.)	\$ - @	0 =	\$ -
5.)	\$ - @	0 =	\$ -
Other Project Costs Subtotal			\$ 1,500.00

7. Consultation/Contractual Services **	Unit Cost	# of Units	Total Cost
A.	\$ - @	0 =	\$ -
B.	\$ - @	0 =	\$ -
Consultation/Contractual Services Total			\$ -

8. Mini-Grants ***	ISD	Match
A.	\$ -	\$ -
B.	\$ -	\$ -
C.	\$ -	\$ -
D.	\$ -	\$ -
E.	\$ -	\$ -
F.	\$ -	\$ -
G.	\$ -	\$ -
H.	\$ -	\$ -
Mini-Grants Subtotals	\$ -	\$ -
TOTAL		

COST SHARING BREAKDOWN		
1. TSD Funds	\$ 1,500.00	80%
2. Match: State		
3. Match: Local	\$ 375.00	20%
4. Match: Other (specify)		
a.)		
b.)		
c.)		
5. TOTAL COSTS	\$ 1,875.00	100%

\* Job descriptions for all positions assigned to grant for 500 hours or more must be included in Exhibit B.

\*\* TSD approval required prior to expenditures.



## Community Risk & Fire Safety Manager Report

September 2014

**Auxiliary Report:** Volunteer Marsha Marr reported that the Bi-Mart Blood Pressure clinic took 62 blood pressure readings at the monthly event. Volunteer's TJ Johannsen and Heather Miller will be managing the Fire Department annual Fire Prevention Week/Month during the month of October. Heather and Volunteer Bruce Shaull wrote an ODOT grant to help offset the funding for a Child Safety Seat project.

**Public Education Report:** Fire prevention staff is in the planning stage for National Fire Prevention Week and Oregon's Fire Prevention Month. With the focus on Fire Prevention Month, some of the items in the works are: Social Media Advertisement through Facebook and the Department web site, Giveaways at the Friday night football game with a half-time fire prevention message, advertisement in the Nugget and local radio station 94.9, station tours for the public and schools, Firebusters Elementary school program with the Fire Prevention Coop, Fire Station Open House in conjunction with the Halloween Party, Proclamation by the Fire District Board proclaiming October as Fire Prevention Month and install smoke alarms in targeted areas of potential need. Gary, Heather and TJ attended the Fire Marshal's Roundtable in Eugene for continuing education credits for fire code certification.

### **Development Review:**

- Deschutes County Family Clinic Final Inspection – 1680 McKinney Butte Road
- Vacation Rental Conversion Review – 596 E. Jefferson St.
- Cellular Tower Review – 912 S. Locust St.
- Preliminary Review Residential Subdivision – Heising Dr. and Jantzen Ln.
- Re-Plat for Subdivision from 6-12 lots – West View Business Park on W. Hood
- Final Plat 3 Wind Shopping Center – W. Hood and Hwy 20



**Fire Prevention Business License and Special Event Inspections:**

- Special Event Permit Review for Sisters-Camp Sherman Fire District – W. Hood Ave.
- Special Event Permit Review for Sisters Fall Festival – Oak St.
- Special Event Permit Review for Sisters Fresh Hop Festival – Village Green Park
- Business License Inspection for Barefoot in Sisters – 110 S. Elm St.
- Business License Inspection for Rendezvous Salon – 207 N Fir Street
- Business License Inspection for The Sprocket Restaurant – 413 W Hood Avenue
- Notice of Violation for Unauthorized Burning – 69960 Camp Polk Rd.

# **SISTERS-CAMP SHERMAN FIRE DISTRICT**

## **PROCLAMATION OF FIRE PREVENTION MONTH**

**WHEREAS**, in 1922, President Warren G. Harding proclaimed the first Fire Prevention Week as the week that includes the date of October 8<sup>th</sup> the anniversary of the “Great Chicago Fire” in the year 1871, to be National Fire Prevention Week; and

**WHEREAS**, the very same day and year as the Great Chicago Fire, the town of Peshtigo, Wisconsin was one of 14 towns that was destroyed by a wildfire burning over 2,400 square miles of forested area and killing 1,152 people; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the location where our constituents are at the greatest risk from both wildfires and structure fires; and

**WHEREAS**, cooking is the leading cause of residential fires in the United States; and

**WHEREAS**, the Sisters-Camp Sherman Fire District is dedicated to reducing the occurrences of home fires and injuries through effective risk reduction education for our public, engineering and mitigation methods to make structures more fire resistive and when needed, the enforcement of fire safety regulations to support fire prevention efforts; and

**WHEREAS**, the 2014 National Fire Prevention Week theme is: “Working Smoke Alarms Save Lives”, to educate our community and neighborhoods about the importance of having properly placed working smoke alarms and testing them every month.

**THEREFORE BE IT RESOLVED**, that the Sisters - Camp Sherman Fire District Board of Directors does hereby proclaim October 5<sup>th</sup> through the 11<sup>th</sup> of 2014 as National Fire Prevention Week and furthermore declare that the entire month of October be called Fire Prevention Month.