



## **AGENDA**

### **Notice of Regular Meeting with Executive Session of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District**

**Tue, Aug 17, 2021 5:00 PM**

**Virtual Only**

**Please join my meeting: <https://global.gotomeeting.com/join/900683717>**

**You can also dial in using your phone: United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 900-683-717**

1. Open the regular meeting
2. Association update or meeting minutes
3. Consent agenda
  - a. Administrative Summary
  - b. July 2021 Minutes of Regular Meeting
  - c. Dashboard report
  - d. Bank statement and reconciliations
  - e. Operating fund summaries
  - f. Balance sheets
  - g. Check register
  - h. Adjusting Journal Entries
  - i. Ambulance Receivables
  - j. Engine Response Report
4. Correspondence
  - a. Thank You Letter from Mike at JW.ORG
  - b. Thank You Letter from Michael Hoppe – Residents of Desert Sand Community
  - c. Thank You Letter and drawings from the Vierra Family
5. Administration
  - a. Staff Report SR-21-07: Contract for Media Production Services – SAFER Grant
  - b. Attorney Correspondence: Pre-Employment Drug Screens
    - i. Draft Policy Revisions: 2-1-3 and 2-1-31
6. Fire Chief Report:
  - a. COVID-19 Updates
  - b. Call activity and personnel response
7. Fire Safety Manager report
8. Other business
9. Adjourn into Executive Session per ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer.
10. Resume regular meeting
11. President Report
  - a. Fire Chief Evaluation Update/Recommendations
12. Adjourn meeting

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.

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# CONSENT AGENDA

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# Administrative Summary

## For Consent Agenda

July 2021 Data

**Minutes** - No changes.

### **Dashboard Report**

- This is the first month of the new fiscal year, so not a lot of revenue to report.
- Expenditures are tracking as usual. We do have some personnel services expenses due at the beginning of each fiscal year that cause that expenditure category to track slightly higher than normal at the beginning of each fiscal year.
- Emergency responses are up approximately 8% over last year at the same time.

### **Bank Statements and Reconciliations**

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

- Total sums of all funds equal ending balance of \$2,391,852.63.

#### **LGIP –Debt Service Fund**

- Total balance equals ending balance of \$32,980.61

#### **U.S. Bank**

- Ending balance was \$27,459.95 in US Bank checking at end of July.

### **Operating Fund Summaries**

#### **Revenue**

- Unaudited beginning working capital is higher than anticipated at \$1,773,634.69. This could be adjusted during the audit next month.

#### **Expenditures**

- The Personnel Services budgets for both the Administration, Operations and Volunteer Departments are all tracking slightly higher due to annual payments that are due at the beginning of the fiscal year including Worker's Comp Insurance, Employee Assistance Plan, Target Solutions training software and HRA VEBA contributions. These will level out in the next couple of months.

### **Balance Sheets**

- *Miscellaneous liability will clear with quarterly donation payouts.*

### **Check Register**

- Check number 12870. This was Director White's annual per diem that was initially sent back in November 2020. The check was misplaced, voided and reissued.
- Check number 12877. This check to Columbia Bank is the interest-only payment for debt service.
- Check number 12891. This check to Special Districts Insurance Services is the annual worker's compensation premium.
- Check number 12895. This check to TargetSolutions Learning LLC is the annual payment for the District's training data management subscription.
- Check number 12914. This check to HRA VEBA (Voluntary Employees' Beneficiary Association) Trust is the employer paid benefit for regular, full-time employees annual payment.

### **Adjusting Journal Entries**

- Entry for ambulance receivables to actual.
- Entry for beginning balance transfers.
- Entry to adjust current year appropriation to match adopted budget.

**Ambulance Report** - Total of 42 transports for June.

**Engine Response Report** – No new payments or charges for July.



**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  
July 20, 2021**

**1. Open the regular meeting**

- a. Board President Chuck Newport opened the regular meeting at 5:05 p.m.
  - i. Board and staff present: President Newport, Chief Johnson, Executive Assistant Spor, Deputy Chief Craig, Finance Manager Johnson and Captain Harrison.
  - ii. Attending virtually via GoToMeeting: Director Rainey, Director McGowan and Director Miller.
  - iii. Absent: Director White.

**2. Association Update**

- a. There was no update from the Sisters-Camp Sherman Fire and Ambulance Association.

**3. Consent Agenda**

- a. *Unanimously approved the consent agenda as presented. Motion by Director McGowan, second Director Miller.*

**4. Correspondence**

- a. Staff received a certificate of appreciation from the USFS Sisters Ranger District for providing support during prescribed burning by supplying equipment and personnel.

**5. Administration**

- a. *Unanimously approved Resolution 2020-2021-009 A Resolution Amending Cell Phone Reimbursements. Motion by Director Rainey, second Director Miller.*
  - i. This Resolution was to be included as part of the 2021/22 budget process amending cell phone reimbursements so all eligible employees are reimbursed at the same level with a maximum reimbursement of \$50/month.

**6. President’s Report**

- a. President Newport received a lot of questions from concerned citizens regarding the recent fire activity in Sisters.
  - b. President Newport attended the last cooperators meeting for the Grandview Fire on the 16<sup>th</sup> and thanked the team on behalf of the Board of Directors and the community for their quick work on the fire.
- 7. Fire Chief Report**
- a. Cascadia Preparedness Plan. Chief Johnson provided an updated status report to the Board on the Cascadia Preparedness project. No discussion.
  - b. Quarterly Goal Tracker. Chief Johnson provided an updated status report on the 2020-2021 Board goals. No discussion.
  - c. Call Activity & Personnel Responses reports were provided.
  - d. Chief Johnson highlighted the following from his Fire Chief Report:
    - i. Fire activity in the area has increased including the Grandview Fire, two fires in LaPine and two near the Redmond Air Center. He noted the area is primed for rapid fire growth.
- 8. Fire Safety Manager Report**
- a. FSM Green provided a report. He is seeing increased activity in public event permit reviews.
  - b. The Fire Corps has been busy with Wildfire Home Safety Inspections and Business Self-Inspection programs.
  - c. President Newport thanked the Fire Corps and Prevention divisions for their work.
- 9. Other Business**
- a. Director Rainey thanked the crews, Chief Johnson and his team for knocking the Grandview Fire down so quickly and complimented all for the good job they did.
- 10. No further business was discussed and the meeting adjourned at 5:21 p.m.**

Respectfully submitted,

Julie Spor, Clerk of the Board

# Sisters-Camp Sherman Dashboard

7/31/2021

<b>Legend</b>	Good	Watch	Neutral	
<b>Financial</b>				
	<b>2021/2022 Budget</b>	<b>2021/2022 YTD Actual</b>	<b>% of Budget</b>	<b>8%</b>
<b>Revenue</b>				
Beginning Fund Balance	\$ 1,651,842.00	\$ 1,773,634.69	107.37%	
Property Taxes Recvd.	\$ 3,037,220.00	\$ -	0.00%	
Ambulance Revenue	\$ 375,000.00	\$ 43,029.33	11.47%	
GEMT Ambulance Revenue	\$ 20,000.00	\$ -	0.00%	
Fire Med Memberships	\$ 15,000.00	\$ -	0.00%	
Grant Revenue	\$ 348,975.00	\$ -	0.00%	
Conflagration Income	\$ 50,000.00	\$ -	0.00%	
Interest Income	\$ 23,000.00	\$ 1,278.75	5.56%	
Other	\$ 113,138.00	\$ 3,481.45	3.08%	
<b>Total YTD Revenue</b>	<b>\$ 5,634,175.00</b>	<b>\$ 1,821,424.22</b>	<b>32.33%</b>	
<b>Expenditures</b>				
Personnel	\$ 2,610,365.00	\$ 296,423.95	11.36%	
Materials and Services	\$ 882,798.00	\$ 27,481.06	3.11%	
Capital Outlay	\$ 170,239.00	\$ -	0.00%	
Contingency	\$ 326,443.00	\$ -	0.00%	
Debt Service	\$ 203,095.00	\$ 11,547.25	5.69%	
<b>Total YTD Expenditures</b>	<b>\$ 4,192,940.00</b>	<b>\$ 335,452.26</b>	<b>8.00%</b>	
<b>Expenditures By Department</b>				
Administration	\$ 796,017.00	\$ 80,013.59	10.05%	
Operations	\$ 2,061,109.00	\$ 217,068.36	10.53%	
Maintenance	\$ 389,280.00	\$ 6,964.49	1.79%	
Volunteers	\$ 416,996.00	\$ 19,858.57	4.76%	
<b>Cash Balances</b>	<b>6/30/2021</b>	<b>7/31/2021</b>		
U.S. Bank Operating Account	\$ 111,483.35	\$ 159,019.17		
Local Govt. Invest. Pool	\$ 2,676,591.65	\$ 2,391,852.63		
Employment Reserve Fund	\$ 161,471.00	\$ 161,471.00		
Building Reserve Fund	\$ 194,855.77	\$ 194,855.77		
Equipment Reserve Fund	\$ 674,012.60	\$ 674,012.60		
Debt Service Fund	\$ 43,603.89	\$ 32,980.61		
<b>Total All Funds</b>	<b>\$ 3,862,018.26</b>	<b>\$ 3,614,191.78</b>		

<b>Legend</b>	<b>Good</b>	<b>Watch</b>	<b>Neutral</b>	
<b>Volunteer Activity</b>	<b>Last Month</b>	<b>Current Month</b>		
Number of Vol. Firefighters	34	34		
Number of EMS Vol.	5	5		
Number of Fire Corps Vol.	34	34		
Number of Student Vol.	7	7		
Volunteers In Training Acad.	0	0		
Volunteers in Recruitment	0	0		
<b>Emergency Responses</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Previous YTD</b>
Reported Fire-Related Calls	23	23	146	113
Confirmed Structure Fire	2	2	15	4
Confirmed Wildland Fire	11	7	32	18
Ambulance Responses	93	96	607	582
Ambulance Transports	42	43	305	230
<b>Total calls for month</b>	<b>116</b>	<b>119</b>	<b>753</b>	<b>695</b>
<b>Personnel Response</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Goal</b>
Volunteer Responses	296	276	1985	
Average Volunteer Response	2.55	2.32	2.64	
Career Responses	348	336	1994	
Average Career Response	3.00	2.82	2.65	
7 PC's Initiated	16	16	171	75%
7 PC's Covered	11	7	95	44%
			<b>YTD</b>	<b>56%</b>
<b>Training Hours</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to Date</b>	
Volunteer Training Hrs.	677.41	212.32	2462.63	
Career Training Hrs.	136.05	176.55	981.80	
Career Certifications	0	3	6	
Volunteer Certifications	4	6	36	
<b>Employee Injuries</b>	<b>Last Month</b>	<b>Current Month</b>	<b>Year to date</b>	
Requiring Treatment	0	0	0	
Not Requiring Treatment	0	0	0	

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)  
July 31, 2021

Account: 10001080  
Bank Account Number: 153695237070

Bank Statement Balance:	159,019.17	Book Balance Previous Month:	68,558.77-
Outstanding Deposits:	.00	Total Receipts:	431,812.03
Outstanding Checks:	131,559.22	Total Disbursements:	347,593.31
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	27,459.95	Book Balance:	27,459.95

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 45 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	42,793.77	12881	160.00	12908	270.90	12918	67.98
13	302.78-	12886	290.00	12907	26.61	12917	85.00
12635	2,332.80	12888	100.00	12908	66.82	12918	391.20
12729	160.00	12889	327.33	12909	627.60	12919	1,007.92
12790	140.00	12900	205.72	12910	1,595.48	12920	250.00
12800	400.53	12901	2,145.00	12911	57.50	12921	67.00
12804	668.96	12902	1,374.23	12912	180.00	12922	179.90
12828	360.00	12903	360.00	12913	160.53		
12867	48.06	12904	1,329.79	12914	72,000.00	Total:	131,559.22
12870	553.50	12905	600.00	12915	66.67		

Checks cleared: 124 items Checks Outstanding: 37 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!





**Business Statement**

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

Account Number:  
1 536 9523 7070  
Statement Period:  
Jul 1, 2021  
through  
Jul 30, 2021

3233 IMG S Y ST01



000000252 03 AB 0.428 000638897021848 P Y  
SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1800  
SISTERS OR 97759-1509

**To Contact U.S. Bank**

**Commercial Customer**  
**Service:** 1-877-295-2509

**U.S. Bank accepts Relay Calls**  
**Internet:** [usbank.com](http://usbank.com)

**NEWS FOR YOU**

Scan here with your phone's camera to download the U.S. Bank Mobile App.



Beginning August 20, 2021, we will no longer offer the Popmoney® Send to Account service. We understand that this decision may create a disruption for you - we're here to help with the following options.

- Zelle® makes sending<sup>1</sup>, requesting<sup>2</sup> and receiving money fast, safe and easy - and it's free for U.S. Bank customers. Visit [usbank.com/zelle](http://usbank.com/zelle) to learn more.
- Pay bills on time, every time<sup>3</sup> with U.S. Bank mobile and online banking. Learn more at [usbank.com/billpay](http://usbank.com/billpay).
- Transfer money between your U.S. Bank accounts and accounts you hold at other financial institutions.<sup>4</sup> Find out how at [usbank.com/transfers](http://usbank.com/transfers).

Beginning August 20, 2021, scheduled payments in your Send to Account dashboard in online banking will not process. If you've set up recurring payments, you can schedule those using any of the services listed above.<sup>5</sup>

If you have any questions about this change, please call U.S. Bank 24-Hour Banking at 800-USBANKS (872-2657). We accept relay calls.

- <sup>1</sup> U.S. checking or savings account required to use Zelle®. Transactions between enrolled consumers typically occur in minutes and generally do not incur transaction fees.
- <sup>2</sup> Requests for money with Zelle® (including Split requests) sent to a U.S. mobile number require that the mobile number first be enrolled with Zelle®.
- <sup>3</sup> Payments are guaranteed, assuming accounts are sufficiently funded, all payment information is entered correctly and the payment is scheduled to arrive by its due date.
- <sup>4</sup> Eligibility requirements and restrictions apply. Please refer to the [Digital Services Agreement](#) for more information.
- <sup>5</sup> Safe Debit Accounts are not eligible for automatic payments or expedited delivery and can only pay billers listed in our system who accept electronic payment.

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**GO TO BUSINESS CHECKING**

U.S. Bank National Association

Account Number 1-536-9523-7070

**Account Summary**

	# Items	\$	
Beginning Balance on Jul 1			111,483.35
Customer Deposits	4		47,016.24
Other Deposits	39		384,634.03
Other Withdrawals	11		179,534.08-
Checks Paid	111		204,580.37-
<b>Ending Balance on Jul 31, 2021</b>		<b>\$</b>	<b>159,019.17</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		07/01/2021 (00/21) Balance			1,660,234.81
CR	18	LGIP Dividends	1,278.75		
CR	20	LGIP Redemption Fees		.10-	
CRUS	2	TXFR from LGIP to Checking		150,000.00-	
CRUS	58	Txfr from LGIP to Checking for Payroll		150,000.00-	
		07/31/2021 (07/21) Period Totals and Balance	1,278.75 *	300,000.10- *	1,381,513.28

Pool = 1,361,513.26  
Empl = 161,471.00  
Bldg = 194,855.77  
Equip = 674,012.60

\$ 2,391,852.63

Total LGIP  
7.31.21

**2-00-0-1070 Empl Fund**

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07/01/2021 (00/21) Balance			161,471.00
07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	161,471.00

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**3-00-0-1070 Bldg Fund**

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07/01/2021 (00/21) Balance			194,855.77
07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	194,855.77

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4-00-0-1070 Equipment Fund

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07/01/2021 (00/21) Balance			674,012.60
07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	674,012.60

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### Account Statement - Transaction Summary

For the Month Ending July 31, 2021

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

Asset Summary			
	July 31, 2021	June 30, 2021	
<b>Oregon LGIP</b>	2,391,852.63	2,676,591.65	
<b>Total</b>	<b>\$2,391,852.63</b>	<b>\$2,676,591.65</b>	

Opening Balance	2,676,591.65
Purchases	15,261.08
Redemptions	(300,000.10)

<b>Closing Balance</b>	<b>\$2,391,852.63</b>
Dividends	1,278.75

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)  
July 31, 2021

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	32,980.61	Book Balance Previous Month:	44,507.29
Outstanding Deposits:	.00	Total Receipts:	11,526.68-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	32,980.61	Book Balance:	32,980.61

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 3 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



### Account Statement - Transaction Summary

For the Month Ending July 31, 2021

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

Asset Summary		
	July 31, 2021	June 30, 2021
<b>Oregon LGIP</b>	32,980.61	43,603.89
<b>Total</b>	<b>\$32,980.61</b>	<b>\$43,603.89</b>

<b>Oregon LGIP</b>	
Opening Balance	43,603.89
Purchases	923.97
Redemptions	(11,547.25)
<b>Closing Balance</b>	<b>\$32,980.61</b>
Dividends	20.57



Account Number	Account Title	2020-20 Prior year Period Actual	2021-21 Current Period Actual	2021-21 Current year Actual	2021-22 Current year Budget	Balance Remaining +/-	% Collected
<b>GENERAL FUND</b>							
1-01-0-40100	Property Taxes-Current	8,279.88	.00	.00	2,987,220.00	2,987,220.00-	.00
1-01-0-40200	Property Taxes-Prior	5,788.16	.00	.00	50,000.00	48,285.86-	3%
1-01-0-41100	Ambulance Revenue	48,358.77	43,029.33	43,029.33	375,000.00	326,781.99-	13%
1-01-0-41110	GEMT Ambulance Reven	.00	.00	.00	20,000.00	20,000.00-	.00
1-01-0-41200	Other Fees for Service	1,280.00	1,360.00	1,360.00	93,038.00	91,653.00-	1%
1-01-0-42100	Fire Med Subscriptions	1,275.00	.00	.00	15,000.00	13,612.50-	9%
1-01-0-43100	Interest Income	2,180.07	1,278.75	1,278.75	23,000.00	21,720.85-	6%
1-01-0-44100	Grant Revenue	.00	.00	.00	348,975.00	348,975.00-	.00
1-01-0-44200	Donations Received	.00	1,252.90	1,252.90	10,000.00	8,447.10-	18%
1-01-0-44300	Conflagration Income	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	4,218.50	868.55	868.55	10,100.00	9,231.45-	9%
1-01-0-49990	Beginning Working Capita	1,646,876.54	1,773,634.69	1,773,634.69	1,651,842.00	121,792.69	107%
<b>Total GENERAL FUND REVENUE:</b>		<b>1,718,236.92</b>	<b>1,821,424.22</b>	<b>1,821,424.22</b>	<b>5,634,175.00</b>	<b>3,804,135.06-</b>	<b>32%</b>
<b>GENERAL FUND Revenue Total:</b>		<b>1,718,236.92</b>	<b>1,821,424.22</b>	<b>1,821,424.22</b>	<b>5,634,175.00</b>	<b>3,804,135.06-</b>	<b>32%</b>
<b>Net Total GENERAL FUND:</b>		<b>1,718,236.92</b>	<b>1,821,424.22</b>	<b>1,821,424.22</b>	<b>5,634,175.00</b>	<b>3,804,135.06-</b>	<b>32%</b>

Account Number	Account Title	2020-21 Prior Year To Date Actual	2021-22 Current Period Actual	2021-22 Current year Actual	2021-22 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	81,381.50	74,983.92	74,983.92	588,717.00	513,733.08	13%
	Total OPERATIONS DEPARTMENT:	188,833.77	205,231.95	205,231.95	1,908,402.00	1,701,170.05	11%
	Total MAINTENANCE DEPARTMENT:	1,290.70	1,378.98	1,378.98	28,361.00	24,982.02	5%
	Total VOLUNTEERS DEPARTMENT:	5,728.75	14,829.10	14,829.10	88,886.00	74,055.90	17%
	<b>GENERAL FUND Expenditure Total:</b>	<b>277,045.72</b>	<b>296,423.95</b>	<b>296,423.95</b>	<b>2,610,365.00</b>	<b>2,313,941.05</b>	<b>11%</b>
	<b>Net Total GENERAL FUND:</b>	<b>277,045.72-</b>	<b>296,423.95-</b>	<b>296,423.95-</b>	<b>2,610,365.00-</b>	<b>2,313,941.05-</b>	<b>11%</b>
	<b>Net Grand Totals:</b>	<b>277,045.72-</b>	<b>296,423.95-</b>	<b>296,423.95-</b>	<b>2,610,365.00-</b>	<b>2,313,941.05-</b>	<b>11%</b>

Account Number	Account Title	2020-21 Prior year YTD Actual	Period Actual	2021-22 Current year Actual	2021-22 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	30,228.61	4.00	5,029.67	197,951.00	192,921.33	3%
	Total OPERATIONS DEPARTMENT:	17,968.47	.00	11,836.41	154,706.00	142,869.59	8%
	Total MAINTENANCE DEPARTMENT:	16,896.49	.00	5,585.51	202,030.00	196,444.49	3%
	Total VOLUNTEERS DEPARTMENT:	8,132.60	.00	5,029.47	328,111.00	323,081.53	2%
	<b>GENERAL FUND Expenditure Total:</b>	<b>73,226.07</b>	<b>4.00</b>	<b>27,481.06</b>	<b>882,798.00</b>	<b>855,316.94</b>	<b>3%</b>
	<b>Net Total GENERAL FUND:</b>	<b>73,226.07-</b>	<b>4.00-</b>	<b>27,481.06-</b>	<b>882,798.00-</b>	<b>855,316.94-</b>	<b>3%</b>
	<b>Net Grand Totals:</b>	<b>73,226.07-</b>	<b>4.00-</b>	<b>27,481.06-</b>	<b>882,798.00-</b>	<b>855,316.94-</b>	<b>3%</b>

Account Number	Account Title	2020-20 Prior YTD Actual	2021-21 Current Period Actual	2021-21 Current year Actual	2021-22 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	.00	.00	.00	9,350.00	9,350.00	.00
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	.00	.00	.00	160,889.00	160,889.00	.00
	<b>GENERAL FUND Expenditure Total:</b>	.00	.00	.00	170,239.00	170,239.00	.00
	<b>Net Total GENERAL FUND:</b>	.00	.00	.00	170,239.00-	170,239.00-	.00
	<b>Net Grand Totals:</b>	.00	.00	.00	170,239.00-	170,239.00-	.00

**SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2021**

**GENERAL FUND**

**ASSETS**

1-00-0-1070	LGIP ACCT #4374	1,361,513.26	
1-00-0-1080	US BANK OPERATING ACCT	27,459.95	
1-00-0-1099	PETTY CASH	150.49	
1-00-0-1120	AMBULANCE RECEIVABLES	174,349.01	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	( 87,338.70)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	71,112.89	
	<b>TOTAL ASSETS</b>		<b><u>1,547,248.90</u></b>

**LIABILITIES AND EQUITY**

**LIABILITIES**

1-00-0-2180	MISCELLANEOUS LIABILITY	130.00	
1-00-0-2250	DEFERRED REVENUE	49,595.69	
	<b>TOTAL LIABILITIES</b>		<b>49,725.69</b>

**FUND EQUITY**

1-00-0-3190	CURRENT YEAR APPROPRIATION	( 5,634,175.00)	
	<b>UNAPPROPRIATED FUND BALANCE:</b>		
1-00-0-3900	RETAINED EARNINGS	5,634,175.00	
	REVENUE OVER EXPENDITURES - YTD	1,497,523.21	
	<b>BALANCE - CURRENT DATE</b>	<b><u>7,131,898.21</u></b>	
	<b>TOTAL FUND EQUITY</b>		<b><u>1,497,523.21</u></b>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<b><u>1,547,248.90</u></b>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2021

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	181,471.00	
	<b>TOTAL ASSETS</b>		<u>181,471.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	922,488.00	
	<b>UNAPPROPRIATED FUND BALANCE:</b>		
2-00-0-3900	RETAINED EARNINGS	( 922,488.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>181,471.00</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>( 780,997.00)</u>	
	<b>TOTAL FUND EQUITY</b>		<u>181,471.00</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u>181,471.00</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2021

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		194,855.77
	<b>TOTAL ASSETS</b>		194,855.77
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	( 162,623.17)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	162,623.17	
	REVENUE OVER EXPENDITURES - YTD	194,855.77	
	<b>BALANCE - CURRENT DATE</b>		357,478.94
	<b>TOTAL FUND EQUITY</b>		194,855.77
	<b>TOTAL LIABILITIES AND EQUITY</b>		194,855.77

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2021

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	674,012.80	
	<b>TOTAL ASSETS</b>		<u>674,012.80</u>

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	( 868,984.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	868,984.00	
	REVENUE OVER EXPENDITURES - YTD	<u>674,012.80</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>1,542,998.80</u>	
	<b>TOTAL FUND EQUITY</b>		<u>674,012.80</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u>674,012.80</u>



SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JULY 31, 2021

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	32,980.81	
7-00-0-1480	PROPERTY TAXES RECEIVABLE	4,678.70	
	<b>TOTAL ASSETS</b>		<b>37,659.31</b>

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	3,399.72	
	<b>TOTAL LIABILITIES</b>		<b>3,399.72</b>

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	( 241,315.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	241,315.00	
	REVENUE OVER EXPENDITURES - YTD	34,259.59	
	<b>BALANCE - CURRENT DATE</b>	<b>275,574.59</b>	
	<b>TOTAL FUND EQUITY</b>		<b>34,259.59</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<b>37,659.31</b>

Check Register - July 2021

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/21/2021	12859	911 Supply	Polos, Job Shirts new RVs/Stock	\$ 715.89
7/21/2021	12860	Beverly Halcon	Reimb. food purchased for TC Training Lunch 06/16	\$ 37.04
7/21/2021	12861	Bi-Mart Corporation	paper Towels	\$ 34.90
7/21/2021	12861	Bi-Mart Corporation	soda for 703 pop machine	\$ 35.95
7/21/2021	12861	Bi-Mart Corporation	Welcome Basket Supplies for New RV's	\$ 96.00
7/21/2021	12861	Bi-Mart Corporation	Refrigerant for vehicles	\$ 43.67
7/21/2021	12861	Bi-Mart Corporation	BBQ Pellets 701	\$ 8.99
7/21/2021	12861	Bi-Mart Corporation	Crushed Ice - Fire Supplies 701	\$ 8.82
7/21/2021	12862	BOUND TREE MEDICAL, LLC.	RSI KIT FOR TRAINING	\$ 53.99
7/21/2021	12862	BOUND TREE MEDICAL, LLC.	ALS MED BAG FOR TRAINING	\$ 99.99
7/21/2021	12863	C & K Market	Dinner for mutual aid fire crews - RDM Airport Fires	\$ 31.96
7/21/2021	12864	Enerspect Medical Solutions, LLC	THE LODGE IN SISTERS AED GRANT	\$ 250.00
7/21/2021	12865	LIFE-ASSIST	EMS ORDER# 56213226	\$ 97.60
7/21/2021	12866	Mid Columbia Producers, Inc	Fuel	\$ 2,418.18
7/21/2021	12867	Mission Linen Supply, Inc.	mats/rugs	\$ 48.06
7/21/2021	12868	Momentum Promo	Embroidery new RV's, Fire Corps, Craig, Hall	\$ 304.00
7/21/2021	12869	Republic Services	Disposal Services Elm Street	\$ 33.38
7/21/2021	12869	Republic Services	Disposal Services Buffalo	\$ 18.46
7/21/2021	12870	Roger White	Annual Board Per Diem	\$ 553.50
7/21/2021	12871	Treasure Valley Coffee	kitchen supplies	\$ 4.75
7/21/2021	12871	Treasure Valley Coffee	water and cooler rental	\$ 166.25
7/21/2021	12872	Xpress Printing, Inc.	Printing/Binding - Adopted Budget 21/22	\$ 657.03
7/21/2021	12873	Your Care, LLC	Labs - New RV	\$ 97.00
7/21/2021	12874	Alpine Internet Solutions	Website Professional Services for 7-2021	\$ 395.00
7/21/2021	12874	Alpine Internet Solutions	Website Management & Hosting 8-2021	\$ 85.00
7/21/2021	12875	Caselle, Inc.	Contract support charges 07/2021	\$ 343.00
7/21/2021	12875	Caselle, Inc.	Contract support charges 08/2021	\$ 395.00
7/21/2021	12876	Central Oregon Com College	820292803 Pintor Summer Paramedic Tuition	\$ 679.00
7/21/2021	12876	Central Oregon Com College	820285647 Spognardi Summer Paramedic Tuition	\$ 503.00
7/21/2021	12877	Columbia Bank	Debt Service Interest Payment	\$ 11,547.25
7/21/2021	12878	Costco-Membership	Business Membership 000111786184161	\$ 120.00
7/21/2021	12879	Dana Signs	HELMET decals & lettering	\$ 55.35
7/21/2021	12880	Freightliner Northwest Redmond	723 roof AC repair	\$ 344.97
7/21/2021	12881	GFOA	Spor Membership Dues 21-22 300211031	\$ 160.00
7/21/2021	12882	Hughes Fire Equipment, Inc.	Tank to pump repair kit	\$ 511.00
7/21/2021	12882	Hughes Fire Equipment, Inc.	Gauge 2002 pumper	\$ 124.40
7/21/2021	12883	KJ Accounting	Monthly Finance Mgr Services per Contract	\$ 2,000.00
7/21/2021	12884	Les Schwab Warehouse Center	Tire repair 733	\$ 35.50
7/21/2021	12885	Momentum Promo	Screen Printed Tshirts: SAFER & Non Vols	\$ 535.20
7/21/2021	12885	Momentum Promo	Richardson Bucket Hat - Craig	\$ 34.50
7/21/2021	12886	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
7/21/2021	12887	Pediatric Emergency Standards	Annual subscription to Handtevy Mobile	\$ 327.81
7/21/2021	12888	Ponderosa Forge & Ironworks, I	FOL-DA-TANK REPAIR (731)	\$ 100.00
7/21/2021	12889	Quill	Office Supplies (General Re-Stock)	\$ 293.66
7/21/2021	12889	Quill	Office Supplies (General Re-Stock)	\$ 25.98
7/21/2021	12889	Quill	Office Supplies (General Re-Stock)	\$ 7.69
7/21/2021	12890	Rachel Ulm	Res. Vol. Mileage & Food Reimb. 07-2021	\$ 600.00
7/21/2021	12891	SDIS	Admin Health Insurance	\$ 3,671.84
7/21/2021	12891	SDIS	Admin Life, ST/LTD	\$ 146.58
7/21/2021	12891	SDIS	Operations Health Insurance	\$ 17,798.27
7/21/2021	12891	SDIS	Operations Life, ST/LTD	\$ 732.90
7/21/2021	12891	SDIS	Ins/Disability - Orthodontia pass through	\$ 107.49
7/21/2021	12891	SDIS	Worker's Compensation Insurance for PY 21-22	\$ 24,342.36
7/21/2021	12891	SDIS	Public Safety EAP - Bialous/Green	\$ 30.00
7/21/2021	12891	SDIS	Public Safety EAP - Vols, Res. Vols, SAFER Vols	\$ 1,170.00
7/21/2021	12892	SeaWestern, Inc.	SAFER Vol Preston BBR - Pull-on Rubber Structural Boots	\$ 162.60
7/21/2021	12893	Sisters Area Chamber of Commer	Member dues 7/21-6/22	\$ 146.00
7/21/2021	12894	Sisters-Camp Sherman F&A Assn.	Quilt Show Donations - 1/2 to Fire Corps	\$ 357.95
7/21/2021	12894	Sisters-Camp Sherman F&A Assn.	Quilt Show Donations - 1/2 to Association	\$ 357.95
7/21/2021	12894	Sisters-Camp Sherman F&A Assn.	Fourth of July Donations - Fire Corps	\$ 77.00

**Check Register - July 2021**

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/21/2021	12894	Sisters-Camp Sherman F&A Assn.	Miscellaneous Donation - Fire Corps (Costco Member)	\$ 10.00
7/21/2021	12894	Sisters-Camp Sherman F&A Assn.	Donation - Salisbury - General	\$ 200.00
7/21/2021	12895	TargetSolutions Learning, LLC	Training Data Mgmt	\$ 8,050.99
7/21/2021	12896	Temp-Rite Mechanical	Repair/Diagnose HVAC system, Community Room	\$ 575.88
7/21/2021	12897	Thermo Fluids, Inc.	Used oil removal	\$ 137.50
7/21/2021	12898	Thornton Brown	cell phone reimbursement - July 2021	\$ 50.00
7/21/2021	12899	ZOLL Medical Corporation	Electrodes	\$ 81.79
7/29/2021	12900	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39277098	\$ 48.15
7/29/2021	12900	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39247885	\$ 30.58
7/29/2021	12900	BOUND TREE MEDICAL, LLC.	AIRWAY ADJUNCT MODULE FOR TRAINING AIRWAY KIT	\$ 126.99
7/29/2021	12901	Crook County Fire & Rescue	AHA Heartsaver E-Cards - Fire Corps Classes	\$ 2,000.00
7/29/2021	12901	Crook County Fire & Rescue	AHA BLS Provider E-Cards	\$ 125.00
7/29/2021	12901	Crook County Fire & Rescue	BLS Instructor Card	\$ 20.00
7/29/2021	12902	Enerspect Medical Solutions, LLC	PHILIPS ADULT/CHILD ELECTRODES (10/BOX)	\$ 245.70
7/29/2021	12902	Enerspect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 367.92
7/29/2021	12902	Enerspect Medical Solutions, LLC	BACK RAFT (25/box)	\$ 489.80
7/29/2021	12902	Enerspect Medical Solutions, LLC	SHIPPING	\$ 32.20
7/29/2021	12902	Enerspect Medical Solutions, LLC	SPO2 SENSOR (PEDS FINGERWRAP 20/box)	\$ 238.61
7/29/2021	12903	Sisters-Camp Sherman F&A Assn.	Donation - Buer - General	\$ 50.00
7/29/2021	12903	Sisters-Camp Sherman F&A Assn.	Donation - Salisbury - Community Support	\$ 200.00
7/29/2021	12903	Sisters-Camp Sherman F&A Assn.	Quarterly - Comm. Asst. Fund Donations	\$ 110.00
7/29/2021	12904	STRYKER	ANNUAL GURNEY SERVICE	\$ 249.00
7/29/2021	12904	STRYKER	ANNUAL GURNEY SERVICE	\$ 249.00
7/29/2021	12904	STRYKER	ANNUAL STAIR CHAIR SERVICE	\$ 125.00
7/29/2021	12904	STRYKER	ANNUAL GURNEY SERVICE	\$ 249.00
7/29/2021	12904	STRYKER	ANNUAL STAIR CHAIR SERVICE	\$ 125.00
7/29/2021	12904	STRYKER	ANNUAL STAIR CHAIR SERVICE	\$ 125.00
7/29/2021	12904	STRYKER	GURNEY REPAIR	\$ 207.79
7/29/2021	12905	Travis Martin	Annual Cell Phone Reimbursement 20/21	\$ 600.00
7/29/2021	12906	AFLAC	AFLAC	\$ 270.90
7/29/2021	12907	Avlon Water Co Inc.	Water-703	\$ 25.61
7/29/2021	12908	Baxter Auto/S&S/Sisters	Vehicle Supplies	\$ 42.90
7/29/2021	12908	Baxter Auto/S&S/Sisters	Nuts, grommets, washers	\$ 23.92
7/29/2021	12909	Bend Broadband	8224600070119276- 703 cable	\$ 160.05
7/29/2021	12909	Bend Broadband	8224600030017578 - cable 701	\$ 667.75
7/29/2021	12910	CEC, INC	electric-Elm	\$ 1,455.44
7/29/2021	12910	CEC, INC	electric-Buffalo	\$ 106.55
7/29/2021	12910	CEC, INC	electric-Lariat	\$ 33.49
7/29/2021	12911	CenturyLink	Acct 5415952373171B	\$ 57.50
7/29/2021	12912	CLIA LABORATORY PROGRAM	CLINICAL LABORATORY FEE	\$ 180.00
7/29/2021	12913	Hoyt's Hardware	Doll House Projects for Training	\$ 1.79
7/29/2021	12913	Hoyt's Hardware	Credit for concrete mix returned	\$ (24.60)
7/29/2021	12913	Hoyt's Hardware	Doll House Projects for Training	\$ 14.00
7/29/2021	12913	Hoyt's Hardware	Awning weights for Fire Corps	\$ 97.63
7/29/2021	12913	Hoyt's Hardware	Lumber for Academy Training (SAFER)	\$ 66.60
7/29/2021	12913	Hoyt's Hardware	Credit for sand returned	\$ (4.89)
7/29/2021	12914	HRA VEBA Trust	YA527 VEBA Contributions - See Roster	\$ 16,000.00
7/29/2021	12914	HRA VEBA Trust	YA527 VEBA Contributions	\$ 50,000.00
7/29/2021	12914	HRA VEBA Trust	YA527 VEBA Contributions	\$ 6,000.00
7/29/2021	12915	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 58.05
7/29/2021	12915	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 10.62
7/29/2021	12916	Quill	Labeler tape	\$ 67.98
7/29/2021	12917	Ranch Country Outhouses	Portable Toilet Rental - Locust Street Training Grounds	\$ 85.00
7/29/2021	12918	SeaWestern, Inc.	Uniform Pants - P. Drew	\$ 166.20
7/29/2021	12918	SeaWestern, Inc.	Quarterly Compressor Service: Scott 10X-2697	\$ 225.00
7/29/2021	12919	Sisters Rental	STIHL 20 BAR (REPLACEMENT FOR RESCUE CHAIN)"	\$ 239.96
7/29/2021	12919	Sisters Rental	STIHL CARBIDE RESCUE CHAIN	\$ 767.96
7/29/2021	12920	Sisters-Camp Sherman F&A Assn.	Donation - Miller - Smoke Alarm Batt Fund	\$ 250.00
7/29/2021	12921	Terminix	Pest Control Services - Camp Sherman 704	\$ 87.00
7/29/2021	12922	WCP Solutions	Sponges	\$ 52.30

**Check Register - July 2021**

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/29/2021	12922	WCP Solutions	White folding towels and bath tissue	\$ 127.60
7/29/2021	700004	US Bank - Visa	BRASS NOZZLE FOR FORESTER NOZZLE RETROFITS	\$ 269.70
7/29/2021	700004	US Bank - Visa	Dinner for new resident volunteers	\$ 188.40
7/29/2021	700004	US Bank - Visa	Hose nozzle	\$ 89.90
7/29/2021	700004	US Bank - Visa	EMS PELICAN KIT FOR TRAINING	\$ 257.95
7/29/2021	700004	US Bank - Visa	HANDTEVY TRAINING KIT	\$ 528.81
7/29/2021	700004	US Bank - Visa	LED bulbs for Station 701, 1000 Bulbs.com	\$ 343.24
7/29/2021	700004	US Bank - Visa	LED bulbs for Station 701, 1000 Bulbs.com	\$ 161.71
7/29/2021	700004	US Bank - Visa	Hose Reel Repair, 741	\$ 102.73
7/29/2021	700004	US Bank - Visa	BAK Industries - vehicle supply	\$ 5.98
7/29/2021	700004	US Bank - Visa	Gear guard with pad	\$ 18.23
7/29/2021	700004	US Bank - Visa	Meredith: Difficult Airway Course	\$ 100.00
7/29/2021	700004	US Bank - Visa	OFCA Membership Renewal	\$ 85.00
7/29/2021	700004	US Bank - Visa	Lunches for Quilt Show crews	\$ 294.33
7/29/2021	700004	US Bank - Visa	Lunch w/OSFM David Morris - Grandview Fire	\$ 26.00
7/29/2021	700004	US Bank - Visa	Breakfast for crews after BBR structure fire	\$ 40.75
7/29/2021	700004	US Bank - Visa	OFCA Membership Renewal	\$ 85.00
7/29/2021	700004	US Bank - Visa	Sack lunches for structural task forces Grandview Fire	\$ 267.30
7/29/2021	700004	US Bank - Visa	SAFER: Adobe software monthly subscription	\$ 19.99
7/29/2021	700004	US Bank - Visa	Spor working lunch - Grandview Fire	\$ 4.50
7/29/2021	700004	US Bank - Visa	Sack lunches structural task force crews Grandview Fire	\$ 559.05
7/29/2021	700004	US Bank - Visa	SAFER: Duty Uniform BBR SAFER Vol	\$ 147.89
7/29/2021	700004	US Bank - Visa	Square tubing	\$ 70.00
7/29/2021	700004	US Bank - Visa	End caps for metal tubing	\$ 7.49
7/29/2021	700004	US Bank - Visa	Postage: stamps (office), bulky mail postage	\$ 131.20
7/29/2021	700004	US Bank - Visa	Duty boots: Frutos	\$ 144.95
7/29/2021	700004	US Bank - Visa	Breakfast/Lunches for Quilt Show Crews	\$ 117.66
7/29/2021	700004	US Bank - Visa	Jobsite fans - FC rehab unit	\$ 161.98
7/29/2021	700004	US Bank - Visa	Sack lunch supplies structure task force crews Grandview Fire	\$ 222.37
7/29/2021	700004	US Bank - Visa	Bottled water - fire season supplies	\$ 139.80
7/29/2021	700004	US Bank - Visa	Amazon business prime membership renewal	\$ 79.00
7/29/2021	700004	US Bank - Visa	Remote work subscription - Bialous	\$ 44.00

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
07/31/2021	1	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	6,841.95	
07/31/2021	2	Ambulance Receivables to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	3,420.98-
07/31/2021	3	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	.00	3,420.97-
07/01/2021	4	Beginning Balance Transfers FY 21/22	1-01-0-49990	Beginning Working Capital	.00	1,773,634.68-
07/01/2021	5	Beginning Balance Transfers FY 21/22	1-00-0-3900	Retained Earnings	1,773,634.69	
07/01/2021	6	Beginning Balance Transfers FY 21/22	2-01-0-48990	Beginning Working Capital	.00	161,471.00-
07/01/2021	7	Beginning Balance Transfers FY 21/22	2-00-0-3900	Retained Earnings	161,471.00	
07/01/2021	8	Beginning Balance Transfers FY 21/22	3-01-0-48990	Beginning Working Capital	.00	194,855.77-
07/01/2021	9	Beginning Balance Transfers FY 21/22	3-00-0-3900	Retained Earnings	194,855.77	
07/01/2021	10	Beginning Balance Transfers FY 21/22	4-01-0-49990	Beginning Working Capital	.00	674,012.60-
07/01/2021	11	Beginning Balance Transfers FY 21/22	4-00-0-3900	Retained Earnings	674,012.60	
07/01/2021	12	Beginning Balance Transfers FY 21/22	7-01-0-49990	Beginning Working Capital	.00	45,786.27-
07/01/2021	13	Beginning Balance Transfers FY 21/22	7-00-0-3900	Retained Earnings	45,786.27	
07/01/2021	14	Adjustment to Current Year Appropriation	1-00-0-3190	CURRENT YEAR APPROPRIATION	137,394.00	
07/01/2021	15	Adjustment to Current Year Appropriation	1-00-0-3900	Retained Earnings	.00	137,394.00-

Total JOURNAL ENTRIES (JE):

2,993,996.28      2,993,996.28-

References: 15    Transactions: 15

Grand Totals:

2,993,996.28      2,993,996.28-

Report Criteria:

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

## Ambulance Receivable as of July 31, 2021

	<u>SystDes</u>
Beginning Ambulance Receivable	167,491.84
Payments received	39,398.36
Adjustments	39,352.47
New Charges	85,608.00
<b>ENDING Ambulance Receivable</b>	<b>174,349.01</b>

**Total # of Transports** **43**

### Adjustments

Medicare/Medicaid	31,582.88
Collection	5,555.84
Bankruptcy/Other Writeoff	2,086.00
FireMed	127.75
<b>Total Adjustments</b>	<b>39,352.47</b>

### Outstanding Accounts By Age

CURRENT	110,040.67
31 to 60 days	40,729.46
61 to 90 days	10,077.37
91 to 120 days	11,883.54
OVER 120 days	1,617.97
<b>Total Outstanding as of 7/3/2021</b>	<b>174,349.01</b>

## Engine Response Billing as of July 31, 2021

<b>Beginning Engine Response Rec</b>	<b>3,375.00</b>		
<b>Payments received</b>	-		
<b>Adjustments</b>	-		
<b>New Charges</b>	-		
<b>ENDING Engine Response Rec</b>	<b>3,375.00</b>		
Total # Billed in 2018/19			18
Total # Billed in 2019/20			7
Total # Billed in 2020/21			12
<b>Total # Billed in 2021/22</b>	<b>0</b>		
Total Billed 2018/19		\$	5,259.38
Total Billed 2019/20		\$	2,437.50
Total Billed 2020/21		\$	2,700.00
<b>Total Billed in 2021/22</b>	<b>\$ -</b>		
Total Received 2018/19		\$	3,209.38
Total Received 2019/20		\$	1,125.00
Total Received 2020/21			1,975.00
<b>Total Received 2021/22</b>	<b>\$ -</b>		
2018/19 % Collected			61%
2019/20 % Collected			46%
2020/21 % Collected			73%

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# CORRESPONDENCE

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WE WANTED TO THANK YOU FOR  
PUTTING YOUR LIVES ON THE LINE  
TO HELP OTHERS. WE KNOW YOUR  
FAMILIES WORRY ABOUT YOUR SAFETY  
EVERYDAY. WE WILL CONTINUE TO  
PRAY FOR YOU. WE WANTED TO  
SHARE A WEBSITE THAT HAVE  
GIVEN MANY COMFORT IN THESE  
DIFFICULT TIMES NOW. THE WEBSITE  
IS [www.kkkl.org](http://www.kkkl.org) MANY GOOD  
ARTICLES, VIDEOS TO HELP US  
TO COPE WITH THIS PANDEMIC.  
THANK YOU ALL AGAIN AND PLEASE  
BE SAFE. MY EMAIL IS  
[CoreyDaweTravis@gmail.com](mailto:CoreyDaweTravis@gmail.com)

Mike

NO. VD 7262  
RECT# 10  
CITY, ST, ZIP BY 72721  
STREET INITIALS

DESERT SAND COMMUNITY  
SISTERS, OR

July 16, 2021

Sisters-Camp Sherman Fire District  
Attn: Fire Chief Roger Johnson  
301 S. Elm Street  
Sisters, OR 97759

Dear Chief Johnson,

On behalf of the residents of Desert Sand, we want to thank the Jefferson and Deschutes County Sheriff's offices, the local and state Fire Marshals and the Forest Service for the Wednesday briefing regarding the status of the Grandview fire. The presentation was highly informative, answered many of our questions and eased our fears.

Most importantly, we would also like to extend our heartfelt appreciation and thanks to all of the men and women on the fire lines and the air crews who continue to put themselves at risk to ensure public safety and who continue to work so diligently to control this and other wildfires.

With sincerest appreciation,



Michael Hoppe  
On Behalf of Residents of Desert Sand

RECEIVED 7-26-21  
SISTERS  
FIRE DISTRICT  
727-76

TO the brave firefighters of  
the Grandview fire in Sisters,  
Deschutes County, and beyond -

From the bottom of our hearts,  
THANK YOU for your dedication and  
resilience in fighting the fire  
that came so close to our home  
in Juniper trees. We are forever  
grateful for your bravery and heroism.

Our three boys (ages 6, 4, 1) drew  
you some pictures as a thank you.

God Bless,  
The Vienna Family  
Joel, Emily, Ryder, Jace, Reid

FIRETRUCK

THANK YOU FOR

PROTECTING OUR

HOPE YOU ALL ARE SAFE

I THANK YOU FOR

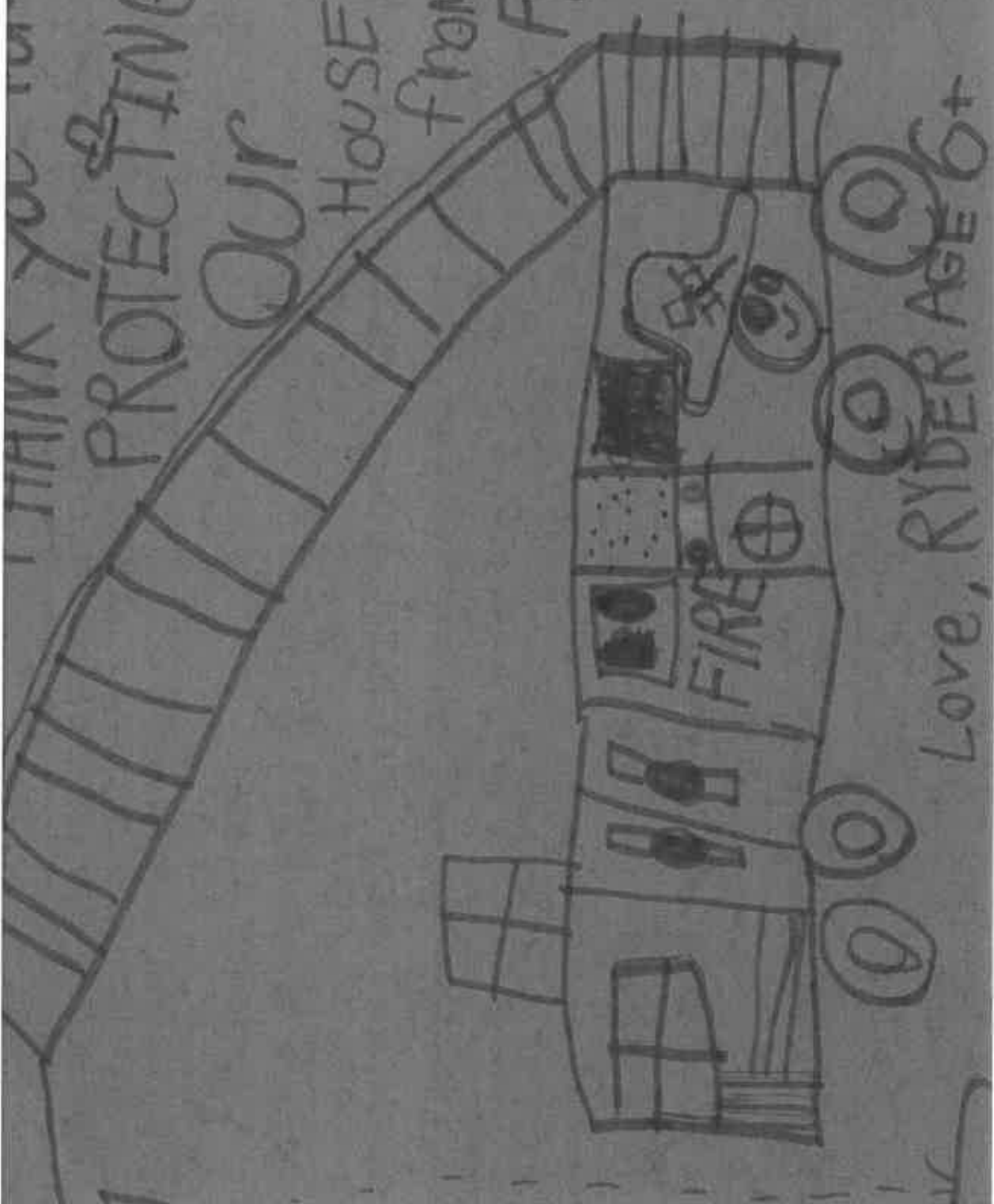
PROTECTING

OUR

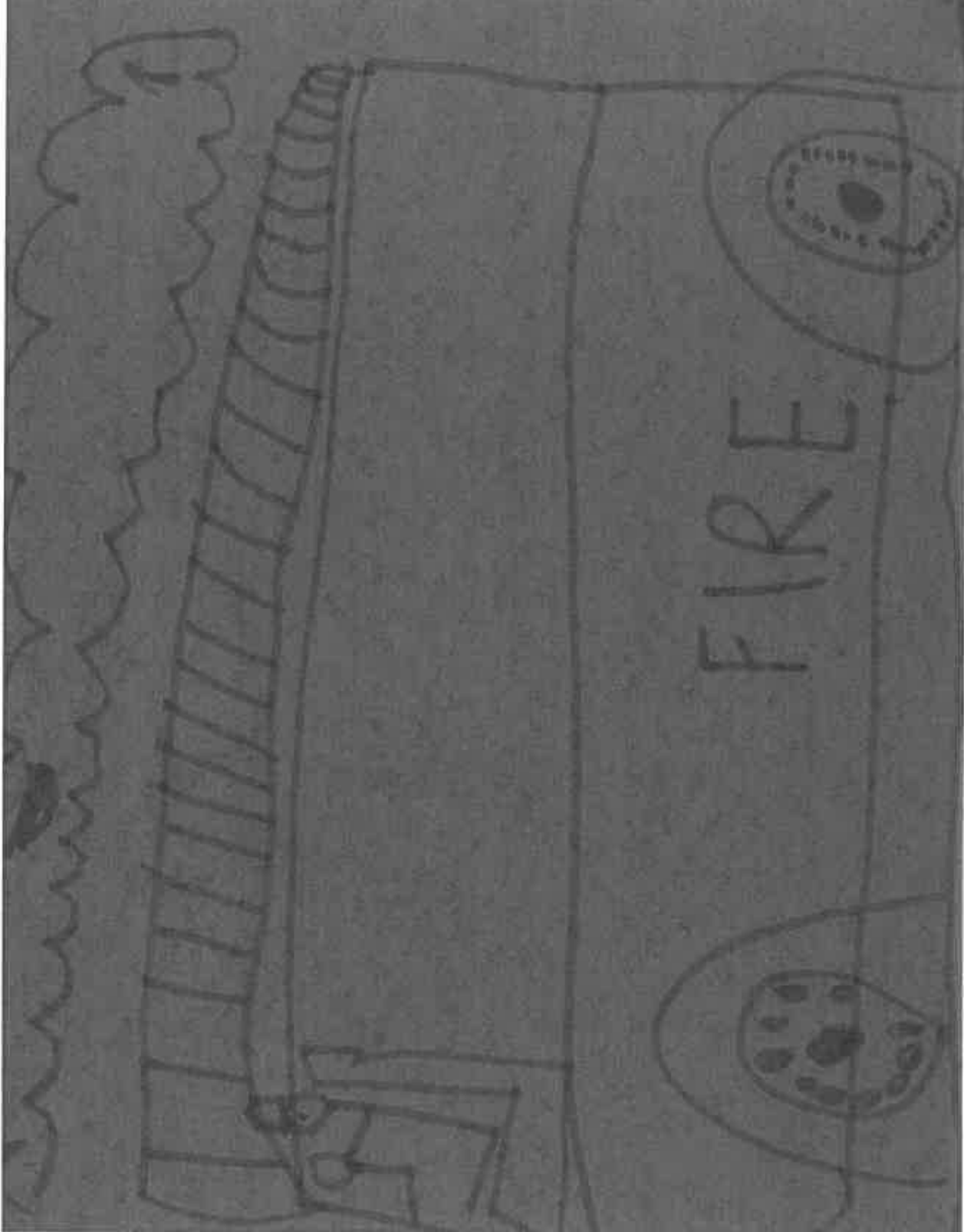
HOUSE A

FROM

FIRE



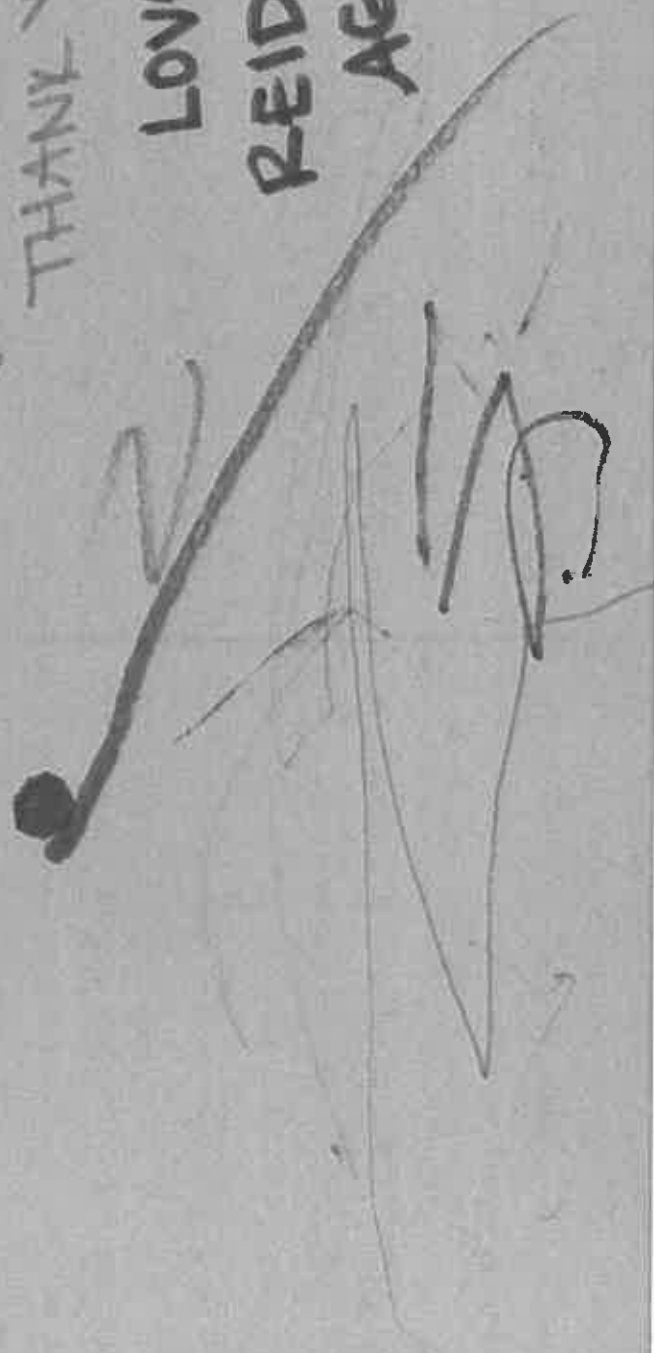
Love, RYDER AGE 6+





(THIS MEANS  
THANK YOU :)

LOVE,  
REID  
AGE 1.



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# ADMINISTRATION

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## **Staff Report – SR-21-07**

I. **Issue:** Contract for Media Production Services – SAFER Grant    **Date:** August 13, 2021

II. **Initiator:** Recruitment & Retention Officer Tyler Smith

III. **Contact Person:** R&R Officer Tyler Smith

IV. **Background:**

The District was awarded a Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Response Grant in 2018. A portion of the grant funds (\$12,000) were allocated towards media marketing.

In line with District policy, R&R Officer Smith has solicited bids from three vendors for the creation of a recruitment video for the Fire District. Three bids were received, and a vendor was chosen for the project based on a proposal that was the best fit for the organization for a contract price of \$10,000.

In line with District policy and public contracting rules, the contract was received and signed by Chief Johnson and is being communicated with the Board as a courtesy and does not require any Board action.

V. **Recommendation from staff:**

None.

VI. **Possible Motion:**

None.

VII. **Budget Impact**

Project expenses will be paid for up front from the District's General Operating Fund Volunteer Department and reimbursed through normal SAFER Grant reimbursement processes.

**REVERB FILMS LLC**  
**VIDEO PRODUCTION SERVICE AGREEMENT**

This Agreement (“Agreement”) effectively dated August 2nd, 2021, is between Reverb Films LLC (hereafter referred to as “Contractor”), and NW Fire (hereafter referred to as “Company”).

In consideration of the covenants and conditions hereinafter set forth, Company and Contractor agree as follows:

1. Services

Company hereby appoints Contractor as Company’s Video Production Agency, and Contractor shall perform the services as specifically described in the statement of work (“SOW”), attached hereto as Exhibit A. Any changes to the SOW shall be mutually agreed upon and documented in writing.

2. Payment

In consideration of the Services to be provided by Contractor, Company shall pay Contractor the compensation as specified in the SOW. Contractor’s compensation, and other costs and expenses, shall be billed and payable as follows:

- (a) Company agrees to pay a 50%, non-refundable deposit due upon executing and signing this Agreement. This deposit secures the availability of Contractor as well as potential third parties on the specified date(s) listed in this Agreement. Company additionally agrees to pay the remaining 50% balance upon completion of the work as specifically described in the statement of work (“SOW”), attached hereto as Exhibit A .
- (b) Company acknowledges that final videos will not be released until 100% of payment has been received by Contractor. Upon completing payment to Contractor, Company acknowledges and agrees that all work as specifically described in the statement of work (“SOW”), attached hereto as Exhibit A is completed and no additional work is required.
- (c) Services outside Scope: For services requested by Company outside the scope of work as described in the SOW, Contractor will propose a fee, which shall be discussed and agreed upon in writing in advance by both parties and then reflected in a separate SOW to be attached to this Agreement.

### **3. Changes in Specifications**

If at any time, Company or Contractor desires to make any changes or variations from the Scope of Work attached hereto as Exhibit A or from any material or work in progress, and such changes result in additional costs, Contractor agrees to notify Company of the amount before any such additional costs are incurred and Contractor shall proceed only after receiving written approval from Company. Approval by Company shall be binding and incorporated into the terms of this Agreement. Reimbursement for such additional costs shall be payable in accordance with the terms of this Agreement for final payment.

### **4. Confidentiality**

- (a) Each party (the "**Disclosing Party**") may from time to time during the Term of this Agreement disclose to the other party (the "**Receiving Party**"), whether orally or in writing, certain information regarding the Disclosing Party's business, including, without limitation, technical, marketing, financial, employee, planning and other confidential or proprietary information, which information is either marked as confidential or proprietary (or bears a similar legend) or which a reasonable person would understand to be confidential given the circumstance and nature of the disclosure ("**Confidential Information**"). Confidential Information does not include information that: (i) is in the Receiving Party's possession at the time of disclosure, as shown by credible evidence; (ii) before or after it has been disclosed to the Receiving Party, enters the public domain, not as a result of any action or inaction of the Receiving Party; (iii) is approved for release by written authorization of the Disclosing Party; (iv) is disclosed to the Receiving Party by a third party not in violation of any obligation of confidentiality; (v) is independently developed by the Receiving Party without reference to Confidential Information of the Disclosing Party, as evidenced by credible evidence.
- (b) The Receiving Party will not use any Confidential Information of the Disclosing Party for any purpose other than performing its obligations or exercising its rights under this Agreement, and will disclose the Confidential Information of the Disclosing Party only to Receiving Party's employees, agents, directors, officers and service providers (including attorneys, accountants and financial advisors) on a "need to know" basis, provided such persons are under a contractual obligation with Receiving Party to maintain the confidentiality of such Confidential Information, which obligation is consistent with, and no less protective of Confidential Information, than the terms of this section. The Receiving Party will protect the Disclosing Party's Confidential Information from unauthorized use, access, or disclosure in the same manner as the Receiving Party protects its own confidential or proprietary information of a similar nature and with no less than reasonable care. Notwithstanding the foregoing, Confidential Information may be disclosed as required by law or by order of a court of competent jurisdiction. In such event and if reasonably possible under the circumstances of disclosure, the Receiving

Party will provide the Disclosing Party with prompt prior notice of such obligation in order to permit the Disclosing Party an opportunity to take legal action to prevent or limit the scope of such disclosure. The parties acknowledge that the unauthorized disclosure or use of the Disclosing Party's Confidential Information may cause irreparable harm to the Disclosing Party for which recovery of money damages would be inadequate. Consequently, the Disclosing Party shall be entitled to seek timely injunctive relief to protect its rights under this section, in addition to any and all remedies available at law or in equity.

#### 5. Ownership

Upon full and complete payment being made by Company to Contractor, Company will have copyright ownership to all final videos ("Specified Media"). Until full and complete payment is made, Contractor will have full copyright ownership to Specified Media. Contractor may use any parts of Specified Media for valid business promotion and portfolio demonstration. Full rights to the raw video, photo, and audio assets of the contracted work are granted to Contractor unless specifically stated elsewhere.

#### 6. Warranties, Representations and Covenants

Each party represents and warrants to the other that: (i) it has the right to enter into this Agreement and to grant the rights as set forth herein; (ii) there are no contractual obligations to which it is a party preventing the fulfillment of this Agreement; and (iii) neither this Agreement nor the transactions contemplated hereby will cause a violation of any other agreement to which it is a party. Company further represents and warrants that any and all materials provided by Company for use in furtherance of Contractor's provision of services under this Agreement are owned by, or licensed to, Company for such use, and Contractor's use thereof will not violate the publicity, privacy or any other intellectual property rights of any third party, including but not limited to, copyrights, trademarks, trade secrets or patents, nor constitute false or deceptive advertising, nor contain false or misleading representations concerning the safety or any other aspect of any product, nor be in violation of the laws or regulations of any jurisdiction in which such materials will be circulated or distributed. For purposes of this section, "provided by Company" shall include materials directly provided by Company and materials Company directs Contractor to obtain.

#### 7. Cancellation and Postponement

A cancellation or postponement is defined as a rescheduling of the production to a later specific date caused or directed by Company or a total cancellation of the project caused or directed by Company. (See below; Term #8 for exclusions)

- (a) If notice of cancellation/postponement is given to Contractor five (5) business days prior

to the commencement of production of the contracted work, the Company will be liable to Contractor for 100% of total fee listed in attached SOW.

- (b) If notice of cancellation/postponement is given to Contractor more than five (5) business days prior to the commencement of production of the contracted work, Company will only be liable to Contractor for the 50% upfront deposit.

#### **8. Contingency and Weather Days**

A contingency or weather day is any day where a scheduled film production has been prevented from occurring due to circumstances beyond the control of Contractor or Company. In the event of a contingency or weather day as described below, Contractor will not be held liable for any and all third party costs or fees incurred from rescheduling of the production day(s). These include but should not be limited to location rentals, permits, flight/hotel reservations, and equipment rentals. Company agrees to pay any and all additional third party costs and fees incurred from contingency or weather days. These circumstances may include but should not be limited to:

- (a) Weather conditions (rain, fog, snow, or any adverse condition that is not consistent with the prescribed shooting conditions desired by Company).
- (b) Individual injury or major illness associated with Company or Contractor.
- (c) "Force majeure" (meaning but not limited to, earthquake, riot, fire, flood, volcanic eruption, acts of war, strikes, labor unrests, civil authority, terrorism, and acts of God).
- (d) Equipment failure, power outages, or no-show of third party talent.

#### **9. Post-Production Revisions**

At Company's request, Contractor agrees to complete up to three (3) rounds of post-production revisions on Specified Media(s) free of charge. These revisions can include audio adjustments, color adjustments, and minor clip arrangement/timeline adjustments. These revisions do not include restructuring of entire Specified Media(s) or changes that require an unreasonable amount of time to complete as determined by Contractor. After the second round of revisions is complete, or for all major revisions, additional post-production work will be billed to Company at \$150 per hour.

#### **10. Indemnity**

The parties shall each defend, indemnify, and hold the other, and its directors, shareholders, members, officers, employees, agents, successors, and assigns harmless from and against any and all losses, damages, liabilities, claims, demands, suit or proceedings (including reasonable attorneys' fees and other expenses incurred in connection with any of the foregoing) arising out of any breach by the other of any warranties, representations and/or any other provisions contained in this Agreement, or in the performance of this Agreement.

#### **11. Limited Liability**

Except with respect to the indemnification obligations set forth in Section 6, neither party shall be liable or obligated to the other for any indirect, incidental, punitive, exemplary, special or consequential damages (including without limitation lost profits), even if such other party has been notified of the likelihood or possibility of such damages. Further, notwithstanding any provision to the contrary herein, the total liability of Contractor under this Agreement for all damages, losses and causes of action, including attorneys' fees, shall not exceed the aggregate dollar amount which Company actually paid to Contractor during the Term of this Agreement, regardless of the legal theory under which such liability is imposed.

#### **12. Governing Law; Venue**

In the event of any dispute between Company and Contractor hereunder, all such disputes shall be resolved by binding and confidential arbitration before a single neutral arbitrator located in the County of Deschutes, Oregon. The arbitrator shall apply the substantive law of the State of Oregon, or federal law, or both, as applicable to the claims asserted. The prevailing party shall be entitled to have the non-prevailing party pay its reasonable attorneys' fees and other costs in connection with any such arbitration.

#### **13. Entire Agreement**

This Agreement, including any schedules or exhibits attached hereto, sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter. Each party hereby acknowledges and agrees that no other agreement or representation, whether written, oral or implied, other than those expressly contained in this instrument, shall be deemed to exist or bind either party with respect to the subject matter of this Agreement. No modification, amendment, or waiver of any provision, obligation or breach hereunder is valid unless made in writing and signed by both parties. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

#### 14. Enforceability

Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall become prohibited or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such provision or the remaining provisions of this Agreement.

**ACCEPTANCE OF AGREEMENT**

This Agreement may be executed in two or more counterparts (PDF via email will suffice), each of which shall be deemed an original but all of which will constitute one and the same instrument.

The fees, specifications, and conditions detailed above in this Agreement are hereby accepted. Please indicate your acceptance of the foregoing by executing this proposal in the space provided. Payment and fees will be made as indicated above with 50% due upfront.

Agreed and Accepted

Johnny Hammond

\_\_\_\_\_  
Reverb Films LLC

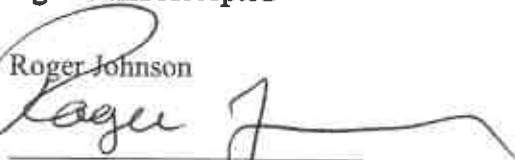
Agreed and Accepted

Tyler Smith

  
\_\_\_\_\_  
Sisters-Camp Sherman Fire Department

Agreed and Accepted

Roger Johnson

  
\_\_\_\_\_  
Sisters-Camp Sherman Fire Department



## **Exhibit A**

### **Statement of Work**

This Statement of Work (“SOW”) shall be governed by the terms of the agreement (“Agreement”) entered into as of the 2<sup>nd</sup> day of August, 2021 between Reverb Films LLC, (hereafter referred to as “Contractor”), and NW Fire (hereafter referred to as “Company”)

**Contractor shall perform the following Services under this Agreement:**

- a) Coordinate and execute all pre-production efforts and tasks including but not limited to location scouting, talent sourcing, storyboarding and shot listing.
- b) Execute production of the NW Fire Recruitment Video over 2-3 days.
  - a. 1 full day will be reserved for interviews, 1-2 days will be reserved for b-roll.
- c) Post production (including assembly editing, coloring correcting and color grading, audio, text graphics, branding) of the Overall Volunteer Recruitment Video and social videos.
  - a. Three rounds of revisions are included.
  - b. Music licensing provided.
- d) Final delivery of one (1) Overall Volunteer Recruitment Video (~5-6min) and five (5) vertical social videos (~15s each).

**Total Fee = \$10,000**

**Julie Spor**

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**From:** Mark Wolf <mark@localgovtlaw.com>  
**Sent:** Wednesday, August 4, 2021 11:01 AM  
**To:** Carrie Connelly; Julie Spor  
**Cc:** Roger Johnson; Tim Craig  
**Subject:** RE: Drug Screens

Hello all-

I am happy to jump on a call to discuss this particular issue in more depth. But, the general rule for pre-employment drug testing is that it's not allowed except in special situations. One situation where it is allowed is where the position is a safety-sensitive position. Below is an excerpt from my previous research.

To answer your specific questions – see my advice below in **CAPS**. In short, this applicant should not be required to take a pre-employment drug test.

### **Pre-Employment Drug Screening**

*Lanier v. City of Woodburn*, 518 F.3d 1147 (9<sup>th</sup> Cir. 2008) is still good law and pre-employment drug screening is allowed for safety sensitive or security sensitive positions. In *Lanier*, the court explained that pre-employment drug screening is constitutional only if there is a "special need" that outweighs an individual's right to privacy. One such "special need" is where applicants are applying for safety-sensitive positions. However, this case clarifies that across-the-board drug testing in a pre-employment context is unconstitutional, unless the position for which the candidate is applying meets the special needs exception. The U.S. Supreme Court has reasoned that a safety sensitive position is one in which the duties involve such a great risk of injury to others that even a momentary lapse of judgement can have disastrous consequences. *Skinner v. Railway Labor Executives' Ass'n*, 489 U.S. 602 (1989).



**Mark Wolf**  
*Attorney, [localgovtlaw.com](mailto:mark@localgovtlaw.com)*  
**Local Government Law Group P.C.**  
975 Oak Street, Suite 700  
Eugene, OR 97401  
**541.485.5151**

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We are considering whether or not this position in particular (as well as other non-safety sensitive positions) should even be required to have a drug screen prior to employment. Does the way our policy is written now require us to perform a pre-employment drug screen on all applicants? **NO. THE POLICY AS APPLIED TO NON-SAFETY SENSITIVE POSITIONS IS UNCONSTITUTIONAL AND SHOULD NOT BE APPLIED TO THIS APPLICANT.** Should our policy be revised to exclude those positions who are not safety sensitive from pre-employment drug screens? **YES, I RECOMMEND AMENDING THE POLICY SO ONLY SAFETY SENSITIVE POSITIONS ARE INCLUDED IN PRE-EMPLOYMENT DRUG SCREENING.**

We would like to move forward with the applicant and not require the pre-employment drug screen. Moving forward, we would also like to exclude our Fire Corps volunteers who are non-operational and who provide only support services. **YES, THIS IS A GOOD IDEA. ALSO, EXCLUDE ANY OTHER NON-SAFETY SENSITIVE POSITIONS.**

Please let me know your thoughts at your earliest convenience as we have this applicant on hold.

Thank you so much! Hope you are well!

Julie A. Spor  
Executive Assistant

\*No changes - just typos.

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**3.00 PURPOSE:**

To provide a set of operational rules, expectations and regulations that help preserve order and maintain a high standard of consistent, professional and quality Fire and Emergency Medical service to the public.

These policies replace and supersede all pre-existing policies, procedures or orders relating to personnel matters of the District and its employees. Department heads shall assure that these policies are implemented.

**3.01 SCOPE:**

This policy applies to all department personnel.

**3.02 INTRODUCTION:**

This manual contains the District's personnel policies and procedures. It is designed to inform all employees of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District, and to provide employees an understanding of what is expected of them. It is also intended to ensure a consistent, fair and uniform treatment of District employees.

Any additions/changes to this Book (Administration-Book 2) shall be approved by the District Board of Directors prior to implementation.

The District reserves the right to change these policies and procedures from time to time as necessary. These policies and procedures do not, and are not, intended to confer any property right in continued employment, to constitute an express or implied contract or to give rise to a binding past practice under any collective bargaining agreement. The Fire Chief may from time-to-time vary or modify any District personnel policy if it results in a hardship or is impractical. Exceptions granted in any instance however, shall not be binding in the future.

These rules are not meant to provide a solution to every question or problem which may arise. Likewise they are not intended to limit personnel in the exercise of reasonable judgment or initiative. They do, however, cover either generally or specifically many of the duties and obligations of personnel in the department. In situations not specifically covered, personnel are expected to take the action any reasonable person with their level of training would take in a similar situation. The Standard Operating Procedures (SOPs), signed and numbered memorandums, the employee handbook and other official communications of the Sisters – Camp

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Sherman RFPD are a part of these rules and regulations, and as such, it is the responsibility of all personnel to be familiar with and adhere to them.

**3.03 RULES OF CONDUCT:**

**Section 1**

**CONDUCT:** Personnel are expected to do their work and conduct themselves competently and professionally when on duty, to accept responsibility for their own conduct, and to show personal and professional integrity at all times. Personnel are also expected to conduct themselves off duty in a lawful manner, and in a manner that does not bring reproach on the department, or impair their ability to perform as an employee in the department.

**Section 2**

**TRUTHFULNESS:** Personnel shall not knowingly convey, or provide information which is dishonest, misleading, or a misrepresentation.

**Section 3**

**INSUBORDINATION:** Personnel may not ignore or refuse to obey any lawful order or directive of a superior officer, or supervisor. This includes orders or directives relayed from a superior officer by a peer or subordinate. Personnel may not engage in unprofessional conduct directed either verbally or physically toward a superior officer, or supervisor.

**Section 4**

**PERFORMANCE:** Personnel are expected to perform all aspects of their position as well as can be expected, and consistently “meet expectations” on their annual performance appraisals.

**Section 5**

**JUDGEMENT:** Personnel are expected to exercise good judgment at all times. Good judgment is defined as those decisions and actions, which a reasonable fire department member, staff, fire and EMS professional would exercise under similar circumstances.

**Section 6**

**USE OF INTOXICANTS:** Personnel are prohibited from possessing, using or being under the influence of any alcoholic beverage, or intoxicant, while on duty or while at a District facility. Personnel are also prohibited from possessing, using or being under the influence of any controlled substance while on duty, or while at a District facility, unless the controlled substance is a legally prescribed

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medication used in accordance with doctor's orders. If a prescribed medication is being used and it carries a warning of side effects that might affect job performance, personnel shall report this fact to their supervisor.

Failure to report the use of a medication, which the employee has been informed may affect his or her abilities to safely perform assigned duties, may subject an employee to disciplinary action. In the event there is a question regarding an employee's ability to safely perform assigned duties, clearance from the employee's physician will be required.

"Under the influence" is defined as a detectable level of alcohol or controlled substance in the blood, or any indication that a person is affected to any perceptible degree, such as slurred speech, etc. See drug and alcohol policy for further clarification.

Personnel may consume intoxicants off duty, in conformance with law, but only at times that guarantee they are not affected when they are scheduled to come to work. Personnel shall not report to work with the odor of alcohol on their breath.

Personnel may not use intoxicants in a manner which brings discredit on the department or on themselves as a member of the department.

#### Section 7

**GAMBLING:** Personnel will not be permitted to gamble on duty or in any District building.

#### Section 8

**CONFIDENTIALITY:** Personnel shall keep confidential any restricted information learned in the course of their duties. This information shall include but is not limited to: Personnel investigations or actions; patient information including medical history, condition, care and treatment; information obtained from law enforcement; elements of a criminal investigation observed or exposed to in the course of one's duty; and information that personnel would have access to only through the course of their duties.

#### Section 9

**COURTESY:** Personnel shall be courteous and respectful in all dealings with the public, other District employees, or volunteers, or employees of other agencies.

**Section 10**

**ENDORSEMENTS:** Personnel shall not recommend or suggest any product or service by brand name or provider, nor endorse any organization, program, product or service not approved and/or required in the performance of duty as defined by the District. This regulation does not apply to the recommendation of social service agencies, programs, services, Air-Life or Fire-Med.

**Section 11**

**GIFTS, GRATUITIES, or LOANS:** Personnel shall not solicit or accept anything of value when there is any connection between it and employment, nor shall they use their uniform for any personal gain. Personnel are allowed to accept limited gifts of food items such as cookies, cakes etc. when the gift is shared with other department members.

**Section 12**

**PUBLIC STATEMENTS:** Personnel on or off duty, who identify themselves as a department member shall not publicly criticize nor ridicule the department, its policies, or other members by any expression, verbal or written, which produces disharmony, inefficiency, dissension, chaos, or which is made with knowing or reckless disregard for truth or falsity without a factual basis. Nothing herein prevents employees from exercising their first amendment rights of free speech regarding matters of public concern so long as it does not substantially interfere with the operations of the department.

**Section 13**

**POLITICAL ACTIVITY:** Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office. (See RESTRICTIONS ON POLITICAL CAMPAIGNING BY PUBLIC EMPLOYEES ORS 260.432)

**On-Duty Activity.** Oregon law forbids any District personnel, while on the job, from soliciting money, influence, service, or any other thing of value. Exception: Interdepartmental gift giving. The law also forbids employees while on the job from otherwise aiding and/or promoting any political cause, including the nomination or election of any person to public office.

**Off-Duty Activity.** During the term of his or her employment, District personnel may not hold any elective office that creates a conflict of interest between the duties of the employee and the prospective duties of the elective office holder.

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Personnel shall obtain the prior written approval of the Fire Chief before filing as a candidate for any elective office. If the Fire Chief determines that the personnel election would present a conflict of interest, the employee will be so advised in writing. Failure to obtain prior written approval may be deemed by the District to constitute a voluntary resignation if the individual is elected to the position, and the District determines that the election to the position creates a conflict of interest with the individual's position.

Nothing in this rule is intended to restrict the political actions or activities of personnel outside of their regular working hours.

**Section 14**

**ALLEGATIONS:** Allegations against personnel shall be investigated; if found to be valid, appropriate action shall be taken.

**Section 15**

**SEXUAL ACTIVITY:** Personnel are not to engage in any sexual activity while at work or when in a District work site, vehicle or apparatus.

**3.04 GENERAL RULES:**

**Section 1**

Personnel shall comply with all applicable provisions of the Standard Operating Procedures, and the policies of the District. Personnel who deviate from any policies, procedures, or agreements assume responsibility for their actions and may be disciplined for actual or potential consequences.

**Section 2**

Uniformed personnel shall wear the regulation uniform only when actually on duty, or when otherwise directed by a chief officer.

**Section 3**

Personnel shall report for duty at the time and place assigned in proper uniform, groomed, and ready for work.

**Section 4**

Personnel responsible for emergency response shall remain in radio contact or within sound of the station alerting system while on duty unless granted permission, or ordered to leave by proper authority.



**Section 5**

All employees are subject to recall to duty in case of multiple alarm emergencies, numerous calls that exceed on duty and reserve call back resources, a serious emergency that exceeds on duty and reserve call back resources, or in the event the District experiences staffing deficiencies and no personnel voluntarily accept overtime. An incapacitating condition or, when employees are unavailable due to previously scheduled leave will be the only acceptable excuses for not responding when contacted for this purpose.

**Section 6**

All emergency response personnel shall maintain a direct means of telephone communication and shall keep their respective Shift Officer, or supervisor, and the Administration office informed of their current telephone number and address. This shall be done by completing a change of address form located in Department Administration any time their place of residence or telephone number changes. An expectation of maintaining a direct means of telephone communication is that personnel will not intentionally screen out District telephone calls.

**Section 7**

Personnel shall keep their company officers informed on matters involving readiness, response, conduct and safety.

**Section 8**

Company officers shall keep their Chief Officers informed on matters involving readiness, response, conduct, and safety.

**Section 9**

Personnel planning to resign from the Department shall file written notice with the Fire Chief through the chain of command at least two (2) weeks before the effective date, and shall surrender all District property to the Shift Officer prior to receiving their final pay check.

**Section 10**

Company officers shall submit a full written report to their respective chief officer of any employee who saves a life at the risk of their own or performs any other commendable act. Company officers shall consult the Awards Policy.

**Section 11**

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Line personnel shall not leave any post of duty unless properly relieved or directed to do so by a chief officer.

**Section 12**

Personnel assigned to medic units and operating with other agencies, shall be cognizant of their personal safety, and shall not accept any duty which they have not been trained to perform.

**Section 13**

Personnel shall be responsible for the proper care and safekeeping of all District property under their jurisdiction. District property shall not be loaned outside the department, nor shall it be used for personal reasons. Chief Officers may, in some cases, authorize District property to be left at an emergency scene if it is being used temporarily to prevent further property loss, eg. salvage covers.

**Section 14**

When personnel receive an order, which is in conflict with a previously received order, they shall inform the officer issuing the conflicting order and be guided by that officer's instructions.

**Section 15**

When an officer issues an order, being aware that the order is in conflict with a previously issued order, that officer assumes responsibility and shall be held accountable for any results, which may ensue from interference with the previous order. If an order from a volunteer officer creates a hazard or safety issue, the career firefighter must use their discretion to resolve the situation and report to their Captain or Chief Officer as soon as possible.

**Section 16**

Personnel assigned to act-in-capacity in a higher emergency response classification shall have the responsibility, the authority, and be entitled to all privileges of that classification. Personnel assigned to act-in-capacity as a company officer shall make every effort to follow the schedule, work plan, and instructions of the regularly assigned officer.

**Section 17**

When shifts change during a prolonged emergency, the on-coming Shift Commanders shall see that all crews at the scene are relieved in an orderly manner as soon as practical.

**Section 18**

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As a rule, persons other than department personnel shall not be permitted to enter a building where a fire has occurred if the District is still in charge. If the officer in charge grants permission, an employee shall be detailed to accompany such person or persons in the hazard zone.

**Section 19**

Personnel shall report observations or knowledge of child or elder abuse, neglect, or other illegal activity to their supervisor, and the proper police agency.

**Section 20**

In the event of suspicion of incendiaries, the commanding officer at the scene shall immediately report such information to the Fire Safety Manager. All evidence shall be preserved and the premises shall be guarded until the arrival of investigative personnel.

**Section 21**

Any loss of private property at a fire not attributable to the fire itself shall be reported to the officer in charge, and every effort shall be made to locate the missing property.

**Section 22**

Signed and numbered memorandums shall be distributed to each work site and placed in a location where all personnel have access to this information. Company officers are responsible for ensuring that this information is provided to personnel under their command. Individuals are also responsible for staying current with signed and numbered memorandums.

**Section 23**

A performance appraisal shall be completed at least once a year on each employee assigned to the district.

**3.05 STATION RESPONSIBILITY:**

**Section 1**

Shift officers are accountable for delays or errors in responding to alarms that are attributed to carelessness.

**Section 2**

Shift officers are responsible for all activities under their command.

**Section 3**

Shift officers shall be in charge of station security and shall report any violations of the rules and regulations, orders, or other misconduct. If irregularities of any nature arise, they shall report the facts to the Deputy Chief of Operations.

**3.06 COMPANY and STATION LOG BOOKS:**

**Section 1**

Company and station logs shall be an accurate and complete record of the operation of companies on duty in that station, and reflect actual times committed to emergency calls and routine duties. Entries shall comply with all operations and procedures.

**3.07 OUTSIDE EMPLOYMENT**

**Section 1**

**The District Comes First.** When an individual accepts employment with the District it is understood that the District has first call upon the services of the employee, regardless of any effect on secondary employment.

**Section 2**

**Incompatible Work.** Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work that detrimentally affects their endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, regardless of outside employment.

**Section 3**

**Notification.** Employees shall notify the Fire Chief in writing, in advance, of all employment outside the scope of their employment with the District.

**Section 4**

**Conflicts.** The Fire Chief shall notify the employee any time the employee's outside employment is found to conflict with the interests of the District, or is likely to discredit the District. It shall then be up to the employee to choose which employment option is most desired.

**DRUGS AND ALCOHOL**

**STATEMENT OF CONCERNS**

The District has a responsibility to its employees, and the public to ensure safe working conditions for its employees and a productive District workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, the District must preserve a work environment free from the effects of drugs, alcohol or other performance-impairing substances.

**POLICY**

The misuse of alcohol and other drugs can impair employee performance, as well as physical and mental health, and may jeopardize employee safety as well as the safety of the public, which relies on the ability of the Department to respond in emergencies. The District is committed to maintaining a safe and healthy work place for all employees by identifying the misuse of alcohol and drugs, and by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action. Notwithstanding the terms of this Rule, each employee is responsible for meeting performance, safety and attendance standards.

The District has a responsibility pursuant to the Drug Free Workplace Act of 1988. Employees shall not report to work under the influence of any intoxicating liquor or illegal drug. All employees understand that the use, sale, possession, manufacture, distribution and/or dispensing by an employee of any intoxicating liquor, controlled, or illegal substance, or a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, other employees or the public, is strictly prohibited, except for alcohol or medically prescribed controlled substances off-duty, and items of evidence while on-duty. Conduct in violation of this Rule may result in disciplinary action and/or criminal investigation, where appropriate. Employees should expect this policy to be enforced and administered in a manner consistent with the statements of concern and policy set forth below.

All medical and rehabilitation records in the possession of the District will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by Federal law implemented at 42 CFR Part 2.

**REPORTS OF PERMITTED USE**

Each employee must report the use of medically authorized drugs or other substances which the employee knows, or should know, can impair job performance to the immediate supervisor and provide the supervisor proper written medical authorization

from a licensed practitioner/physician while using such authorized substances. An employee whose impairment may affect job performance should take sick leave or other steps consistent with the advice of a licensed practitioner/physician. It is the employee's responsibility to determine by asking his or her practitioner or physician whether the prescribed drug or other substance will impair job performance. If an employee reports to work under the influence of prescription medication and endangers him/her or others, the employee may be disciplined. Any failure to report the use of such drugs or other substances, or failure to provide evidence of medical authorization, can result in disciplinary action.

#### **REPORTS OF DRUG CONVICTION**

No later than five (5) days after any conviction for the violation of any criminal drug statute, the convicted employee shall report the conviction and the facts and circumstances surrounding it in writing to the Fire Chief.

#### **EMPLOYEE EDUCATION**

The District will afford employees an opportunity to deal with drug and alcohol related problems. The Fire Chief maintains information relating to the hazards of and treatment for drug and alcohol related problems. Any District employee may seek such advice, information and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.

#### **EMPLOYEE ASSISTANCE**

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The Fire Chief will assist employees who wish to identify and select an appropriate treatment program. The District does not offer financial assistance other than the normal reimbursement from the district's insurance health plan.

If an employee seeks drug treatment voluntarily and not under adverse employment circumstances, accrued sick leave benefits may be used while attending rehabilitation. After such accommodation, the discontinuation of any involvement with alcohol or drugs shall be an essential requisite for continued employment, and is consistent with the District's policy of maintaining a drug-free workplace.

#### **DISCIPLINE RELATED TO DRUG OR ALCOHOL ABUSE**

An employee may be found to use illegal drugs on the basis of any appropriate evidence including but not limited to:

1. Direct observation;
2. Evidence obtained from an arrest or criminal conviction;

3. A verified positive test result; or
4. An employee's voluntary admission.

As a result of disciplinary action arising from a drug or alcohol problem, an employee may be directed to consult with the Fire Chief. The disciplined employee may also be required to participate in a drug or alcohol treatment program as a condition of continued employment.

A supervisor, based on reasonable suspicion that substance abuse is a factor in employment, may require an employee to be evaluated for drug and alcohol use and treatment by the Fire Chief. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice.

An employee may be required to authorize the Fire Chief to monitor the employee's treatment and satisfactory participation, and to submit to random blood and urine screening for alcohol and/or drugs for a specified period of time not to exceed 36 months in any situation where treatment is the result of District intervention. Medical confidentiality will be preserved, subject to rights granted by the employee to the supervisor and Department head to monitor treatment and program compliance through the Fire Chief, or directly with a health care provider.

Drug testing upon reasonable suspicion: Where a supervisory employee of the District has a reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee in question will be asked to submit to discovery testing including urinalysis or a blood screen, or both. If drug use is confirmed, sick leave benefits will not apply if the employee seeks drug treatment, even if treatment is imposed as a condition of return to work or continued employment. Positive test results may only be disclosed to the employee, the Fire Chief, Deputy Chief and/or President of the Board or a court of law or administrative tribunal in any adverse personnel action.

Consequence of a positive test: An employee who is found to be under the influence of, or impaired by, alcohol or illegal drugs as a result of a test requested by the District based upon reasonable suspicion will be subject to disciplinary action including suspension or termination.

Consequence of refusal to submit to testing: An employee who refuses to submit to discovery testing for alcohol or drugs will be subject to suspension or termination, or both. Alleged lack of reasonable suspicion is not grounds to refuse to submit to a test; however, it is reason to challenge discipline if discipline is imposed based on the test result alone.

Testing procedure: When the employee is notified that he or she is required to consent and submit to such tests, he or she may request the presence of a representative to

witness the test. The test shall not be delayed unreasonably, however, in order to wait for a representative. The absence of a representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.

Before a supervisor, acting on behalf of the District under this policy, may require an employee to consent and submit to any test, the supervisor must first obtain concurrence from the department head or the department head's designee that the information available to the District about the subject employee is sufficient to determine reasonable suspicion that prohibited conduct will be established as a result of the test.

The employee shall give consent to a blood, urine or breathalyzer test, or any combination, upon request, by signing a consent form. The form shall contain the following:

1. A signature line for the employee to sign evidencing the employee's consent to the release of the test results to the District;
2. An explanation of the procedure for confirming an initial positive test result for a controlled substance, including marijuana;
3. A statement of the consequences of a confirmed positive test result for a controlled substance, including marijuana;
4. A statement of the consequences of a confirmed positive test for alcohol;
5. A statement of the consequences of refusing to consent to the blood, urine, breathalyzer or other test.

The employee shall be furnished an opportunity to include on the consent form a list of legally prescribed and over-the-counter medications, which may be in the employee's body. The employee shall also be afforded the right to explain a confirmed positive test result for a controlled substance, including marijuana or a positive test for alcohol.

In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the District shall require that a second confirming test from the same sample be conducted, using gas chromatography/mass spectrometry techniques or a qualitative equivalent, which also must be positive before concluding the employee has such substance(s) present in the body.

If a blood or confirmed urine test is positive, the District will instruct the laboratory to retain the blood or urine sample for a period of not less than 30 calendar days from the date the tests are complete for the purposes of allowing the employee to conduct an independent test at his or her own expense at a laboratory approved by the District.

The procedures to obtain, handle and store blood and urine samples and to conduct laboratory tests shall be documented to establish procedural integrity and an uncompromised chain of evidence. Such procedures shall be administered with due regard for the employee's privacy and the need to maintain the confidentiality of test



results to an extent, which is not inconsistent with the policies expressed in this Rule.  
The employee shall be notified of the results of all tests conducted pursuant to this Rule.

**PRE-EMPLOYMENT DRUG SCREENING – SAFETY-SENSITIVE POSITIONS**

The District will invite successful applicants who are offered an opportunity to interview for safety-sensitive positions the opportunity to consent to a pre-employment drug screen. The applicant will be advised that the presence of one or more drugs may be cause for rejection from further consideration for employment, and that appointment to a position is contingent upon a negative drug test result. The applicant will be asked to authorize the District to conduct through the District's designated physician or laboratory testing facility a drug screen test as a requirement of employment.

Applicants shall be directed to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, but not later than 24 hours after notice to the applicant. Where appropriate, applicants may be reimbursed for reasonable travel expenses.

Applicants shall be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug, and only medical consultants will review such information to determine whether the individual is lawfully using an otherwise illegal drug.

The District will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to the District for a period of twelve months. The District shall inform such applicant that a confirmed presence of an illegal drug in the applicant's urine precludes the District from hiring the applicant.

**DEFINITIONS**

1. **REASONABLE SUSPICION** - is defined as specific articulated observation by a supervisory employee concerning the work performance, appearance, (including noticeable odor of an alcoholic beverage), behavior or speech of the employee. Any accident or incident involving physical injury to any person may be considered to constitute reasonable suspicion for discovery testing for drugs or alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Reasonable suspicion testing may be based upon, among other things:

- a. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- b. A pattern of abnormal conduct or erratic behavior;

- c. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- d. Information provided either by reliable and credible sources or independently corroborated;
- e. Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

UNDER THE INFLUENCE is defined as any detectable level of drugs (in excess of trace amounts attributable to secondary exposure) in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties. With respect to alcohol, a blood alcohol content of .04 percent constitutes being "under the influence" while on duty.

CONTROLLED SUBSTANCES are defined as all forms of narcotics, depressants, stimulants, hallucinogens and cannabis, whose sale, purchases; transfer, use or possession is prohibited or restricted by law.

OVER-THE-COUNTER DRUGS are those which are generally available without a prescription from a licensed practitioner/physician or dentist and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.

PRESCRIPTION DRUGS are defined as those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a practitioner/physician or dentist.

SAFETY-SENSITIVE POSITIONS are defined as a job in which the employee is responsible for his or her own or other people's safety. It also refers to jobs that would be particularly dangerous if performed under the influence of drugs or alcohol. Safety-sensitive positions are often the focus of drug and alcohol testing. A safety-sensitive position does not include the following District jobs for this purpose: Executive Assistant, Office Assistant, Finance Manager and Fire Corps Volunteers.

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SEARCHES. Employees shall have no expectation to be free from search of a locker, desk or contents of other similar District controlled spaces. The search of any area used exclusively by an employee (when directed at or against an employee due to suspicion of a violation of this policy) shall be based on reasonable belief that the employee possesses any controlled substance. Such a search shall be approved by the department head or the department head's designee and, if possible, notice to the

**SISTERS-CAMP SHERMAN RFPD**  
**CHAPTER 1; SUBJECT 31**  
**DRUG AND ALCOHOL POLICY**  
**DATE: 10/1/2007**

**BOOK 2 – ADMINISTRATION**  
**CODE: 2-1-31**  
**Page 7 of 8**

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employee and an opportunity to be present shall be given.

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**REFUSAL.** Failure to appear for testing without a deferral will be considered refusal to participate in testing, and will subject an employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of any offer of employment.

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# FIRE CHIEF REPORT

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**FIRE CHIEF'S REPORT**  
**MONTH-August 2021**

**I. CURRENT FIRE ACTIVITY STATUS:**

There are no fires currently threatening Central Oregon, but a significant number of fires remain on the landscape in the Western Cascades.

**II. NOTEWORTHY OPERATIONAL EVENTS:**

Several lightning storms have moved through the area in the past month. We have been fortunate to not have any significant fires within the fire district. There were two fires near Lake Billy Chinook caused by the lightning storm. The USFS was able to contain these two fires and limit the threat to homes.

**III. COMMUNITY SERVICE EVENTS/ MEETINGS:**

1. I attended the following meetings and community events in the past 30 days.

- a. Sisters Fire District all career staff monthly meeting.
- b. OR-Alert governance meeting
- c. Volunteer Association Mtg. and training.
- d. Multiple Or-Alert alerts and warnings meetings.
- e. Multiple legislative coordination meetings with OSFM and OFCA lobbyist.
- f. Meeting with City Councilor Jennifer Letz regarding wildfire issues.
- g. Grandview Fire closeout meeting.
- h. Oregon Fire Chiefs Association monthly meeting.
- i. Multiple WUI rulemaking and mapping meetings
- j. State Interoperability Executive Committee meeting.
- k. Central Oregon Fire Chiefs meeting.
- l. Served as Safety Officer for Kiwanis Hoodoo Challenge race.
- m. Met with City of Sisters regarding use of city water for wildland firefighting.
- n. Multiple Fire Defense Board Chief meetings.
- o. Oregon Fire Chiefs Association strategic planning meeting
- p. Oregon Fire Chiefs Association Board of Directors meeting.
- q. Resident Volunteer graduation ceremony.
- r. Oregon Fire Marshals Association coordination meeting.

#### IV. SPECIAL PROJECTS UPDATE:

1. With the passage of SB 762 there was a requirement to establish several Rule Advisory Committees (RAC) to provide recommendations regarding rules for implementation. There is a RAC for adopting a definition of the wildland urban interface and for establishment of the statewide risk map. I have been appointed to both of these rule making bodies and we are meeting weekly.
2. In addition to the RAC, SB 762 calls for the creation of a new position to oversee implementation of wildfire initiatives in Oregon. The new position will be the Wildfire Programs Director. The director will receive guidance from a newly formed group called the Wildfire Programs Advisory Council (WPAC). The WPAC is comprised of 19 individuals who will be appointed by the Senate President and Speaker of the House. The Oregon Fire Chiefs Association has a seat on this committee and my name has been submitted to serve on the WPAC.
3. I have been elected to serve as the Vice Chair of the State Interoperability Executive Council. The SIEC coordinates resources, develops policy and guideline recommendations, and identifies technology standards to facilitate coordinated emergency interoperable communications in Oregon.
4. We will be holding a testing process for Shift Commander on November 23. Our goal is to complete the testing process and have the successful candidate shadow Captain Brown for six months before his retirement.
5. Chief Craig continues to work closely with COIC and other local governments in the development of a regional emergency services training center. I will ask Chief Craig to provide an overview of the project at an upcoming Board meeting.
6. We are continuing to monitor and update policies to maintain compliance with changing COVID 19 guidance and regulations. We will be returning to masking in public spaces effective 8/13/2021. We are also working with the Oregon Fire Chiefs Association and other stakeholders regarding mandatory vaccinations for EMT's, or optional weekly testing. These rules are scheduled to become effective September 30<sup>th</sup>.
7. In addition to the new COVID 19 rules, we have been working on new policies related to OSHA rules for excessive heat and smoke. The new rules are now in effect and require training for employees as well as mitigation measures.

V. VOLUNTEER STATUS:

We're planning for a fall volunteer academy beginning September 20<sup>th</sup>. We have five volunteer applications in process at this time.

VI. OTHER:



**SISTERS-CAMP SHERMAN RFPD  
Call Activity**

	January		February		March		April		May		June		July		August		September		October		November		December		Year Totals			
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
<b>FIRE RELATED</b>																												
Brush Fire-	0	3	0	1	2	3	0	1	5	6	6	11	5	7	12		0		0		2		1		0		33	32
False Alarm-	2	7	3	4	5	3	4	8	2	4	4	2	4	5	4		3		3		3		5		6		45	31
Illegal Open Burning	3	1	2	0	1	8	14	8	6	6	6	1	4	3	4		3		3		16		6		3		63	27
Structure Fire-	0	4	1	4	0	0	0	2	2	1	0	2	1	2	0		0		0		0		0		2		7	15
Mutual Aid-	0	0	1	2	1	0	1	3	2	0	2	0	3	0	1		4		2		0		1		0		15	5
Public Assist-	1	3	0	3	1	3	2	5	2	0	0	0	3	3	5		2		2		4		0		3		21	17
Investigation-	2	0	3	0	2	0	2	1	2	0	3	3	4	1	4		4		0		1		3		1		27	5
Vehicle Fire-	0	0	0	0	0	0	0	0	1	5	0	2	1	1	1		1		0		0		0		0		4	8
HazMat	0	0	0	0	0	0	0	1	0	1	0	2	0	1	0		0		0		0		0		0		1	6
<b>Total Fire Related calls</b>	<b>8</b>	<b>18</b>	<b>10</b>	<b>14</b>	<b>12</b>	<b>18</b>	<b>23</b>	<b>27</b>	<b>16</b>	<b>23</b>	<b>21</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>31</b>		<b>12</b>		<b>12</b>		<b>28</b>		<b>16</b>		<b>16</b>		<b>216</b>	<b>146</b>
<b>YTD FIRE RELATED CALLS</b>																												
<b>EMS RELATED</b>																												
Medical-	82	93	49	67	56	64	44	72	68	85	65	88	83	85	86		77		77		81		74		80		845	554
MVA-	4	11	6	6	9	2	7	7	5	4	8	5	10	11	8		4		4		8		7		17		85	53
<b>Total EMS Related Calls</b>	<b>86</b>	<b>104</b>	<b>55</b>	<b>73</b>	<b>62</b>	<b>73</b>	<b>48</b>	<b>79</b>	<b>73</b>	<b>89</b>	<b>73</b>	<b>93</b>	<b>93</b>	<b>96</b>	<b>94</b>		<b>81</b>		<b>81</b>		<b>89</b>		<b>81</b>		<b>97</b>		<b>930</b>	<b>607</b>
<b>YTD EMS RELATED CALLS</b>																												
<b>TOTAL CALLS FOR MONTH</b>	<b>94</b>	<b>122</b>	<b>65</b>	<b>87</b>	<b>74</b>	<b>91</b>	<b>68</b>	<b>106</b>	<b>89</b>	<b>112</b>	<b>94</b>	<b>116</b>	<b>116</b>	<b>119</b>	<b>125</b>		<b>93</b>		<b>93</b>		<b>117</b>		<b>97</b>		<b>113</b>		<b>1148</b>	<b>753</b>
<b>PATIENT TRANSPORTS</b>																												
Total Patient Transports	39	52	30	42	33	35	17	48	35	46	28	42	48	43	47		41		41		44		49		46		481	305
<b>YTD PATIENT TRANSPORTS</b>	<b>38</b>	<b>52</b>	<b>68</b>	<b>94</b>	<b>102</b>	<b>129</b>	<b>119</b>	<b>174</b>	<b>104</b>	<b>220</b>	<b>182</b>	<b>262</b>	<b>230</b>	<b>305</b>	<b>277</b>		<b>318</b>		<b>318</b>		<b>352</b>		<b>401</b>		<b>441</b>		<b>461</b>	<b>306</b>
<b>CALL URGENCY</b>																												
Alpha/Bravo	50	62	32	43	38	46	37	49	50	54	55	57	60	59	78		57		57		76		36		63		633	370
Charlie/Delta	38	53	30	34	34	39	29	47	35	50	38	56	54	51	48		34		34		38		57		44		480	330
Echo	2	5	2	6	0	0	1	1	2	5	0	0	2	3	0		0		0		2		2		2		15	21
Gamma	2	0	1	3	2	4	2	3	1	2	0	0	0	2	0		2		2		0		2		2		14	14
Code 1	1	5	0	2	0	2	1	6	1	1	0	2	0	4	0		0		0		0		0		2		5	22
Code 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		0		0		0	0
<b>CALL BACKS (TPC)</b>																												
TPC Called	16	41	14	22	6	27	1	21	15	28	7	16	17	16	8		11		11		23		25		28		171	
TPC Medic Staffed	5	23	7	6	2	14	1	8	8	14	0	9	3	4	2		4		4		13		10		13		80	
TPC Engine Staffed	6	22	8	11	2	11	1	8	5	10	1	10	5	5	0		3		3		8		8		13		77	
TPC Not Staffed	9	16	4	11	4	10	0	12	7	13	6	5	10	9	6		6		6		10		15		12		76	
Mutual Aid Move Up	2	4	6	2	1	4	0	9	0	3	2	0	1	8	0		3		3		1		5		0		30	





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# **FIRE SAFETY MANAGER REPORT**

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# PRESIDENT'S REPORT

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