



AGENDA

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

Tue, Sep 21, 2021 5:00 PM - 6:00 PM (PDT)

Meeting Link: <https://global.gotomeeting.com/join/486921525>

You can also dial In using your phone. United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 486-921-525

- 1. Open the regular meeting**
- 2. Association update**
- 3. Consent agenda**
 - a. Administrative Summary**
 - b. August 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 – None.**
- 5. Administration**
 - a. Resolution 2021-2022-001: Station 701 Carpet Replacement Project**
 - b. Resolution 2021-2022-002: Station 701 Appliance Upgrade Project (stacked washer/dryer)**
 - c. Resolution 2021-2022-003: Station 701 Exterior Outlets for Heat Tape Project**
- 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**



**SISTERS-CAMP SHERMAN FIRE & AMBULANCE ASSOCIATION
Update for Fire District Board of Directors
September 2021**

Many of our members are very interested in renewing active participation.

The "Country Faire" fundraiser we have supported for years at the Episcopal Church was cancelled by church leadership last week due to Covid concerns.

Our traditional Halloween event will not take place again this year due to COVID, but Association members will assemble Halloween bags with safety materials and some treats as we did last year.

October is Fire Prevention Month. Heather Miller is leading preparations for the school presentations the week of October 9. COVID mandates may affect these plans.

The Fire Corps has continued to assess homes in the Sisters area for resident and fire safety.

Our smoke alarm and signage programs have been busy.

The car seat safety program and CPR classes have been successful, however COVID mandates continue to affect all of these programs.

Association leadership has asked our membership for new ideas to serve our community with COVID restrictions in place. I look forward to hearing specifics from our membership.

CONSENT AGENDA

Administrative Summary for Consent Agenda

August 2021 Data

Minutes - No changes.

Dashboard Report

- Revenue overall is tracking as expected, and generally tracks slower at the beginning of the fiscal year. The opposite is true with expenditures where we have some larger one-time, annual payments due at the beginning of the fiscal year.
- We had one Resident Volunteer leave the program to pursue a different career/college path.
- We have six new volunteers in the recruitment/application process. Four are operational and will begin their academy this week. Two are Fire Corps.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sums of all funds equal ending balance of \$2,151,683.76.

LGIP –Debt Service Fund

- Total balance equals ending balance of \$33,496.96

U.S. Bank

- Ending balance was \$81,834.24 in US Bank checking at end of August.
- Outstanding Checks:
 - Check 12635 should clear this month. This check was paid before the end of the fiscal year, but held until parts came in and work was completed.
 - Check 12729 is likely lost in the mail and will be voided and reissued. All other outstanding checks are current and will likely clear within this month.

Operating Fund Summaries

Revenue

- Nothing significant to report.

Expenditures

- Tracking within budget so far.

Balance Sheets

- *Insurance liability will clear with AFLAC employee pass-through payment.*
- *Miscellaneous liability will clear with quarterly donation payouts.*

Check Register

- Check number 12942 to Reverb Films. This was a Staff Report item from last Board Meeting and is the deposit for film services for the recruitment & retention video that Tyler Smith is working on. This will be a reimbursable expense through the SAFER Grant.
- Check number 12934 to Levi Janssen. Reimbursements for boots (wildland and duty) purchased. Also includes his July payroll for cleaning services at Station 701. This is normally paid via direct deposit, but he submitted incorrect account information and the direct deposit was returned and a physical check had to be cut.
- Check number 70005 to US Bank Visa. Costco gift cards are used to cover employee basic Costco membership and is an annual expense as part of the full-time employee's benefit package.

Adjusting Journal Entries

- Entry for ambulance receivables to actual.
- Entry for transfer from Building Reserve Fund for electrical expenses incurred for adding exterior outlets to Station 701 for heat tape.

Ambulance Report - Total of 33 transports for August.

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



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
August 17, 2021**

1. Open the regular meeting

- a. Board President Chuck Newport was unable to attend the meeting and Vice President Bill Rainey opened the regular meeting at 5:00 p.m.
 - i. Attending virtually via GoToMeeting: Director Rainey, Director McGowan, Director Miller and Director White, Executive Assistant Julie Spor, Chief Johnson, Deputy Chief Craig, Finance Manager Kay Johnson, Fire Safety Manager Green and Captain Brown.
 - ii. Absent: President Newport.

2. Association Update

- a. Executive Assistant Spor provided the following update on behalf of Association President Jeff Liming who was unable to attend:
 - i. The Association Treasury is healthy and will easily be able to fund remaining 2021 projects.
 - ii. The Association funded six scholarships for Sisters High School graduates this June rather than four as in the past, also increasing the amounts by 50%.
 - iii. October is Fire Prevention month. Prevention Chair Heather Miller is leading preparations for local school presentations.

3. Consent Agenda

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

4. Correspondence

- a. Staff received the following correspondence during the past month:
 - i. Thank you letter from Mike at JW.Org for response during COVID-19 pandemic.

- ii. Thank you letter from Desert Sand Community regarding the District's efforts during the Grandview Fire.
- iii. Thank you letter and drawings from the Vierra Family for efforts during the Grandview Fire.

5. Administration

- a. Staff Report SR-21-07 Contract for Media Production Services – SAFER Grant was reviewed with the Board. This was an information-only staff report to communicate to the Board that Fire Chief Roger signed a contract for media production services for volunteer recruitment and retention as per District policy.
- b. *Unanimously approved Staff Report SR-21-08 Draft Policy Change 2-1-31 Drug and Alcohol Policy. Motion by Director White, second Director Miller.*
 - i. The change in policy was recommended by the District's legal counsel after a recent candidate for an open temporary position with the Fire District self-identified they may be unable to successfully pass a drug screen.

6. Fire Chief Report

- a. COVID-19 Update. Chief Johnson reported staff is following Oregon Health Authority guidance with regards to masking and will require groups renting the Community Hall to mask. The Governor's office has indicated all healthcare providers within the State will be required to be vaccinated against COVID-19, or submit to weekly testing. The Oregon Fire Chief's Association is working this, as it is a very sensitive issue that will impact our District.
 - i. Director Rainey commented the District has to follow the law, so the District's hands are tied in this case.
- b. Chief Johnson said the Kiwanis Hoodoo Challenge race was a success with over 100 runners participating. Jefferson County Search and Rescue assisted with the event.

7. Fire Safety Manager Report

- a. FSM Green just returned from several weeks on the Grand Canyon and will follow-up next month with a report.

8. Other Business

- a. No further business was discussed and the meeting adjourned.

Respectfully submitted,

Julie Spor, Clerk of the Board

Sisters-Camp Sherman Dashboard

8/31/2021

Legend	Good	Watch	Neutral	
Financial				
	2021/2022 Budget	2021/2022 YTD Actual	% of Budget	17%
Revenue				
Beginning Fund Balance	\$ 1,651,842.00	\$ 1,773,634.69	107.37%	
Property Taxes Recvd.	\$ 3,037,220.00	\$ 8,778.20	0.29%	
Ambulance Revenue	\$ 375,000.00	\$ 72,858.66	19.43%	
GEMT Ambulance Revenue	\$ 20,000.00	\$ -	0.00%	
Fire Med Memberships	\$ 15,000.00	\$ 3,156.00	21.04%	
Grant Revenue	\$ 348,975.00	\$ -	0.00%	
Conflagration Income	\$ 50,000.00	\$ -	0.00%	
Interest Income	\$ 23,000.00	\$ 2,331.83	10.14%	
Other	\$ 113,138.00	\$ 4,806.08	4.25%	
Total YTD Revenue	\$ 5,634,175.00	\$ 1,865,565.46	33.11%	
Expenditures				
Personnel	\$ 2,610,365.00	\$ 498,781.91	19.11%	
Materials and Services	\$ 882,798.00	\$ 49,184.22	5.57%	
Capital Outlay	\$ 170,239.00	\$ -	0.00%	
Contingency	\$ 326,443.00	\$ -	0.00%	
Debt Service	\$ 203,095.00	\$ 11,547.25	5.69%	
Total YTD Expenditures	\$ 4,192,940.00	\$ 559,513.38	13.34%	
Expenditures By Department				
Administration	\$ 796,017.00	\$ 116,273.71	14.61%	
Operations	\$ 2,061,109.00	\$ 380,234.79	18.45%	
Maintenance	\$ 389,280.00	\$ 15,503.41	3.98%	
Volunteers	\$ 416,996.00	\$ 35,954.22	8.62%	
Cash Balances				
	7/31/2021	8/31/2021		
U.S. Bank Operating Account	\$ 159,019.17	\$ 128,005.47		
Local Govt. Invest. Pool	\$ 2,391,852.63	\$ 2,151,683.76		
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	\$ 32,980.61	\$ 33,496.96		
Total All Funds	\$ 3,614,191.78	\$ 3,343,525.56		

Legend	Good	Watch	Neutral	
Volunteer Activity	Last Month	Current Month		
Number of Vol. Firefighters	34	34		
Number of EMS Vol.	5	5		
Number of Fire Corps Vol.	34	34		
Number of Student Vol.	7	6		
Volunteers In Training Acad.	0	0		
Volunteers in Recruitment	0	5		
Emergency Responses	Last Month	Current Month	Year to Date	Previous YTD
Reported Fire-Related Calls	23	27	173	144
Confirmed Structure Fire	2	2	17	4
Confirmed Wildland Fire	7	4	36	30
Ambulance Responses	96	94	701	582
Ambulance Transports	43	33	338	277
Total calls for month	119	121	874	726
Personnel Response	Last Month	Current Month	Year to Date	Goal
Volunteer Responses	276	274	2259	
Average Volunteer Response	2.32	2.26	2.58	
Career Responses	336	316	2310	
Average Career Response	2.82	2.61	2.64	
7 PC's Initiated	16	10	181	75%
7 PC's Covered	7	5	100	50%
			YTD	55%
Training Hours	Last Month	Current Month	Year to Date	
Volunteer Training Hrs.	212.32	206.55	2669.18	
Career Training Hrs.	176.55	117.6	1099.40	
Career Certifications	3	0	6	
Volunteer Certifications	6	5	41	
Employee Injuries	Last Month	Current Month	Year to date	
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)
August 31, 2021

Account: 10001080
Bank Account Number: 163695237070

Bank Statement Balance:	128,005.47	Book Balance Previous Month:	27,459.95
Outstanding Deposits:	1,091.85	Total Receipts:	278,663.49
Outstanding Checks:	47,263.08	Total Disbursements:	224,289.20
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	81,834.24	Book Balance:	81,834.24

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
72	1,072.73	89	19.12					
							Total:	1,091.85

Deposits cleared: 35 items Deposits Outstanding: 2 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
1	42,937.22	12729	160.00	12924	480.00	12934	370.36	
12835	2,332.80	12905	600.00	12925	239.00	12943	143.70	
							Total:	47,263.08

Checks cleared: 66 items Checks Outstanding: 6 items

Bank Adjustments

No bank adjustments found

Book Adjustments

No book adjustments found



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

3233 IMG S Y ST01

Business Statement

Account Number:
1 536 9523 7070
Statement Period:
Aug 2, 2021
through
Aug 31, 2021

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000000734 02 AB 0.461 000638928172742 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1509
SISTERS OR 97759-1509



To Contact U.S. Bank

Commercial Customer

Service: 1-877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

GOLD BUSINESS CHECKING

U.S. Bank National Association

Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Aug 2		\$	159,019.17
Customer Deposits	3		4,406.00
Other Deposits	31		273,184.59
Other Withdrawals	9		183,940.93-
Checks Paid	57		124,663.36-
Ending Balance on Aug 31, 2021		\$	128,005.47

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Aug 5	8953672855	1,712.50		Aug 25	8653594180	2,093.50
	Aug 23	8055746531	600.00				
Total Customer Deposits							\$ 4,406.00

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Aug 2	Electronic Deposit From CIGNA REF=212110095535460N00 9751677827HCCLAIMPMT930932704		\$ 1,380.80
Aug 2	Electronic Deposit From CIGNA REF=212110095535460N00 9751677827HCCLAIMPMT930932704		186,000.00
Aug 4	Electronic Deposit From PNP BILLPAYMENT REF=212150096159070N00 3333308324073021SETT8062		23.00
Aug 4	Electronic Deposit From CIGNA REF=212150120079160N00 00000001000001		2,100.00
Aug 5	Electronic Deposit From PacificSource REF=212150103682310N00 2930245545CREDIT 3077581		193.19
Aug 6	Electronic Deposit From NORIDIAN WAORAK REF=21217010000000000000 4450173185HCCLAIMPMT1245231760		646.29
Aug 6	Electronic Deposit From STRIPE REF=212170115177690N00 1800948598TRANSFER ST-A3W1R0K2D8A0		19.12
Aug 8	Electronic Deposit From PNP BILLPAYMENT REF=21217010000000000000 3333308324073021SETT8062		23.00
Aug 9	Electronic Deposit From Regence BCBSO - REF=212170092339010N00 1930238155HCCLAIMPMTFPPR00001		136.11
Aug 9	Electronic Deposit From Regence BCBSO - REF=212170092339010N00 1930238155HCCLAIMPMTFPPR00001		2,100.00
Aug 10	Electronic Deposit From NORIDIAN WAORAK REF=212210103517200Y00 4450173185HCCLAIMPMT1245231760		1,646.29
Aug 11	Electronic Deposit From CIGNA REF=21220163216720N00 00000001000001		666.77
Aug 12	Electronic Deposit From PacificSource REF=212220132706800N00 3562420416CREDIT 3077581		303.06

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		07/31/2021 (07/21) Balance			1,381,513.26
CR	1	Jefferson County Taxes	1,714.54		
CR	5	Deschutes County Taxes	7,068.20		
CR	10	LGIP Redemption Fees		.15-	
CR	12	LGIP Dividends	1,048.54		
CRUS	1	TXFR from LGIP To Checking Bills		100,000.00-	
CRUS	26	Transfer from LGIP to Checking - Payrol/Bills		150,000.00-	
		08/31/2021 (08/21) Period Totals and Balance	9,831.28 *	250,000.15- *	1,121,344.39

Lgip = 1,121,344.39
Employment = 161,471.00
Building = 194,855.77
Equipment = 674,012.60

2,151,683.76

Balance
Exact.
[Signature]

2-00-0-1070 Empl Fund

07/31/2021 (07/21) Balance			161,471.00
08/31/2021 (08/21) Period Totals and Balance	.00 *	.00 *	161,471.00

3-00-0-1070 Bldg Fund

07/31/2021 (07/21) Balance			194,855.77
08/31/2021 (08/21) Period Totals and Balance	.00 *	.00 *	194,855.77

4-00-0-1070 Equipment Fund

07/31/2021 (07/21) Balance			674,012.80
08/31/2021 (08/21) Period Totals and Balance	.00 *	.00 *	674,012.80

5-00-0-1075 Technology Reserve Fund

07/31/2021 (07/21) Balance			.00
08/31/2021 (08/21) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 10 Number of accounts: 6

	<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:	<u>9,831.28</u>	<u>250,000.15-</u>	<u>240,168.87-</u>

Report Criteria:

Actual amounts

All accounts

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



Account Statement - Transaction Summary

For the Month Ending August 31, 2021

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

Oregon LGIP

Opening Balance	2,391,852.63
Purchases	9,831.28
Redemptions	(250,000.15)

Asset Summary

	August 31, 2021	July 31, 2021
Oregon LGIP	2,151,683.76	2,391,852.63
Total	\$2,151,683.76	\$2,391,852.63

Closing Balance	\$2,151,683.76
Dividends	1,048.54

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 70001030
Bank Account Number: 153695237351

Bank Statement Balance:	33,496.96	Book Balance Previous Month:	32,980.61
Outstanding Deposits:	.00	Total Receipts:	516.35
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	33,496.96	Book Balance:	33,496.96

Outstanding Deposits

No outstanding deposits found
Deposits cleared: 2 Items Deposits Outstanding: 0 Items

Outstanding Checks

No outstanding checks found
Checks cleared: 0 Items Checks Outstanding: 0 Items

Bank Adjustments

No bank adjustments found

Book Adjustments

No book adjustments found



Account Statement - Transaction Summary

For the Month Ending August 31, 2021

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

Oregon LGIP		Asset Summary	
		August 31, 2021	July 31, 2021
Opening Balance	32,980.61		32,980.61
Purchases	516.35	33,496.96	
Redemptions	0.00		
Total		\$33,496.96	\$32,980.61

Closing Balance	\$33,496.96
Dividends	15.61

Account Number	Account Title	2020-20 Prior YTD Actual	2021-21 Current Period Actual	2021-21 Current YTD Actual	2021-22 Current Year Budget	Balance Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	.00	.00	.00	2,987,220.00	2,987,220.00-	.00
1-01-0-40200	Property Taxes-Prior	10,086.19	8,778.20	8,778.20	50,000.00	40,596.70-	18%
1-01-0-41100	Ambulance Revenue	36,904.35	29,829.33	72,858.66	375,000.00	301,917.55-	18%
1-01-0-41110	GEMT Ambulance Revenu	85,862.00	.00	.00	20,000.00	20,000.00-	.00
1-01-0-41200	Other Fees for Service	567.50	1,070.00	2,430.00	93,036.00	90,908.00-	2%
1-01-0-42100	Fire Med Subscriptions	1,500.00	3,156.00	3,156.00	15,000.00	11,844.00-	21%
1-01-0-43100	Interest Income	1,536.84	1,053.08	2,331.83	23,000.00	20,667.75-	10%
1-01-0-44100	Grant Revenue	.00	.00	.00	348,975.00	348,975.00-	.00
1-01-0-44200	Donations Received	150.00	300.00	1,552.90	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	2,500.71	1.00	823.18	10,100.00	7,423.18	173%
1-01-0-49990	Beginning Working Capital	.00	.00	1,773,634.69	1,651,842.00	121,792.69	107%
Total GENERAL FUND REVENUE:		139,107.59	44,187.61	1,865,565.46	5,634,175.00	3,751,360.23-	33%
GENERAL FUND Revenue Total:		139,107.59	44,187.61	1,865,565.46	5,634,175.00	3,751,360.23-	33%
Net Total GENERAL FUND:		139,107.59	44,187.61	1,865,565.46	5,634,175.00	3,751,360.23-	33%

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
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	118,565.77	32,778.45	107,762.37	588,717.00	480,954.63	18%
	Total OPERATIONS DEPARTMENT:	339,833.85	159,341.10	384,573.05	1,906,402.00	1,541,828.95	19%
	Total MAINTENANCE DEPARTMENT:	2,929.93	2,150.09	3,482.70	26,361.00	22,878.30	13%
	Total VOLUNTEERS DEPARTMENT:	14,300.51	8,134.69	22,963.79	88,865.00	65,921.21	26%
	GENERAL FUND Expenditure Total:	473,430.06	202,404.33	498,781.91	2,610,365.00	2,111,583.09	19%
	Net Total GENERAL FUND:	473,430.06-	202,404.33-	498,781.91-	2,610,365.00-	2,111,583.09-	19%
	Net Grand Totals:	473,430.06-	202,404.33-	498,781.91-	2,610,365.00-	2,111,583.09-	19%

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
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	30,228.51	3,485.87	8,511.34	197,951.00	188,178.54	4%
	Total OPERATIONS DEPARTMENT:	17,888.47	3,825.33	15,661.74	154,708.00	134,821.04	10%
	Total MAINTENANCE DEPARTMENT:	16,898.49	6,435.20	12,020.71	202,030.00	172,149.70	6%
	Total VOLUNTEERS DEPARTMENT:	8,132.80	7,980.98	12,990.43	328,111.00	312,892.98	4%
	GENERAL FUND Expenditure Total:	73,228.07	21,707.18	49,184.22	882,798.00	805,842.24	6%
	Net Total GENERAL FUND:	73,228.07-	21,707.18-	49,184.22-	882,798.00-	805,842.24-	6%
	Net Grand Totals:	73,228.07-	21,707.18-	49,184.22-	882,798.00-	805,842.24-	6%

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
GENERAL FUND							
	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	154,881.78	4%
	GENERAL FUND Expenditure Total:	.00	.00	.00	170,239.00	164,031.78	4%
	Net Total GENERAL FUND:	.00	.00	.00	170,239.00-	164,031.78-	4%
	Net Grand Totals:	.00	.00	.00	170,239.00-	164,031.78-	4%

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2021

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	1,121,969.39	
1-00-0-1080	US BANK OPERATING ACCT	81,634.24	
1-00-0-1089	PETTY CASH	151.49	
1-00-0-1120	AMBULANCE RECEIVABLES	185,540.21	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(92,932.30)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	71,112.89	
	TOTAL ASSETS		<u><u>1,367,675.92</u></u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2160	INSURANCE/DISABILITY LIABILITY	270.90	
1-00-0-2180	MISCELLANEOUS LIABILITY	210.00	
1-00-0-2250	DEFERRED REVENUE	49,595.69	
	TOTAL LIABILITIES		50,076.59

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	(5,634,175.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	5,634,175.00	
	REVENUE OVER EXPENDITURES - YTD	1,317,599.33	
	BALANCE - CURRENT DATE	<u>8,951,774.33</u>	
	TOTAL FUND EQUITY		<u>1,317,599.33</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,367,675.92</u></u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2021

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	181,471.00	
	TOTAL ASSETS		181,471.00

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	922,488.00	
	UNAPPROPRIATED FUND BALANCE:		
2-00-0-3900	RETAINED EARNINGS	(922,488.00)	
	REVENUE OVER EXPENDITURES - YTD	181,471.00	
	BALANCE - CURRENT DATE	(760,997.00)	
	TOTAL FUND EQUITY		181,471.00
	TOTAL LIABILITIES AND EQUITY		181,471.00

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2021

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		194,230.77
	TOTAL ASSETS		<u>194,230.77</u>
<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	<u>194,230.77</u>	
	BALANCE - CURRENT DATE		<u>356,853.94</u>
	TOTAL FUND EQUITY		<u>194,230.77</u>
	TOTAL LIABILITIES AND EQUITY		<u>194,230.77</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2021

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	674,012.80	
	TOTAL ASSETS		674,012.80

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(888,984.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	888,984.00	
	REVENUE OVER EXPENDITURES - YTD	674,012.80	
	BALANCE - CURRENT DATE	1,542,996.80	
	TOTAL FUND EQUITY		674,012.80
	TOTAL LIABILITIES AND EQUITY		674,012.80

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2021

DEBT SERVICE FUND

<u>ASSETS</u>			
7-00-0-1030	BOND TAX REVENUE LGIP	33,498.98	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	4,678.70	
	TOTAL ASSETS		<u><u>38,175.68</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
7-00-0-2250	DEFERRED REVENUE	3,399.72	
	TOTAL LIABILITIES		<u>3,399.72</u>
<u>FUND EQUITY</u>			
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	34,775.94	
	BALANCE - CURRENT DATE	<u>276,090.94</u>	
	TOTAL FUND EQUITY		<u><u>34,775.94</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>38,175.68</u></u>

Check Register - August 2021

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/12/2021	12923	Ace Hardware, Inc.	Paint for wildland tool maintenance	.\$ 15.42
8/12/2021	12923	Ace Hardware, Inc.	Hardware	\$ 4.22
8/12/2021	12923	Ace Hardware, Inc.	Spray paint and hardware	\$ 20.54
8/12/2021	12923	Ace Hardware, Inc.	Lacquer thinner and hardware	\$ 20.61
8/12/2021	12923	Ace Hardware, Inc.	Torx socket to adjust/tighten compartment latch pins	\$ 4.59
8/12/2021	12923	Ace Hardware, Inc.	Rainbird pop-up	\$ 11.03
8/12/2021	12923	Ace Hardware, Inc.	Caulking	\$ 4.22
8/12/2021	12923	Ace Hardware, Inc.	Hardware	\$ 6.54
8/12/2021	12923	Ace Hardware, Inc.	Hardware	\$ 13.25
8/12/2021	12924	Alpine Internet Solutions	Content Plan for August	\$ 395.00
8/12/2021	12924	Alpine Internet Solutions	Management & Hosting 9/2021	\$ 85.00
8/12/2021	12925	Ben Duda	Reimb. RX Insert for SCBA Mask	\$ 239.00
8/12/2021	12926	Caselle, Inc.	Contract support charges 09/2021	\$ 343.00
8/12/2021	12927	CEC, INC	electric - Camp Sherman	\$ 87.60
8/12/2021	12928	City of Sisters	Water/Sewer - Elm Street	\$ 416.85
8/12/2021	12929	DMV	DMV Record Check - Accident Report	\$ 8.50
8/12/2021	12930	Freightliner Northwest Redmond	Tube Injector fuel supply	\$ 160.12
8/12/2021	12931	InnerTech	IT Services: VLAN, R&RO rights, Webmail Issues	\$ 553.75
8/12/2021	12932	Jacob Van Lieu	Res. Vol. Mileage and Food Reimb. 07/21	\$ 350.00
8/12/2021	12933	L.N. CURTIS & SONS	Structure Helmets (2) (Chief Craig Order)	\$ 566.34
8/12/2021	12933	L.N. CURTIS & SONS	SAFER: CL Vol Sucher gloves, boots, hood	\$ 631.25
8/12/2021	12934	Levi Janssen	Reimb. Wildland Boots Purchased	\$ 250.00
8/12/2021	12934	Levi Janssen	Reimb. Duty Boots Purchased	\$ 73.99
8/12/2021	12934	Levi Janssen	July Payroll Returned - Cleaning	\$ 46.37
8/12/2021	12935	Miss Sew-It-All	Hemming and mending uniforms	\$ 135.00
8/12/2021	12936	Mission Linen Supply, Inc.	mats/rugs	\$ 1.61
8/12/2021	12937	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 304.50
8/12/2021	12938	Pacific Office Automation, Inc	copies/kit - Konica	\$ 177.43
8/12/2021	12939	Phil Drew	Reimb. batts purchased for smoke alarm program	\$ 30.98
8/12/2021	12940	Rachel Ulm	Res. Vol. Lt. Mileage & Food Reimb. 08/2021	\$ 600.00
8/12/2021	12941	Republic Services	Disposal Services - Elm Street	\$ 34.38
8/12/2021	12941	Republic Services	Disposal services - Buffalo Drive	\$ 18.46
8/12/2021	12942	REVERB Films LLC	50% Deposit: NW Fire Recruitment Video	\$ 5,000.00
8/12/2021	12943	Robln Holm	Reimb. T-Posts purchased for E-Sign Program	\$ 143.70
8/12/2021	12944	SDIS	Admin Health Insurance	\$ 3,671.84
8/12/2021	12944	SDIS	Admin Life, ST/LTD	\$ 146.58
8/12/2021	12944	SDIS	Operations Health Insurance	\$ 17,798.27
8/12/2021	12944	SDIS	Operations Life, ST/LTD	\$ 732.90
8/12/2021	12944	SDIS	Ins/Disability - Orthodontia pass through	\$ 107.49
8/12/2021	12944	SDIS	Admin Life, ST/LTD - from July Invoice	\$ 8.34
8/12/2021	12944	SDIS	Operations Life, ST/LTD - from July Invoice	\$ 41.70
8/12/2021	12945	Smith Rock Electric, LLC	Electric work for new washer/dryer in Crew Laundry Room	\$ 625.00
8/12/2021	12946	Systems Design	EMS Billing & Postage July 2021	\$ 954.75
8/12/2021	12947	Terminix	Pest control services - Elm Street	\$ 95.00
8/12/2021	12948	Thornton Brown	cell phone reimbursement - August 2021	\$ 50.00
8/12/2021	12949	Treasure Valley Coffee	water	\$ 33.75
8/12/2021	12949	Treasure Valley Coffee	28 5-gal waters and 2 cooler rentals	\$ 226.75
8/12/2021	12949	Treasure Valley Coffee	Credit on Account from payment 12871	\$ (4.75)
8/12/2021	12950	Vohs Custom Landscaping	Weekly maintenance July '21 - Elm Street	\$ 937.50
8/12/2021	12950	Vohs Custom Landscaping	Maintenance/Prevention at Station 703 plus dumping fees	\$ 1,603.80
8/12/2021	12951	WRIGHT FORD INC	776 Repair: Defective Heater Fault	\$ 1,039.43
8/12/2021	12951	WRIGHT FORD INC	776 Repair: Reductant Pump failure	\$ 1,072.72
8/25/2021	70005	US Bank - Visa	CHAPS PPE FOR CHAINSAW USE	\$ 205.90
8/25/2021	70005	US Bank - Visa	TIRE CHAINS (771/775/776)	\$ 203.40
8/25/2021	70005	US Bank - Visa	CHAIN BUNGEEES	\$ 32.01
8/25/2021	70005	US Bank - Visa	SHOVELS FOR AMBULANCES (AMAZON.COM)	\$ 120.81
8/25/2021	70005	US Bank - Visa	Coffee for Station 701	\$ 28.00
8/25/2021	70005	US Bank - Visa	Large blade handle kit	\$ 45.55
8/25/2021	70005	US Bank - Visa	Stainless steel twist latch	\$ 15.07

Check Register - August 2021

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/25/2021	70005	US Bank - Visa	O-ring for inlet connector	\$ 8.42
8/25/2021	70005	US Bank - Visa	COSHA Conference - Craig	\$ 200.00
8/25/2021	70005	US Bank - Visa	Recruitment lunch Craig	\$ 23.94
8/25/2021	70005	US Bank - Visa	Camp Sherman Fire Volunteers BBQ	\$ 22.64
8/25/2021	70005	US Bank - Visa	Absorbent	\$ 5.19
8/25/2021	70005	US Bank - Visa	Ice for 741 cooler	\$ 5.38
8/25/2021	70005	US Bank - Visa	Windshield washer fluid	\$ 63.60
8/25/2021	70005	US Bank - Visa	Annual GoToMeeting Subscription	\$ 324.00
8/25/2021	70005	US Bank - Visa	NREMT App Fee - T. Smith	\$ 152.00
8/25/2021	70005	US Bank - Visa	Fire Studio Software - T. Smith	\$ 475.00
8/25/2021	70005	US Bank - Visa	Fuel - Fire Safety Mgr Vehicle	\$ 57.28
8/25/2021	70005	US Bank - Visa	Adobe monthly subscription cost	\$ 19.99
8/25/2021	70005	US Bank - Visa	Rays Food Place: SAFER food for CL drill	\$ 28.16
8/25/2021	70005	US Bank - Visa	Costco Gift Card - Employee Benefit	\$ 120.00
8/25/2021	70005	US Bank - Visa	Costco Gift Card - Employee Benefit	\$ 600.00
8/25/2021	70005	US Bank - Visa	Paper towels, febreze	\$ 55.95
8/25/2021	70005	US Bank - Visa	Shop Towels	\$ 31.98
8/25/2021	70005	US Bank - Visa	Body Armour Sports Drinks & Snacks - Fire Snack Supply	\$ 272.13
8/25/2021	70005	US Bank - Visa	Bountiful Boards - Food for RV Grad Ceremony	\$ 375.00
8/25/2021	70005	US Bank - Visa	GFOA Budget Award Submission Fee	\$ 345.00
8/25/2021	70005	US Bank - Visa	Spera Face Masks	\$ 120.00
8/25/2021	70005	US Bank - Visa	Wall clocks	\$ 97.50
8/25/2021	70005	US Bank - Visa	Wireless Mouth - SCBA Laptop	\$ 29.99
8/25/2021	70005	US Bank - Visa	RT Flight Meredith - Company Officer Academy (Expedia)	\$ 408.80
8/25/2021	70005	US Bank - Visa	Fire Nuggets - Comp. Off. Training - Meredith	\$ 300.00
8/25/2021	70005	US Bank - Visa	USPS Rainey Budget	\$ 4.40
8/25/2021	70005	US Bank - Visa	Sisters Coffee: Sta 701 Coffee	\$ 258.00
8/25/2021	70005	US Bank - Visa	Sisters Coffee : Filters	\$ 35.49
8/25/2021	70005	US Bank - Visa	Amazon: Timer switch	\$ 45.75
8/25/2021	70005	US Bank - Visa	Amazon: Clips and clamps	\$ 29.48
8/25/2021	70005	US Bank - Visa	RAM mounts: double socket swivel arm	\$ 81.63
8/25/2021	70005	US Bank - Visa	Amazon: waterproof clear heat shrink tubing	\$ 17.58
8/25/2021	70005	US Bank - Visa	Remote work subscription - Bialous	\$ 44.00
8/25/2021	70005	US Bank - Visa	Delta Air - Meredith travel expenses Company Off Training	\$ 96.80

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
08/31/2021	1	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	11,181.20	
08/31/2021	2	Ambulance Receivables to Actual	1-00-0-1180	Allowance for Uncollectible Am	.00	5,595.80-
08/31/2021	3	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	.00	5,595.80-
08/31/2021	4	TXFR frm Bldg for Exterior Outlets Project	3-00-0-1070	Bldg Fund	.00	825.00-
08/31/2021	5	TXFR frm Bldg for Exterior Outlets Project	1-00-0-1070	LGIP Acct #4374	825.00	
Total JOURNAL ENTRIES (JE):					11,816.20	11,816.20-

References: 5 Transactions: 5

Grand Totals:

11,816.20 11,816.20-

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Ambulance Receivable as of August 31, 2021

	<u>SystDes</u>
Beginning Ambulance Receivable	174,415.91
Payments received	24,233.73
Adjustments	27,783.97
New Charges	63,142.00
ENDING Ambulance Receivable	185,540.21

Total # of Transports **33**

Adjustments

Medicare/Medicaid	22,096.11
Collection	3,834.86
Bankruptcy/Other Writeoff	-
FireMed	1,853.00
Total Adjustments	27,783.97

Outstanding Accounts By Age

CURRENT	143,795.73
31 to 60 days	30,944.84
61 to 90 days	7,397.98
91 to 120 days	4,179.27
OVER 120 days	(777.61)
Total Outstanding as of 8/31/2021	185,540.21

Engine Response Billing as of August 31, 2021

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

ADMINISTRATION



Resolution 2021-2022-001

- I. **Topic:** Station 701 Carpet Replacement Project **Date:** September 21, 2021
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Fire-Medic Pat Burke, Captain Brown

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2021-2022 Fiscal Year for replacement of carpet at Station 701; and

WHEREAS, staff completed an open bid process and solicited bids from three vendors and received two bids; and

WHEREAS, District Staff has reviewed the two bid proposals, and have notified the vendor of intent to award based on the lowest responsive bid; and

WHEREAS, District financial policies allow the Fire Chief to sign contracts with a contract price of less than \$50,000; and

WHEREAS, the Station 701 Carpet Replacement Project will now be scheduled and progress payments will be due and payable.

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

Authorize the expenditure of funds from the Building Reserve Fund for payment of the work described in the contract documents as per the Proposal with balance not to exceed \$40,936 as budgeted.

Resolution adopted by majority vote of the Board of Directors on this 21st day of September 2021.

Julie Spor, Clerk of the Board



Resolution 2021-2022-002

- I. **Topic:** Station 701 Appliance Upgrade Project (Stacked washer/dryer) **Date:** September 21, 2021
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Fire-Medic Pat Burke, Captain Brown

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2021-2022 Fiscal Year for replacement of washer/dryer units in the shop and crew quarters at Station 701; and

WHEREAS, staff are beginning work in preparation of the project incurring expenses;

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

Authorize the expenditure of funds from the Building Reserve Fund for payment of expenses related to the Station 701 Appliance Upgrade Project (stacked washer/dryer units) not to exceed \$12,400 as budgeted.

Resolution adopted by majority vote of the Board of Directors on this 21st day of September 2021.

Julie Spor, Clerk of the Board



Resolution 2021-2022-003

- I. **Topic:** Station 701 Exterior Outlets for Heat Tape Project **Date:** September 21, 2021
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Fire-Medic Pat Burke, Captain Brown

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2021-2022 Fiscal Year for adding exterior outlets for adding heat tape at Station 701; and

WHEREAS, staff are beginning work in preparation of the project incurring expenses;

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

Authorize the expenditure of funds from the Building Reserve Fund for payment of expenses related to the Station 701 Exterior Outlets for Heat Tape Project not to exceed \$1,700 as budgeted.

Resolution adopted by majority vote of the Board of Directors on this 21st day of September 2021.

Julie Spor, Clerk of the Board

FIRE CHIEF REPORT

FIRE CHIEF'S REPORT
MONTH-September 2021

I. CURRENT FIRE ACTIVITY STATUS:

There are no fires currently threatening Central Oregon, but there are a few remaining fires in Western Oregon that have created poor air quality in the past month.

II. NOTEWORTHY OPERATIONAL EVENTS:

No significant operational events in the past month.

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. Sisters Country Vision meeting.
- e. Multiple Or-Alert alerts and warnings meetings.
- f. Multiple legislative coordination meetings with OSFM and OFCA lobbyist.
- g. Oregon Fire Chiefs Association monthly meeting.
- h. Multiple WUI rulemaking and mapping meetings.
- i. State Interoperability Executive Committee meeting.
- j. Multiple Central Oregon Fire Chiefs meeting.
- k. Kiwanis meeting and officer installation.
- l. Multiple Fire Defense Board Chief meetings.
- m. Multiple coordination meetings with regional fire chiefs related to COVID-19.
- n. Mtg. with legal counsel related to COVID-19.
- o. Meetings with career and volunteer staff related to COVID-19 religious and medical exceptions and accommodations.

IV. SPECIAL PROJECTS UPDATE:

1. The Oregon Health Authority temporary administrative order related to COVID-19 is requiring a tremendous amount of staff time to prepare for the October 18th implementation deadline. Staff has been working with members of the Board of Directors, district legal counsel, physician advisor,

employee's, regional fire agencies and other agencies. We have held a Zoom meeting for all staff and volunteers and personally met with each shift and resident volunteer.

We are also monitoring the federal vaccine mandate for contractors of the U.S. Government. Early indications are that we likely will be covered by the federal mandate due to the fact we transport medical patients and receive federal reimbursement through Medicare.

2. We are working with the U.S. Forest Service, Oregon Department of Forestry and other fire departments to coordinate opening of recreational camp fires and open debris burning. We likely will open recreational camp fires after the forecasted rains develop on September 18,19. Open debris pile burning will likely open October 1st if fuel conditions and weather cooperate.
3. Chief Craig has completed a draft of the emergency response and staffing analysis and is in the process of making some minor adjustments to the report prior to dissemination.
4. Executive Assistant Spor is working with the Nugget Newspaper as well as Director McGowan and staff on a fall fire preparedness insert for the Nugget Newspaper.
5. The auditors completed their site visit this month and I am happy to report that the final audit will be a "clean" audit again this year.

V. VOLUNTEER STATUS:

We're planning for a fall volunteer academy beginning September 20th. We have four new volunteers attending the training.

VI. OTHER:

SISTERS-CAMP SHERMAN RFPD
Call Activity

	January		February		March		April		May		June		July		August		September		October		November		December		Year Total		
	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	
FIRE RELATED																											
Brush Fire-	0	3	0	1	2	3	0	1	5	6	6	11	5	7	12	4	0	0	0	2	1	1	0	0	0	33	38
False Alarm-	2	7	3	4	5	3	4	6	2	4	4	2	4	5	4	5	3	3	3	3	5	5	6	6	0	45	36
Miscellaneous Burning-	3	1	2	0	1	8	14	8	1	6	6	1	4	3	4	8	3	3	3	16	6	6	3	3	2	63	35
Structure Fire-	0	4	0	0	0	0	0	2	2	1	0	2	1	2	0	2	0	0	0	0	0	0	0	0	0	7	17
Mutual Aid-	0	0	1	2	1	0	1	3	1	0	2	0	3	0	1	1	4	4	4	0	1	1	0	0	0	15	6
Public Assist-	1	3	0	2	1	3	2	5	2	0	0	0	1	3	5	4	2	2	2	4	0	0	0	0	0	21	21
Investigation-	2	0	3	0	2	0	2	1	2	0	3	3	4	1	4	2	0	0	0	1	3	3	1	1	1	27	7
Vehicle Fire-	0	0	0	0	0	0	0	0	1	5	0	2	1	1	1	1	0	0	0	0	0	0	0	0	0	4	9
HazMat	0	0	0	0	0	1	0	1	0	1	0	2	0	1	0	0	0	0	0	1	0	0	0	0	0	1	6
Total Fire Related calls	8	18	10	14	12	16	23	27	16	23	21	23	23	23	31	27	42	158	28	184	0	16	0	216	0	216	173
YTD FIRE RELATED CALLS																											
EMS RELATED																											
Medical-	82	93	49	67	56	64	44	72	68	85	65	88	83	85	86	80	77	77	81	81	74	74	80	80	80	845	634
MVA-	4	11	6	6	6	9	2	7	5	4	8	5	10	11	8	5	4	4	8	8	7	7	17	17	17	85	58
Total EMS Related Calls	86	104	55	73	62	73	46	79	73	89	73	93	93	96	94	84	81	81	89	89	81	81	97	97	97	930	692
YTD EMS RELATED CALLS																											
TOTAL CALLS FOR MONTH																											
94	122	65	87	74	91	68	106	89	112	94	116	116	119	125	125	93	93	117	117	0	0	113	0	113	0	1146	865
PATIENT TRANSPORTS																											
Total Patient Transports	39	52	30	42	33	35	17	45	35	46	28	42	48	43	47	33	41	41	44	44	49	49	40	40	40	451	338
YTD PATIENT TRANSPORTS																											
39	52	68	94	102	129	119	174	104	150	182	262	230	306	277	338	316	338	352	352	338	338	401	401	441	441	441	441
CALL URGENCY																											
Alpha/Bravo	50	62	32	43	38	46	37	49	50	54	55	57	60	58	79	71	57	57	76	76	38	38	63	63	63	633	441
Charlie/Delta	39	53	30	34	34	36	29	47	35	50	36	56	54	51	46	37	34	34	39	39	57	57	44	44	44	480	387
Echo	2	5	2	6	0	0	1	1	2	5	0	1	2	3	0	3	0	0	2	2	2	2	2	2	2	15	24
Dispatch	2	0	1	3	2	4	2	3	1	2	0	0	0	2	0	0	2	2	0	0	0	0	2	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	0	0	0	2	2	2	5	22
Code 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
CALL BACKS (TPC)																											
TPC Called	16	41	14	22	6	27	1	21	15	28	7	16	17	16	8	10	11	11	23	23	25	25	29	29	29	181	181
TPC Medic Staffed	5	23	7	8	2	14	1	8	6	14	0	8	3	4	2	5	4	4	13	13	10	10	13	13	13	85	85
TPC Engine Staffed	6	22	6	11	2	11	1	8	5	10	1	10	5	5	0	3	3	3	8	8	8	8	8	8	8	80	80
TPC Not Staffed	9	18	4	11	4	10	0	12	7	13	6	5	10	9	6	6	6	6	10	10	15	15	12	12	12	81	81
Mutual Aid Move Up	2	4	6	2	1	4	0	9	0	3	2	0	1	8	0	0	0	0	1	1	5	5	0	0	0	30	30

FIRE SAFETY MANAGER REPORT



Community Risk & Fire Safety Manager Report

August 2021

Pub Education Report & Fire Corps:

- The business self-inspection program has been very successful. Fire Corps has contacted the majority of businesses within the City and it has resulted in numerous follow up requests and questions.
- The Fire Corps structural wildfire assessment program continues to stay busy and provide comprehensive reports.
- The home safety and smoke alarm programs are operating at a modified level.

Public Event Permit Applications Review:

- 5 new public event applications reviewed

New Construction Plan Review

- Final Inspection of the new Laird building
- Final inspection of new building in industrial zone
- Follow up inspection of Ski Inn
- Additional consult with new multi-family buildings behind Bi-Mart
- Pre-app meeting with Chris Mayes regarding new industrial building
- Final inspection of multifamily buildings
- 2 Conditional Use applications
- 4 residential structures in FU zoned areas.
- Multi-family pre-app consultation
- 4 rural fire access questions
- 3 Deschutes County plan review

Other Fire Safety & Prevention Duties:

- Wildfire consultation on Wilt Rd
- Habitat for Humanity consult
- Old museum building consult
- Fire Department access in rural area consult
- Research on fire violations at local business (Hop in the Spa)
- Hydrant location and capacity questions
- Numerous evacuation questions
- Consult with SPRD for upcoming events
- New Firewise community assessment
- Continued occupancy load on-site visits and inquires due to updated changes in Covid restrictions
- Continued grant work for Camp Sherman residents
- Independent Contractor Fire Safety Compliance Inspection @ Roberts Pub
- Independent Contractor Fire Safety Compliance Inspection @ Sisters Movie House
- Independent Contractor Fire Safety Compliance Inspection @ Sisters Athletic Club
- Follow up on a couple NOV's
- Project Wildfire Monthly Meeting.
- Follow-up a several code and citizen complaints.
- Know Box gate questions
- Provide Deschutes County approval language

PRESIDENT'S REPORT
