



AGENDA

**Notice of Regular Meeting of the
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
March 15, 2022 – 6:30 p.m.**

Via Zoom: <https://zoom.us/j/98261409605?pwd=RVh4M2NOUUFM2L2NCLzBENUZJbDRodz09>

- 1. Open the regular meeting**
- 2. Audit**
- 3. Association update/minutes**
- 4. Consent agenda**
 - a. Administrative Summary**
 - b. January 2022 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**
- 5. Correspondence**
- 6. Administration**
 - a. Staff Report - Annexation Request – 17705 Wilt Road**
- 7. President's Report**
 - a. Vice President Appointment**
 - b. Board Member Vacancy Update**
- 8. Fire Chief Report**
- 9. Fire Safety Manager report**
- 10. Other business**
- 11. Adjourn meeting**

Administrative Summary for Consent Agenda

February 2022 Data

Minutes - No changes.

Dashboard Report

- Revenue.
 - The District has received \$43,961 in Ground Emergency Medical Transport (GEMT) Coordinated Care Organization (CCO) revenue to date. We still anticipate receiving revenue for the GEMT fee for service transports (approximately \$9,800) this fiscal year.
 - The District received Conflagration Income in the amount of \$9,256.87 for the Patton Meadow Fire last summer. Of this \$3,706.20 was for apparatus and \$5,550.67 in wage reimbursements.
- Expenditures. All tracking within budget.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balances with the bank and totals \$3,688,900.65 at the end of February. The interest rate remains low at 0.45%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$58,978.04.

U.S. Bank

- Total sum of funds in US Bank checking at end of February balances with the bank and totals \$135,547.90.

Operating Fund Summaries

Revenue

- We have received 98% of budgeted current property taxes so far.
- Beginning Working Capital was adjusted based on the audited financials.

Balance Sheets

- PERS liability includes a portion of Fire Safety Manager PERS wages due to his recent retirement and re-hire in the PERS system and should clear in the coming months when the system reflects his current status.

Check Register

- Check number 13375 to I&J Carpet. Balance of Station 701 Carpet Replacement Project as budgeted. \$35,565.
- Check number 13390 to Your Care, LLC. COVID Testing for accommodated personnel. \$2,029.

Adjusting Journal Entries

- Entry for transfer of funds from Building Reserve for Station 701 Carpet Replacement Project.
- Entry for ambulance receivables to actual.

Ambulance Report - Total of 46 transports for February.

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



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
February 15, 2022

1. Open the regular meeting

- a. President Chuck Newport opened the regular meeting at 5:01 p.m.
 - i. Attending virtually via Zoom: President Chuck Newport, Secretary/Treasurer McGowan, Director Miller and Director White. Staff attending: Executive Assistant Julie Spor, Chief Johnson, Fire Safety Manager Green. Public attending: Katie Yates.

2. Association update/minutes

- a. The minutes from the December 14, 2021 and February 14, 2022 Association meeting were presented for review.
 - i. Director McGowan inquired about the “Open Day” at Station 701 listed in the minutes for July 4, 2022. EA Spor stated this is an open house the association has planned for that date. More information to come as we get closer.

3. Consent Agenda

- a. *Unanimously approved the consent agenda as presented. Motion by Director Miller, Director McGowan second.*
 - i. *Questions/Discussion*
 1. Director McGowan inquired about the Dashboard goal for 7 PC's. He reviewed the historical data for this goal and the District consistently doesn't meet the goal. He inquired if it was a reasonable goal, or if it should be adjusted. Chief Johnson stated this is an item that has been flagged for review and adjustment as a part of the District's data research project for 2021-2022. This project should be completed in 3-4 months.

4. Correspondence

- a. Chief Craig presented a certificate from the Department of Public Safety Standards and Training for being in compliance with minimum training standards established in Oregon. Chief Craig reported this accreditation review happens once every three years and the third one Chief Craig has been a part of since his employment began with the District. He is proud to say that no deficiencies were found.

5. Administration

a. Resolutions.

- i. Unanimously approved Resolution 2021-2022-006 authorizing expenditure of funds from the Equipment Reserve Fund for budgeted fire equipment purchases. Motion by Director McGowan, Director White second.**
- ii. Unanimously approved Resolution 2021-2022-007 authorizing expenditure of funds from the Equipment Reserve Fund for budgeted EMS equipment. Motion by Director White, Director Miller second.**

b. Staff Reports.

- i. Unanimously approved Staff Report SR-21-09 approving the annexation request for property located at 17680 Wilt Road in Sisters, Oregon subject to the requirements established by the District. Motion by Director McGowan, Director White second.**
 - 1. Director Miller inquired about the distance the subject property is from the boundary of the District. Both Chief Johnson and Fire Safety Manager Green estimates the property line is approximately 3 miles from the District boundary. The driveway is approximately ¾ mile, but has been graded, graveled, limbed and meets our standards for roadways.**
 - 2. Director McGowan inquired about whether or not the District had made these exemptions to the standard rule for annexation before. Chief Johnson and EA Spor both thought it had been more than 10 years since an annexation has taken place. He is concerned we are setting a precedent. Director McGowan also asked if the property owner is required to keep access in good condition and Chief responded yes, but it's difficult to enforce.**
 - a. Chief Johnson said the big thing for him in regards to annexation is mileage as it impacts a property's ISO rating. For the District, the big thing is service level we are able to provide. The importance of a property being contiguous to the District boundary is so we don't have a bunch of islands. We have contracts with property's past this subject property, so Chief Johnson feels like we are just filling in holes between the already established islands and the District boundary.**

c. 2022-23 Budget

- i. Unanimously approved the Fiscal Year 2022-2023 Budget Calendar. Motion by Director White, Director Miller second.**
- ii. Unanimously appointed Chief Johnson as the 2022-2023 Budget Officer. Motion by Director McGowan, Director White second.**
- iii. EA Spor said the District's internal budget committee will begin meeting once a week starting on March 2. The Board consensus was to continue to have Director McGowan represent the Board at these team meetings. EA Spor will send calendar invites out to all who participate.**

6. President's Report.

- a. President Newport reported the process to select a new Board member has had a slow start. The work group of Director Newport and Director McGowan elected to extend the deadline for applications until February 25, 2022.
- b. Chief Johnson reported that the Black Butte School is working with COIC on gaining access to broadband in the Metolius Basin. They had requested a letter of support from the Board, which Chief Johnson has drafted. They are on hold at the moment and do not need the letter yet. Chief Johnson will provide a draft of the letter to the Board for discussion next meeting.
 - i. Director White said the community of Camp Sherman has been wishing for this for a decade and it would be a huge benefit for the District and the community of Camp Sherman. Chief Johnson added this will improve the District's ability to offer volunteer training remotely, video conferencing capabilities and enhanced opportunity for VoIP phones.

7. Fire Chief Report

- a. Chief Johnson reported that we are doing well as far as COVID is concerned and no one is on COVID protocol.
- b. Quarterly goal tracker was included with the packet. Chief Johnson is comfortable with where we are in regards to planned completion of goals before the end of the fiscal year.
- c. Director McGowan reminded the Chiefs that the Board would like a tour of the Locust Street Training site when it is completed.

8. Fire Safety Manager Report

- a. Fire Safety Manager Green provided a report. He thanked Captain Ast and all the line staff for seeing things in the community regarding new construction and bringing concerns to him.

9. Other Business.

- a. Chief Johnson reminded the Directors of the Joint Meeting with the City Council planned for March. If you have any issues that you'd like to bring forward at the meeting, please let Chief Johnson know so they can be added to the agenda.

10. No further business was discussed and the meeting adjourned at 5:39 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board

Sisters-Camp Sherman Dashboard

2/28/2022

Legend	Good	Watch	Neutral	
Financial				
	2021/2022 Budget	2021/2022 YTD Actual	% of Budget	67%
Revenue				
Beginning Fund Balance	\$ 1,651,842.00	\$ 1,751,757.36	106.05%	
Property Taxes Recvd.	\$ 3,037,220.00	\$ 2,952,493.11	97.21%	
Ambulance Revenue	\$ 375,000.00	\$ 315,491.34	84.13%	
GEMT Ambulance Revenue	\$ 20,000.00	\$ 43,961.00	219.81%	
Fire Med Memberships	\$ 15,000.00	\$ 10,828.50	72.19%	
Grant Revenue	\$ 348,975.00	\$ 59,907.00	17.17%	
Conflagration Income	\$ 50,000.00	\$ 9,256.87	18.51%	
Interest Income	\$ 23,000.00	\$ 8,487.18	36.90%	
Other	\$ 113,138.00	\$ 64,416.99	56.94%	
Total YTD Revenue	\$ 5,634,175.00	\$ 5,216,599.35	92.59%	
Expenditures				
Personnel	\$ 2,610,365.00	\$ 1,644,862.19	63.01%	
Materials and Services	\$ 882,798.00	\$ 436,116.14	49.40%	
Capital Outlay	\$ 170,239.00	\$ 6,207.22	3.65%	
Contingency	\$ 326,443.00	\$ -	0.00%	
Debt Service	\$ 203,095.00	\$ 203,093.34	100.00%	
Total YTD Expenditures	\$ 4,192,940.00	\$ 2,290,278.89	54.62%	
Expenditures By Department				
Administration	\$ 796,017.00	\$ 461,819.32	58.02%	
Operations	\$ 2,061,109.00	\$ 1,294,568.43	62.81%	
Maintenance	\$ 389,280.00	\$ 140,527.22	36.10%	
Volunteers	\$ 416,996.00	\$ 104,905.50	25.16%	
Cash Balances	1/31/2022	2/28/2022		
U.S. Bank Operating Account	\$ 147,214.64	\$ 137,547.90		
Local Govt. Invest. Pool	\$ 3,010,124.15	\$ 2,852,939.68		
Employment Reserve Fund	\$ 131,426.88	\$ 131,426.88		
Building Reserve Fund	\$ 180,385.69	\$ 144,820.69		
Equipment Reserve Fund	\$ 555,496.40	\$ 559,713.40		
Debt Service Fund	\$ 62,430.04	\$ 62,905.74		
Total All Funds	\$ 4,087,077.80	\$ 3,889,354.29		

Legend	Good	Watch	Neutral	
Volunteer Activity	Last Month	Current Month		
Number of Vol. Firefighters	33	34		
Number of EMS Vol.	6	6		
Number of Fire Corps Vol.	36	35		
Number of Student Vol.	6	6		
Volunteers In Training Acad.	0	0		
Volunteers in Recruitment	0	0		
Emergency Responses	Last Month	Current Month	Year to Date	Previous YTD
Reported Fire-Related Calls	21	29	50	32
Confirmed Structure Fire	1	1	2	4
Confirmed Wildland Fire	1	0	1	4
Ambulance Responses	96	86	182	177
Ambulance Transports	52	46	98	94
Total calls for month	117	115	232	209
Personnel Response	Last Month	Current Month	Year to Date	Goal
Volunteer Responses	Under Construction as a part of 21/22 Data Project			
Average Volunteer Response				
Career Responses	Under Construction as a part of 21/22 Data Project			
Average Career Response				
7 PC's Initiated	Under Construction as a part of 21/22 Data Project			
7 PC's Covered				
Training Hours	Last Month	Current Month	Year to Date	
Volunteer Training Hrs.	320.9	387.83	708.73	
Career Training Hrs.	367.55	210	577.55	
Career Certifications	0	0	0	
Volunteer Certifications	7	4	11	
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)
February 28, 2022

Account: 10001080

Bank Account Number: 153895237070

Bank Statement Balance:	205,217.78	Book Balance Previous Month:	147,214.64
Outstanding Deposits:	.00	Total Receipts:	254,259.02
Outstanding Checks:	67,669.88	Total Disbursements:	263,925.78
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	137,547.90	Book Balance:	137,547.90

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 41 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	37,010.62	13394	731.13	13401	447.66	13408	205.94
7	1,984.40	13398	46.25	13402	428.17	13410	22,382.67
13261	46.25	13397	270.14	13404	49.00		
13391	25.91	13399	423.83	13405	15.43	Total:	67,669.86
13393	159.46	13400	3,300.00	13408	143.00		

Checks cleared: 75 items Checks Outstanding: 17 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

Account Number:
1 536 9523 7070
Statement Period:
Feb 1, 2022
through
Feb 28, 2022

00000308 02 AB 0.461 000638113272140 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1509
SISTERS OR 97759-1509



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Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Feb 1			205,479.64
Customer Deposits	4		15,147.99
Other Deposits	35		239,111.03
Other Withdrawals	10		170,170.08-
Checks Paid	65		84,350.82-
Ending Balance on Feb 28, 2022		\$	205,217.76

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Feb 10	8912511659	1,980.00 X		Feb 23	8615430134	3,842.12 X
	Feb 10	8912511660	9,495.87 X		Feb 28	8015427082	30.00 X
Total Customer Deposits							\$ 15,147.99

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Feb 2	Electronic Deposit From PNP BILLPAYMENT ✓ REF=220330099182480N00 3333308324012922SETT8062		\$ 97.05 X
Feb 2	Electronic Deposit From Stream ✓ REF=22030013321800N00 6003300991800991		1,725.89 X
Feb 2	Electronic Deposit From 36 TREAS 310 ✓ REF=220320142127390N00 9101036151 MISC PAY930932704360012		2,330.00 X
Feb 2	Electronic Deposit From STIPE ✓ REF=22030017000010N00 180018001TRANSFER ST-CAMP SHERMAN		10.12 X
Feb 3	Electronic Deposit From PacificSource ✓ REF=220320155890660N00 3562420416CREDIT 3077581		604.37 X
Feb 4	Electronic Deposit From PNP BILLPAYMENT ✓ REF=220300174732290N00 3333308324012922SETT8062		3.00 X
Feb 7	Electronic Deposit From NORIDIAN WAORAK ✓ REF=220350045783840Y00 9262326078HCCLAIMPMT1245231760		1,149.32 X
Feb 8	Electronic Deposit From HEALTH SHARE ✓ REF=220300140018010Y00 146002195ACH ITEM 000		1.00 X
Feb 9	Electronic Deposit From NORIDIAN WAORAK ✓ REF=220390086436280Y00 9262326078HCCLAIMPMT1245231760		624.23 X



Account Statement - Transaction Summary

For the Month Ending February 28, 2022

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

Asset Summary		
	February 28, 2022	January 31, 2022
Oregon LGIP	3,688,900.65	3,877,433.12
Total	3,688,900.65	\$3,877,433.12

Oregon LGIP	
Opening Balance	3,877,433.12
Purchases	11,467.68
Redemptions	(200,000.15)
Closing Balance	\$3,688,900.65
Dividends	1,329.56

0.00

L&IP 2,852,939.68 +
 Employment 131,426.88 +
 Building 144,820.69 +
 Equipment 559,713.4 +
 *3,688,900.65 *
Bal Exact

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		01/31/2022 (01/22) Balance			3,005,907.15
CR	5	Deschutes County Levy	6,791.33		
CR	59	LGIP Redemption Fees		.15-	
CR	61	LGIP Dividends	1,329.56		
CR	1	Jefferson County Levy	3,346.79		
CRUS	30	Txfr from LGIP to Checking - Bills & Payroll		200,000.00-	
JE	2	Txfr from Bldg Res for Sta 701 Carpet Repl. Project	35,565.00		
		02/28/2022 (02/22) Period Totals and Balance	47,032.68 *	200,000.15- *	2,852,939.68
Number of transactions: 6 Number of accounts: 1			Debit	Credit	Proof
Total GENERAL FUND:			47,032.68	200,000.15-	152,967.47-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		01/31/2022 (01/22) Balance			131,426.88
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	131,426.88

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EMPLOYMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
		01/31/2022 (01/22) Balance			180,385.89
JE	1	Txfr from Bldg Res for Sta 701 Carpet Repl. Project		35,565.00-	
		02/28/2022 (02/22) Period Totals and Balance	.00 *	35,565.00- *	144,820.89
Number of transactions: 1 Number of accounts: 1			Debit	Credit	Proof
Total BUILDING RESERVE FUND:			.00	35,565.00-	35,565.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070		Equipment Fund			
		01/31/2022 (01/22) Balance			559,713.40
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	559,713.40

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EQUIPMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075		Technology Reserve Fund			
		01/31/2022 (01/22) Balance			.00
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
Total REVENUE:		.00	.00	.00
Number of transactions: 7	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		47,032.68	235,565.15-	188,532.47-

Report Criteria:

Actual amounts

All accounts

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

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)

February 28, 2022

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	58,978.04	Book Balance Previous Month:	58,502.34
Outstanding Deposits:	.00	Total Receipts:	475.70
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	58,978.04	Book Balance:	58,978.04

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 February 28, 2022

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

Oregon LGIP		Asset Summary	
		February 28, 2022	January 31, 2022
Opening Balance	58,502.34	58,978.04	58,502.34
Purchases	475.70		
Redemptions	0.00		
Total		\$58,978.04	\$58,502.34

Closing Balance \$58,978.04
Dividends 20.35

Account Number	Account Title	2020-21 Prior YTD Actual	Current Period Actual	Current YTD Actual	2021-22 Current Year Budget	Bal Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	9,540.36	7,692.45	2,912,566.35	2,987,220.00	74,663.65-	98%
1-01-0-40200	Property Taxes-Prior	2,312.41	2,442.58	39,936.76	50,000.00	10,063.24-	80%
1-01-0-41100	Ambulance Revenue	29,498.84	43,153.17	315,491.34	375,000.00	59,508.66-	84%
1-01-0-41110	GEMT Ambulance Revenu	.00	2,284.00	43,961.00	20,000.00	23,961.00	220%
1-01-0-41200	Other Fees for Service	270.00	190.00	6,952.36	93,036.00	86,085.64-	7%
1-01-0-42100	Fire Med Subscriptions	1,612.50	1,612.50	10,628.50	15,000.00	4,171.50-	72%
1-01-0-43100	Interest Income	1,988.05	1,332.65	9,816.74	23,000.00	13,183.26-	43%
1-01-0-44100	Grant Revenue	48,056.00	.00	59,907.00	348,975.00	289,068.00-	17%
1-01-0-44200	Donations Received	500.00	1,000.00	27,113.98	10,000.00	17,113.98	271%
1-01-0-44300	Conflagration Income	.00	9,256.67	9,256.67	50,000.00	40,743.13-	19%
1-01-0-45000	Misc Revenue	50.00	1,052.62	30,350.65	10,100.00	20,250.65	301%
1-01-0-49990	Beginning Working Capital	.00	.00	1,761,757.36	1,651,842.00	99,915.36	106%
Total GENERAL FUND REVENUE:		93,828.16	69,996.84	5,217,928.91	5,634,175.00	416,246.09-	93%
GENERAL FUND Revenue Total:		93,828.16	69,996.84	5,217,928.91	5,634,175.00	416,246.09-	93%
Net Total GENERAL FUND:		93,828.16	69,996.84	5,217,928.91	5,634,175.00	416,246.09-	93%

Account Number	Account Title	2020-21 Prior YTD Actual	Current Period Actual	Current YTD Actual	2021-22 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	325,594.79	36,050.28	323,138.83	688,717.00	265,580.17	55%
	Total OPERATIONS DEPARTMENT:	1,160,347.77	136,071.46	1,223,815.09	1,906,402.00	682,586.91	64%
	Total MAINTENANCE DEPARTMENT:	13,178.85	2,254.23	12,545.34	28,381.00	13,815.66	48%
	Total VOLUNTEERS DEPARTMENT:	53,092.03	10,789.27	85,364.93	88,885.00	3,520.07	96%
	GENERAL FUND Expenditure Total:	1,552,213.44	185,165.24	1,644,862.19	2,810,385.00	965,502.81	63%
	Net Total GENERAL FUND:	1,552,213.44-	185,165.24-	1,644,862.19-	2,810,385.00-	965,502.81-	63%
	Net Grand Totals:	1,552,213.44-	185,165.24-	1,644,862.19-	2,810,385.00-	965,502.81-	63%

Account Number	Account Title	2020-21 Prior YTD Actual	Current Period Actual	Current YTD Actual	2021-22 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	153,987.88	2,587.28	138,882.64	197,951.00	59,268.36	70%
	Total OPERATIONS DEPARTMENT:	73,185.98	7,427.50	70,753.34	154,706.00	83,952.66	46%
	Total MAINTENANCE DEPARTMENT:	93,067.38	10,741.79	121,774.88	202,030.00	80,255.34	60%
	Total VOLUNTEERS DEPARTMENT:	103,477.89	22,848.50	104,905.50	328,111.00	223,205.50	32%
	GENERAL FUND Expenditure Total:	423,728.91	43,605.07	436,116.14	882,798.00	446,681.86	49%
	Net Total GENERAL FUND:	423,728.91-	43,605.07-	436,116.14-	882,798.00-	446,681.86-	49%
	Net Grand Totals:	423,728.91-	43,605.07-	436,116.14-	882,798.00-	446,681.86-	49%

Account Number	Account Title	2020-21 Prior YTD Actual	Current Period Actual	Current YTD Actual	2021-22 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	.00	.00	.00	9,350.00	9,350.00	.00
	Total OPERATIONS DEPARTMENT:	332.28	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	1,162.88	.00	6,207.22	160,889.00	154,681.78	4%
	GENERAL FUND Expenditure Total:	1,495.16	.00	6,207.22	170,239.00	164,031.78	4%
	Net Total GENERAL FUND:	1,495.16-	.00	6,207.22-	170,239.00-	164,031.78-	4%
	Net Grand Totals:	1,495.16-	.00	6,207.22-	170,239.00-	164,031.78-	4%

SISTERS-CAMP SHERMAN
BALANCE SHEET
FEBRUARY 28, 2022

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	2,851,810.27	
1-00-0-1080	US BANK OPERATING ACCT	137,547.90	
1-00-0-1099	PETTY CASH	57.74	
1-00-0-1120	AMBULANCE RECEIVABLES	250,138.51	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	(125,231.44)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	57,849.89	
TOTAL ASSETS			3,171,972.87

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2150	PERS LIABILITY	1,817.33	
1-00-0-2180	INSURANCE/DISABILITY LIABILITY	270.90	
1-00-0-2180	MISCELLANEOUS LIABILITY	380.00	
1-00-0-2250	DEFERRED REVENUE	40,010.69	
TOTAL LIABILITIES			42,558.92

FUND EQUITY

1-00-0-3180	CURRENT YEAR APPROPRIATION	(5,834,175.00)	
UNAPPROPRIATED FUND BALANCE:			
1-00-0-3900	RETAINED EARNINGS	5,834,175.00	
	REVENUE OVER EXPENDITURES - YTD	3,129,413.95	
BALANCE - CURRENT DATE			8,763,588.95
TOTAL FUND EQUITY			3,129,413.95
TOTAL LIABILITIES AND EQUITY			3,171,972.87

SISTERS-CAMP SHERMAN
BALANCE SHEET
FEBRUARY 28, 2022

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	131,428.88	
TOTAL ASSETS			131,428.88

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	325,151.00	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	(325,151.00)	
	REVENUE OVER EXPENDITURES - YTD	131,428.88	
BALANCE - CURRENT DATE		(193,724.12)	
TOTAL FUND EQUITY			131,428.88
TOTAL LIABILITIES AND EQUITY			131,428.88

SISTERS-CAMP SHERMAN
BALANCE SHEET
FEBRUARY 28, 2022

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		144,820.69
	TOTAL ASSETS		<u>144,820.69</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	(281,779.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	281,779.00	
	REVENUE OVER EXPENDITURES - YTD	<u>144,820.69</u>	
	BALANCE - CURRENT DATE		<u>426,599.69</u>
	TOTAL FUND EQUITY		<u>144,820.69</u>
	TOTAL LIABILITIES AND EQUITY		<u>144,820.69</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
FEBRUARY 28, 2022

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	559,713.40	
	TOTAL ASSETS		559,713.40

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(998,598.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	998,598.00	
	REVENUE OVER EXPENDITURES - YTD	559,713.40	
	BALANCE - CURRENT DATE	1,556,309.40	
	TOTAL FUND EQUITY		559,713.40
	TOTAL LIABILITIES AND EQUITY		559,713.40

**SISTERS-CAMP SHERMAN
BALANCE SHEET
FEBRUARY 28, 2022**

DEBT SERVICE FUND

<u>ASSETS</u>			
7-00-0-1030	BOND TAX REVENUE LGIP	58,978.04	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,927.70	
	TOTAL ASSETS		<u>62,905.74</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
7-00-0-2250	DEFERRED REVENUE	2,508.72	
	TOTAL LIABILITIES		2,508.72
<u>FUND EQUITY</u>			
7-00-0-3120	DEBT SERVICE FUND	(254,835.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	254,835.00	
	REVENUE OVER EXPENDITURES - YTD	60,397.02	
	BALANCE - CURRENT DATE	<u>315,032.02</u>	
	TOTAL FUND EQUITY		<u>60,397.02</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>62,905.74</u></u>

CHECK REGISTER - FEBRUARY 2022

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/11/2022	13359	Ace Hardware, Inc.	Dual thread aerator	\$ 5.51
2/11/2022	13359	Ace Hardware, Inc.	Velco reusable ties and computer surge protector	\$ 31.81
2/11/2022	13359	Ace Hardware, Inc.	Gorilla wood glue	\$ 4.22
2/11/2022	13359	Ace Hardware, Inc.	Measuring wheel	\$ 68.99
2/11/2022	13359	Ace Hardware, Inc.	Hardware - 703 Gen set	\$ 10.70
2/11/2022	13360	Alpine Internet Solutions	Management & Hosting March 2022	\$ 85.00
2/11/2022	13361	BI-Mart Corporation	Large trash bags for Station 701	\$ 8.49
2/11/2022	13362	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39369297	\$ 116.00
2/11/2022	13362	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39374566	\$ 45.29
2/11/2022	13362	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39374566	\$ 63.46
2/11/2022	13362	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39374566	\$ 10.72
2/11/2022	13362	BOUND TREE MEDICAL, LLC.	Replacement non-contact thermometer for missing on 771	\$ 19.99
2/11/2022	13363	Caselle, Inc. _ _	Contract support charges 02/2022	\$ 343.00
2/11/2022	13364	Central Oregon Com College	820300295 Clarke Winter 22	\$ 2,218.75
2/11/2022	13364	Central Oregon Com College	820271601 Deutz Winter 22	\$ 691.00
2/11/2022	13364	Central Oregon Com College	820004071 Duda Spring 22	\$ 688.75
2/11/2022	13364	Central Oregon Com College	820306994 Heisler Winter 22	\$ 2,728.00
2/11/2022	13364	Central Oregon Com College	820307490 Maupin Winter 22	\$ 2,308.75
2/11/2022	13364	Central Oregon Com College	820285884 Ulm Winter 22	\$ 1,789.00
2/11/2022	13364	Central Oregon Com College	820285886 Van Lieu Spring 22	\$ 892.25
2/11/2022	13364	Central Oregon Com College	820277339 White Winter 22 (50%)	\$ 894.50
2/11/2022	13364	Central Oregon Com College	820308140 Snow S390 Class	\$ 327.00
2/11/2022	13365	City of Sisters	Water-Elm	\$ 397.95
2/11/2022	13366	Complete Wireless Solutions	Shipping for warranty repair	\$ 20.00
2/11/2022	13367	Crook County Fire & Rescue	BLS Cards	\$ 125.00
2/11/2022	13368	Damon Frutos	Mileage reimbursement: COVID testing, physical, labs	\$ 120.51
2/11/2022	13369	Deschutes County 911 Service D	Quarterly Radio Equipment Maintenance	\$ 525.00
2/11/2022	13370	Doug Myers	Reimb. for 4 small bottles of enamel paint	\$ 10.28
2/11/2022	13371	Ed Staub & Sons Propane	Propane - Elm Street	\$ 561.95
2/11/2022	13371	Ed Staub & Sons Propane	Propane - 704	\$ 419.82
2/11/2022	13371	Ed Staub & Sons Propane	Propane- Elm Street	\$ 532.39
2/11/2022	13371	Ed Staub & Sons Propane	Propane - Elm Street	\$ 562.39
2/11/2022	13372	Firefighters Bookstore	Live Fire Instructor Textbooks	\$ 272.12
2/11/2022	13372	Firefighters Bookstore	Live Fire Instructor Textbooks	\$ 68.03
2/11/2022	13373	Firepro	ANNUAL EXTINGUISHER SERVICE	\$ 297.00
2/11/2022	13373	Firepro	5# EXTINGUISHER 6YR SERVICE/RECHARGE	\$ 200.00
2/11/2022	13373	Firepro	SERVICE CALL	\$ 35.00
2/11/2022	13374	Hughes Fire Equipment, Inc.	Switch, Dir. Douglas Tlit	\$ 297.65
2/11/2022	13375	I & J Carpets, Inc.	Station 701 Carpet Replacement as per Contract	\$ 35,565.00
2/11/2022	13376	Kyle White	Reimb. 50% Paramedic School Fees	\$ 244.58
2/11/2022	13377	LIFE-ASSIST	EMS ORDER# 62214939	\$ 150.25
2/11/2022	13377	LIFE-ASSIST	EMS SUPPLY ORDER# 51220896	\$ 283.63
2/11/2022	13377	LIFE-ASSIST	EMS SUPPLY ORDER# 51220896	\$ 31.76
2/11/2022	13377	LIFE-ASSIST	EMS PPE ORDER# 13210634	\$ 203.00
2/11/2022	13378	Mission Linen Supply, Inc.	mats/rugs	\$ 62.91
2/11/2022	13379	Momentum Promo	Embroidery - Frutos	\$ 19.50
2/11/2022	13380	Norco Medical Supply, Inc.	MEDICAL OXYGEN	\$ 76.13
2/11/2022	13380	Norco Medical Supply, Inc.	MEDICAL OXYGEN	\$ 60.42
2/11/2022	13381	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
2/11/2022	13382	Ponderosa Heating & Cooling, I	701 BAY HEATER REPAIR	\$ 310.00
2/11/2022	13383	Pony Express, Inc.	Postage to DPSST	\$ 7.43
2/11/2022	13383	Pony Express, Inc.	Postage to Columbia Bank for debt service payment	\$ 30.79
2/11/2022	13384	RDI Consulting	Instructor & Travel Fees FO-1 Class	\$ 2,750.59
2/11/2022	13385	Republic Services	Disposal Services - Elm Street	\$ 34.38
2/11/2022	13385	Republic Services	Disposal services - Buffalo Drive	\$ 18.46
2/11/2022	13386	SeaWestern, Inc.	SCBA COMPRESSOR CO MONITOR CALIBRATION	\$ 225.00
2/11/2022	13387	Sisters Rental	SNOW BLOWER REPAIR (701)	\$ 57.40
2/11/2022	13387	Sisters Rental	MOVING BOXES FOR CARPET INSTALL	\$ 42.50
2/11/2022	13387	Sisters Rental	FUEL LINE FOR 703 GENERATOR REPAIR	\$ 4.90

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/11/2022	13388	Systems Design	EMS Billing & Postage for January	\$ 1,162.08
2/11/2022	13389	Treasure Valley Coffee	water & cooler rental	\$ 96.25
2/11/2022	13389	Treasure Valley Coffee	water & cooler rental	\$ 147.00
2/11/2022	13390	Your Care, LLC	COVID Testing Accommodated Emps & Other Career	\$ 1,562.00
2/11/2022	13390	Your Care, LLC	COVID Testing Accommodated RV & Other RV's	\$ 467.00
2/11/2022	13390	Your Care, LLC	Firefighter Physicals and Labs - Vols	\$ 1,277.00
2/11/2022	13390	Your Care, LLC	Career FF Physicals	\$ 330.00
2/11/2022	13390	Your Care, LLC	FF Physical - Snow SAFER	\$ 427.00
2/24/2022	13391	Avlon Water Co Inc.	Water-703	\$ 25.91
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	IGNITION SWITCH FOR DURANGO	\$ 42.41
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	BATTERY FOR DURANGO	\$ 149.95
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	BATTERY TERMINAL PROTECTORS	\$ 3.43
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	CORE CREDIT FOR BATTERY RETURN	\$ (16.00)
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	molding tape	\$ 10.99
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	Durango Repair Parts	\$ 114.33
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	Dome light bulbs	\$ 6.48
2/24/2022	13392	Baxter Auto Parts Inc, Auto Parts	724 repair parts	\$ 65.76
2/24/2022	13393	Bend Broadband	8224600070119276- 703 cable	\$ 159.46
2/24/2022	13394	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39392239	\$ 498.23
2/24/2022	13394	BOUND TREE MEDICAL, LLC.	EMS ORDER# 39392239	\$ 232.90
2/24/2022	13395	Brian Helsler	Res. Vol. Mileage & Food Reimb. Jan 2022	\$ 350.00
2/24/2022	13396	DPSST	Criminal History Check	\$ 46.25
2/24/2022	13397	East Cascade	monitor feeELM.301.1391459.V10	\$ 270.14
2/24/2022	13398	Ed Staub & Sons Propane	Fuel	\$ 1,985.83
2/24/2022	13399	Enerspect Medical Solutions, LLC	PHILIPS MRX BATTERY	\$ 323.70
2/24/2022	13399	Enerspect Medical Solutions, LLC	PHILIP BP CUFF (ADULT)	\$ 26.37
2/24/2022	13399	Enerspect Medical Solutions, LLC	PHILIP BP CUFF (LARGE ADULT)	\$ 54.38
2/24/2022	13399	Enerspect Medical Solutions, LLC	SHIPPING	\$ 19.38
2/24/2022	13400	Five Pine Lodge & Conference	awards banquet deposits	\$ 3,300.00
2/24/2022	13401	Hughes Fire Equipment, Inc.	731/721 Repairs	\$ 447.66
2/24/2022	13402	L.N. Curtis and Sons	Station (Nomex) pants Burke	\$ 428.17
2/24/2022	13403	LIFE-ASSIST	syringes, saline and urinals	\$ 92.97
2/24/2022	13404	Local Government Law Group, P.C.	Legal review of audit letter from CPA	\$ 49.00
2/24/2022	13405	MFCP, Inc	brass ferrule, push loks and brass	\$ 15.43
2/24/2022	13406	Momentum Promo	Embroidery: Van Lieu, Clarke, Hill, Fry	\$ 143.00
2/24/2022	13407	Pacific Power Group, LLC	Generator repair at 701	\$ 886.67
2/24/2022	13408	Quill	Office Supplies (calculator, mouse pad)	\$ 65.97
2/24/2022	13408	Quill	Stamp	\$ 46.99
2/24/2022	13408	Quill	Copy paper	\$ 63.99
2/24/2022	13408	Quill	Office Supplies (stamp)	\$ 28.99
2/24/2022	13409	Robin Holm	Reimburse supplies for Burn to Learn Pine Street	\$ 311.99
2/24/2022	13410	SDIS	Admin Health Insurance	\$ 3,671.84
2/24/2022	13410	SDIS	Admin Life, ST/LTD	\$ 146.58
2/24/2022	13410	SDIS	Operations Health Insurance	\$ 17,798.27
2/24/2022	13410	SDIS	Operations Life, ST/LTD	\$ 659.61
2/24/2022	13410	SDIS	Ins/Disability - Orthodontia pass through	\$ 106.37
2/28/2022	700011	US Bank - Visa	THROTTLE CABLE FOR HOSE ROLLER	\$ 125.43
2/28/2022	700011	US Bank - Visa	KITCHEN PAPERTOWELS	\$ 71.96
2/28/2022	700011	US Bank - Visa	DISHWASHER TABLETS	\$ 63.56
2/28/2022	700011	US Bank - Visa	BBQ PELLETS	\$ 19.99
2/28/2022	700011	US Bank - Visa	BLEACH	\$ 14.49
2/28/2022	700011	US Bank - Visa	DRYER SHEETS	\$ 8.89
2/28/2022	700011	US Bank - Visa	ZIPLOC BAGS	\$ 16.39
2/28/2022	700011	US Bank - Visa	Replacement pedal for Comm Hall vacuum	\$ 17.15
2/28/2022	700011	US Bank - Visa	IAFC Dues - Craig	\$ 335.00
2/28/2022	700011	US Bank - Visa	OR Feed & Irrigation	\$ 194.85
2/28/2022	700011	US Bank - Visa	Live fire instructor books	\$ 122.40
2/28/2022	700011	US Bank - Visa	Straw for training burn	\$ 88.00
2/28/2022	700011	US Bank - Visa	Lunches for Pine St. Training burn	\$ 179.06
2/28/2022	700011	US Bank - Visa	Tailboard lights for 721	\$ 14.99

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/28/2022	700011	US Bank - Visa	Paper towels	\$ 19.94
2/28/2022	700011	US Bank - Visa	Paper towels and dish soap	\$ 29.95
2/28/2022	700011	US Bank - Visa	PALS and ACLS Fees - Smith	\$ 238.00
2/28/2022	700011	US Bank - Visa	Breakfast for training burn - Pine Street	\$ 33.92
2/28/2022	700011	US Bank - Visa	Adobe software subscription - Grant Exp.	\$ 19.99
2/28/2022	700011	US Bank - Visa	COFFEE (6# BAG, SISTERS COFFEE)	\$ 129.00
2/28/2022	700011	US Bank - Visa	Knife River - Training Grounds Development	\$ 1,264.00
2/28/2022	700011	US Bank - Visa	Flatline Concrete Pumping - Training Grounds Dev.	\$ 332.00
2/28/2022	700011	US Bank - Visa	Wond. Chick. Bkfst - Pine St Trn Burn	\$ 384.00
2/28/2022	700011	US Bank - Visa	Building Construction Text	\$ 131.27
2/28/2022	700011	US Bank - Visa	Award pins	\$ 99.92
2/28/2022	700011	US Bank - Visa	Easter eggs	\$ 792.00
2/28/2022	700011	US Bank - Visa	COFFEE for weekend training burns	\$ 448.00
2/28/2022	700011	US Bank - Visa	OHA refund Deutz	\$ (72.50)
2/28/2022	700011	US Bank - Visa	BiMart Training Burns	\$ 19.98
2/28/2022	700011	US Bank - Visa	Airway management text	\$ 79.25
2/28/2022	700011	US Bank - Visa	Remote work subscription Bialous	\$ 44.00
2/28/2022	700011	US Bank - Visa	Johnson computer speakers	\$ 25.99
2/28/2022	700011	US Bank - Visa	Network solutions domain renewal	\$ 15.99

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/28/2022	1	Txfr from Bldg Res for Sta 701 Carpet Repl	3-00-0-1070	Bldg Fund	.00	35,565.00-
02/28/2022	2	Txfr from Bldg Res for Sta 701 Carpet Repl	1-00-0-1070	LGIP Acct #4374	35,565.00	
02/28/2022	3	Amb Rcvbl to Actual	1-00-0-1120	Ambulance Receivables	8,842.88	
02/28/2022	4	Amb Rcvbl to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	4,421.44-
02/28/2022	5	Amb Rcvbl to Actual	1-01-0-41100	Ambulance Revenue	.00	4,421.44-
Total JOURNAL ENTRIES (JE):					44,407.88	44,407.88-
References: 5 Transactions: 5						
Grand Totals:					44,407.88	44,407.88-

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Ambulance Receivable as of February 28, 2022

	<u>SystDes</u>
Beginning Ambulance Receivable	241,295.63
Payments received	38,731.73
Adjustments	44,265.39
New Charges	91,840.00
ENDING Ambulance Receivable	250,138.51

Total # of Transports **46**

Adjustments

Medicare/Medicaid	38,460.53
Collection	5,574.81
Bankruptcy/Other Writeoff	31.25
FireMed	198.80
Total Adjustments	44,265.39

Outstanding Accounts By Age

CURRENT	163,738.20
31 to 60 days	60,885.81
61 to 90 days	13,361.74
91 to 120 days	7,449.73
OVER 120 days	4,703.03
Total Outstanding as of 02/28/2022	250,138.51

Engine Response Billing as of February 28, 2022

Beginning Engine Response Rec	2,300.00		
Payments received	-		
Adjustments	-		
New Charges	-		
ENDING Engine Response Rec	2,300.00		
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			

Staff Report

#2021-2022-007

Issue: Wilt Road Annexation Request

Date: March 9, 2022

Initiator: Chief Roger Johnson

Contact Person: Chief Roger Johnson

Background:

The District has received a request for annexation of a 40 acre property located at 17705 Wilt Road in Sisters (map attached). The property is owned by Ingrid Brydolf. Ms. Brydolf is planning to construct a new residence on the property and would like to annex the property into the fire district.

Fire District Board Policy 1-8-1 (Annexation of Properties) outlines the guidelines for annexing properties into the fire district. Specifically, policy 1-8-1 requires that:

1. The Board, at its sole discretion, shall decide whether to allow annexation.
2. Generally, all properties being considered for annexation must be located within 5 miles of a District fire station.
3. Petitioners seeking annexation must pay all fees associated with the annexation process.
4. The Property must be contiguous to existing District boundaries.
5. Properties must meet access requirements of the Oregon Fire Code.
6. Owners shall provide a visible address sign at the entrance of their driveway.
7. Owner shall provide a 30 foot fuel break around structures.

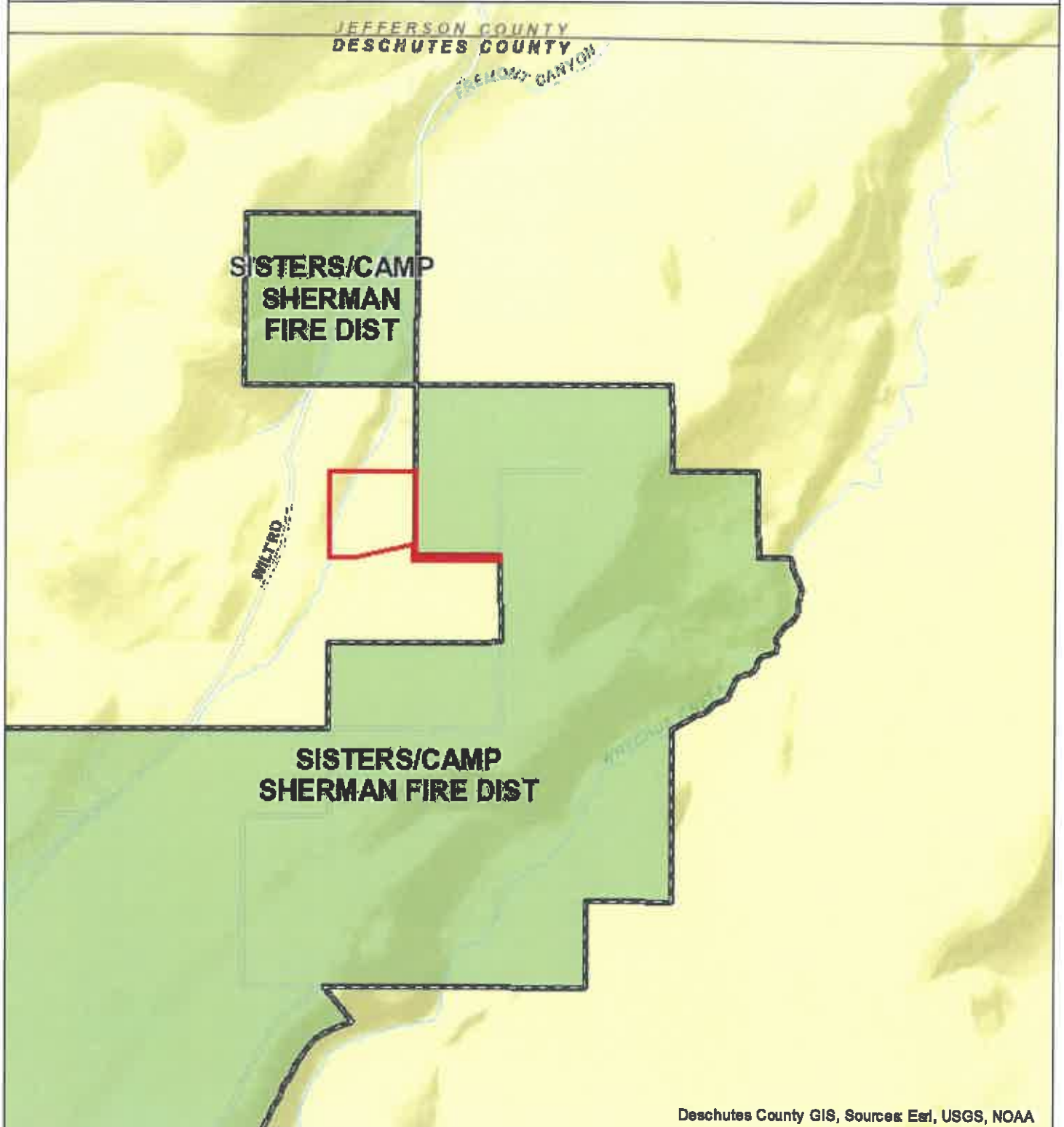
In addition to fire district policy 1-8-1, ORS 478 provides the legal requirements for inclusion of property into a rural fire protection district. Special provisions apply when lands included/annexed within a rural fire protection district are also classified as forestland. Specifically, ORS 478.010 provides that:

1. If lands considered for annexation into a rural fire protection district include lands classified as forestland, then only 5 acres of land and structures subject to damage by fire shall be included in the fire district. The remaining lands shall remain the responsibility of the Oregon Department of Forestry.
2. The Oregon Department of Forestry must be consulted regarding the annexation (ORS 478.150.)
3. The request for annexation must be done on forms supplied by the Department of Revenue and the County (ORS 478.140.)

District staff have reviewed the requirements of Board Policy 1-8-1 as well as relevant requirements of ORS chapter 478 and has found the annexation request to be fully compliant with the requirements.

Deschutes County Property Information - Dial

Fire Tax District Map for account 150286



Deschutes County GIS, Sources: Esri, USGS, NOAA



Map and Taxlot: 1411080000100



Roger Johnson

From: Brydolf, Ingrid <ingridbrydolf@dwt.com>
Sent: Monday, February 21, 2022 8:21 AM
To: Roger Johnson
Cc: Doug Green
Subject: RE: Annexation Request

Roger,

I would like to proceed with annexation into the District. After reading the requirements, I believe that my property at 17705 Wilt Road meets the requirements. Please let me know if you need additional information. Otherwise, I will be in contact with you following your meeting on March 15.

Ingrid Brydolf

From: Roger Johnson <rjohnson@sistersfire.com>
Sent: Friday, February 18, 2022 3:28 PM
To: Brydolf, Ingrid <ingridbrydolf@dwt.com>
Cc: Doug Green <dgreen@sistersfire.com>
Subject: Annexation Request

[EXTERNAL]

Ingrid,

It was nice to meet you this afternoon and discuss annexation of your property located at 17705 Wilt Road in Sisters. I am attaching our Board Policy regarding annexation for your review, and based on our conversation today, it sounds like it will likely meet the requirements. I am also copying our Fire Safety Manager Doug Green who will work with you through the annexation process.

Can you email a written request for annexation to me? I will include your request in our March Board of Directors meeting packet for consideration. The Board meets on March 15th at 6:30 PM.

If you have any questions please feel free to give me a call.

Roger

Roger Johnson
Fire Chief
Sisters-Camp Sherman Fire District
Sisters, Oregon
541-430-7395 cell
rjohnson@sistersfire.com

FIRE CHIEF'S REPORT
MONTH-MARCH, 2022

I. FIRE ACTIVITY STATUS:

There are no fires currently threatening Central Oregon.

II. NOTEWORTHY OPERATIONAL EVENTS:

We have not responded to any structure fires in the past month. Emergency call volume normally trends slightly lower during the spring and fall seasons.

III. COMMUNITY SERVICE EVENTS/ MEETINGS:

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

- a. Sisters Fire District all career staff monthly meeting.
- b. Sisters Fire District Association meeting.
- c. Or-Alert alerts and warnings meetings.
- d. Multiple legislative coordination meetings with OSFM and OFCA lobbyist.
- e. Oregon Fire Chiefs Association monthly meeting.
- f. Oregon Mobilization Plan update meetings.
- g. WUI Rule Advisory Committee meetings.
- h. State Interoperability Executive Committee meetings.
- i. Central Oregon Fire Chiefs meeting.
- j. Sisters Rotary Club presentation
- k. 911 user Board Meeting
- l. 911 Camp Sherman radio enhancement meeting
- m. Sisters Leadership Group lunch
- n. OFCA-SDAO legislative coordination meeting
- o. Oregon Department of Forestry Rules Advisory Committee meeting
- p. Alert Wildfire / ODF camera system coordination meeting
- q. Representative Evans Recovery Workgroup meeting
- r. Representative Evans Response Capacity Workgroup meeting
- s. OSFM response capacity listening tour
- t. Board of Forestry meeting
- u. Vision Implementation Team meeting
- v. Oregon Fire Chiefs Association Wildfire Policy Committee meeting
- w. Shift Commanders meeting.

IV. SPECIAL PROJECTS UPDATE:

1. Staff are focusing efforts on our organizational goals for the year and end of the year projects.

2. We have updated our COVID-19 policies in light of recent changes to workplace masking requirements. We worked with District legal counsel to ensure changes were compliant with the law.
3. We have established the testing timeline for the Firefighter Paramedic test. Our goal is to have the test completed and a new employee online by July 1st.
4. We have scheduled our annual awards banquet for April 2, 2022.
5. Fuel reduction grants are now available for Jefferson County residents in the Camp Sherman Community. Grants are limited to \$500.00 per project. We are working with one homeowner at this time.
6. The short legislative session has adjourned without significant changes to laws impacting the fire service. Funding was made available to support the CORE 3 center in Redmond and expanded wildfire detection cameras.
7. We have held two internal budget committee meetings for the 2022-2023 budget process.
8. We will be hosting the community Easter egg hunt again this year.
9. I will be attending the Wildland Urban Interface conference in Reno March 21-25.

V. VOLUNTEER STATUS:

We are preparing for a spring volunteer recruit academy. The District hosts academies in the spring and fall of each year. We currently have two people planning to attend the academy.

We are beginning the recruitment process for Resident Volunteer Firefighters for next school year. We are anticipating 2 openings and have several people reaching out to learn about our program.

VI. OTHER:



Community Risk & Fire Safety Manager Report

February 2022

Pub Education Report & Fire Corps:

- The Fire Corps participated in the burn to learn and provided much needed food, rehab supplies and support. Great opportunity to work with the Bend team and finally get some in person contact.
- More in person meetings and events anticipated

Public Event Permit Applications Review:

- 5 new public event applications reviewed. Applications are ramping up and the City expects it to be a busy season as COVID guidelines look like they may coming to an end.

New Construction Plan Review

- 4 County land use reviews
- 2 City of Sisters land use review
- Final inspection of multifamily building
- 1 Conditional Use applications
- 2 residential structure in FU zoned areas.

Other Fire Safety & Prevention Duties:

- 2 assessments or properties requesting annexation into the Fire District
- On-site consult with Planning Department and Captain Ast regarding addressing and access concerns for multi-family project
- Addressing questions regarding future ADU's

- **Budget review**
- **Continued Project Wildfire goal setting**
- **1 Fire Department annual inspection**
- **2 pre-apps for new businesses**
- **Water flow consult for commercial project**
- **Fire Department access in rural area consult**
- **Follow up on a couple NOV's**
- **Project Wildfire Monthly Meeting.**
- **Follow-up a several code and citizen complaints.**
- **2 Know Box gate questions**