



## **AGENDA**

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

**February 21, 2023 – 5:00 p.m.**

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

- 1. Open the Regular Meeting**
- 2. Consent agenda**
  - a. Administrative Summary**
  - b. Dashboard Report**
  - c. January 2023 Minutes of Regular Meeting**
  - 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**
  - k. January 2023 Safety Committee Meeting Minutes**
  - l. January 2023 Association Meeting Minutes**
- 3. Correspondence**
  - a. Salisbury Letter**
  - b. PERS**
  - c. Cate**
- 4. Administration**
  - a. Civil Service Commissioner Reappointment**
  - b. Budget Committee Vacancies**
  - c. Staff Report: SR-23-1 Volunteer Recognition**
- 5. Fire Chief Report**
- 6. Fire Safety Manager report**
- 7. President's Report**
  - a. Upcoming Elections (May 2023): Newport, Schulz, Sutton**
  - b. Fire Chief Selection Process**
- 8. Adjourn Regular Meeting to Executive Session pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.**
- 9. Reconvene Regular Meeting**
- 10. Other business**
- 11. Adjourn meeting**

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## CONSENT AGENDA

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# Administrative Summary for Consent Agenda

## January 2023 Data

Minutes - No changes.

### Revenue & Expenditure Dashboard Report

- Revenue is tracking at 98% of budget. Expenditures are tracking at 54% of budget. Target goal for end of January is at 58%.

### Operations Overview Dashboard Report

- Emergency responses are up in both fire and EMS categories over the same time last year.
- There was a total of 133 calls in January.
- A total of 29 7PC's were called in January and move-ups requested by the District increased to 11 for the month.

### Bank Statements and Reconciliations

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

- Total sum of all funds balances with the bank and totals \$4,668,868.16 at the end of January. The interest rate increased to 3.37%

#### LGIP -Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$63,186.24.

#### U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of January balances with the bank and totals \$46,585.81. *\*The bank reconciliation includes one bank adjustment \$168.26 due to the bank cashing one check twice in November.*

#### U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at end of January balances with the bank and totals \$64,652.50.

- **\*Update on US Bank Fraud:**

Traveler's insurance denied the claim for fraud on the account for the \$7,043.44 ACH debit to American Express. However, US Bank did ultimately return the funds to the District, and no further fraudulent transactions are outstanding on the account.

### Operating Fund Summaries

#### Revenue

- Property taxes are at 98% of budget as of January 31, 2023. We anticipate another large payment in May.
- Ambulance revenues are higher than anticipated for this time of the budget cycle at 79%.
- GEMT CCO payments are starting to trickle in.
- Interest income is doing well with increased interest rates for the LGIP.
- The District received a AFG grant reimbursement in the amount of \$75,835.
- The District received reimbursement for the Rum Creek Fire Conflagration in the amount of \$18,562.

### Balance Sheets

- FICA/FWH Tax Liability is due to a Paychex adjustment on an employee's paycheck due to additional Social Security withheld and should clear at a later date.

- PERS liability should clear with wage cleanup on PERS side.
- Insurance disability/liability is due to orthodontia withholding payment for an employee that should clear next month.
- Miscellaneous liabilities employee donations and will clear quarterly.

#### **Check Register**

- **Check number: 15097 to Seawestern.** This check was voided and reissued due to a positive pay issue.
- **Check number: 15110 to BiMart.** This was for Spirit of Christmas merchandise purchased that had to be returned for sizing issues and was credited back in the form of gift cards that were issued in lieu of the purchased gifts.
- **Check number: 15085 to Sisters-Camp Sherman Fire & Ambulance Association.** These are donation pass-throughs for the Association.
- **Check number: 15123 to Ferraris Investigations & Consulting LLC.** This was for consultative services for a personnel issue.
- **Check number: 15131 to Momentum Promo.** This is for the personalized stadium blankets purchased for all personnel and handed out at Christmas.
- **Check number: 15158 to Columbia Bank.** Annual debt service principal and interest payment on Station 701.
- **Check number: 15167 to Marketing Umbrella, LLC.** These are SAFER Grant expenses related to digital marketing campaign for three NW Fire agencies.
- **Check number 15170 to Municipal Emergency Services, Inc.** These are thermal imaging cameras (8) to be distributed to each station for placement on all engines. These were purchased as part of the Rumberger Grant.
- **Check number 15174 to Seawestern, Inc.** This is for the purchase of two blowhard positive pressure ventilation fans for use on 721 and 726. One was purchased as a part of the Rumberger Grant.

#### **Adjusting Journal Entries**

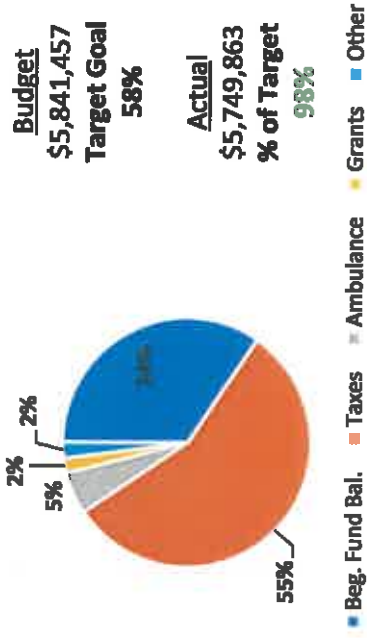
- Entry for ambulance receivables to actual.

**Ambulance Report** - Total of 62 transports for January.

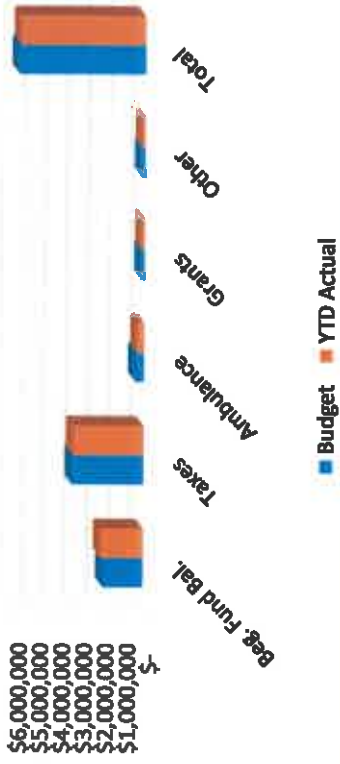
**Engine Response Report** – Four new charges and no new payments for January.

# REVENUE & EXPENDITURE OVERVIEW - AS OF JANUARY 2023

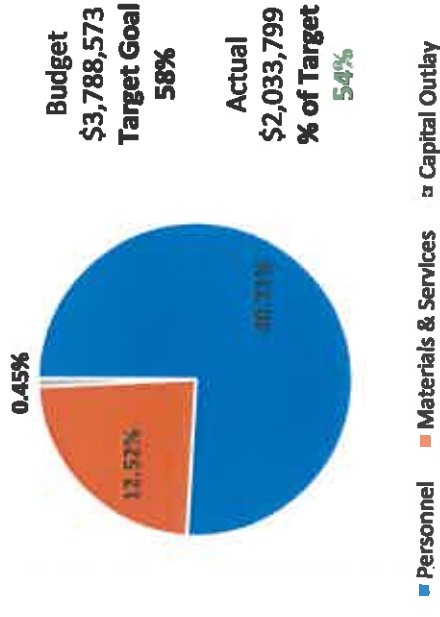
22/23 Actual Revenue as % of Budget



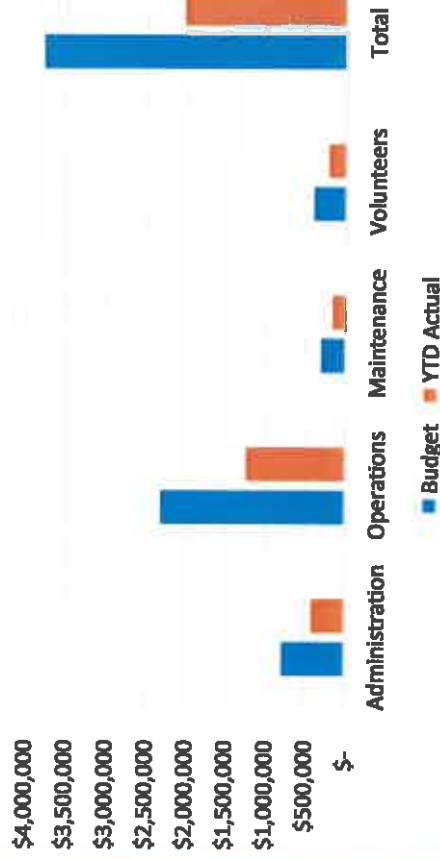
Budget vs. Actual Revenue - Year to Date



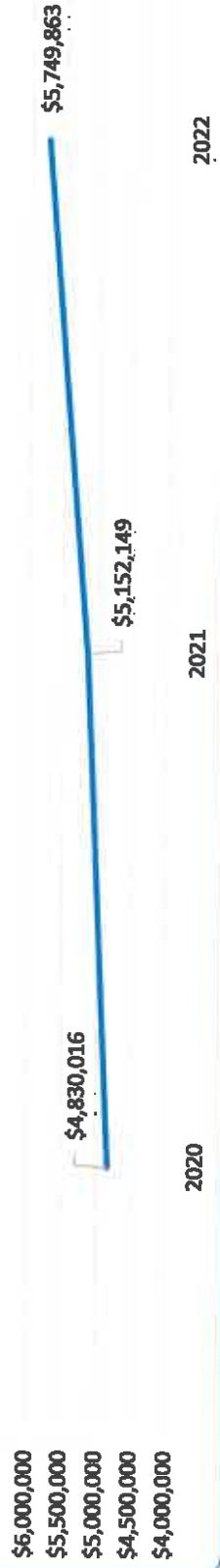
22/23 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

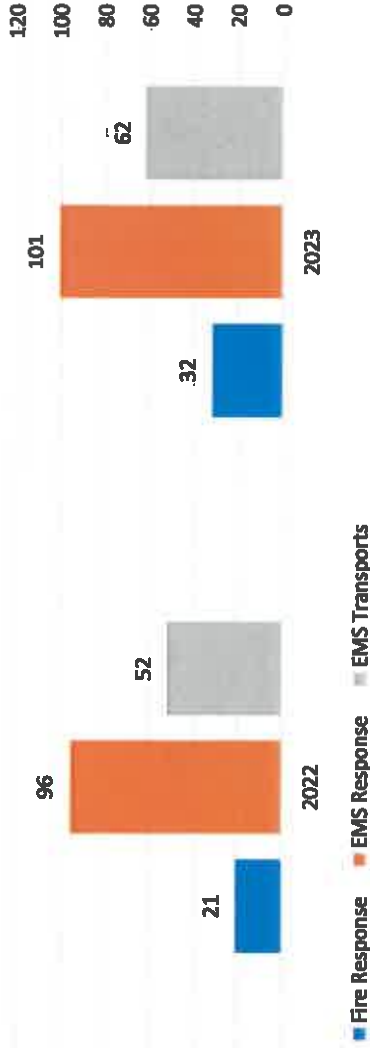


Total Revenue - 3 Years - As of January 31, 2023

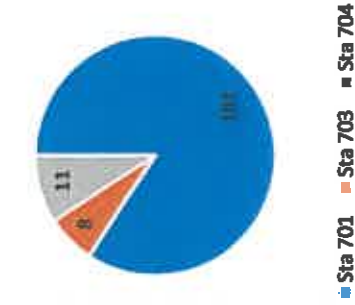


# OPERATIONS OVERVIEW - AS OF JANUARY 31, 2023

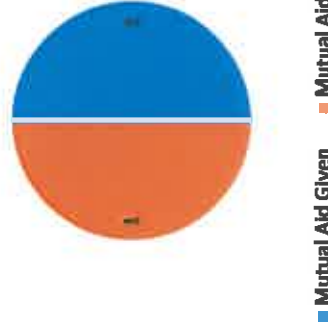
Responses by Type - 3 Years



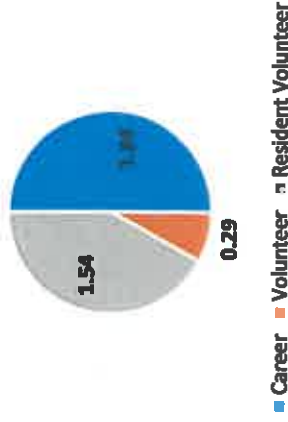
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

28

## Callback Overview

Personnel Callbacks (7PC's) = 29

7PC's Staffed with ALS Staffing = 15

7PC's Staffed with Engine Staffing = 16

Move-Ups = 11

Ave Personnel on Standby

1.60



**Minutes of the Board of Directors of the  
Sisters-Camp Sherman Rural Fire Protection District  
January 17, 2023**

**1. Open the Regular Meeting.**

- a. President Chuck Newport called the meeting to order at 5 p.m.
  - i. **Attending:** President Newport, Vice President Miller, Secretary/Treasurer McGowan, Director Schulz (left for a brief time for an emergency incident on duty), Director Sutton (via Zoom), Executive Assistant Spor, Chief Johnson, Fire Safety Manager Green and Deputy Chief Craig.
  - ii. **Absent:** Director Sutton, Fire Safety Manager Green and R&R Coordinator Cross.

**2. Consent Agenda.**

- a. ***Unanimously approved the Consent Agenda as presented. Motion by Director McGowan, second Director Miller.***
  - i. Director Miller inquired about check number 15041 and in particular how the District stores Fentanyl. Chief Craig explained that controlled drugs are stored in a safe in each ambulance. DEA forms, signed by the District's Physician Advisor, are used to purchase the drugs. The forms are also kept in a safe. Certain staff are given individual codes to access the drugs. The District is also in the process of implementing a new software system to help track drugs and alert when they are accessed. The software should be fully functional in a couple of months.

**3. Administration.**

- a. **2022-2023 Goal Tracker.** Director McGowan inquired as to whether the District sees any reason to deviate from the Fleet Replacement Plan. Chief Craig doesn't foresee the need, but the big unknown is obviously inflation. Staff is keeping an eye on that. Chief Johnson reported he sees no concerns with meeting the goals by the end of the fiscal year.
- b. **Standards of Coverage Report.** EA Spor recently completed the annual Standards of Coverage report for 2022. Chief Johnson reviewed highlights with the Board including: number of emergency responses increased to 1,424; back-to-back calls increased to 282. The District met all response goals. Director McGowan commented the report is informative. President Newport inquired about whether or not the District is able to cover most of the calls and Chief Johnson replied affirmatively.
- c. **Ambulance Rates & Payor Mix Data Report.** Chief Johnson provided a report outlining the District's current ambulance rates, average rates of other Systems Design providers, reimbursement rates and the District's payor mix. Medicare/Medicaid is the primary payor for the District's emergency response bills. He explained the capped rate that Medicare/Medicaid provide to its customers. Chief Johnson said the District has implemented an in-house BLS transport program utilizing resident volunteers who are all EMT's and training to be paramedics. Advanced Life Support (ALS) staff provides an ALS assessment and if the patient meets a certain threshold and can be transported

with a basic life support (BLS) crew. This allows the District to keep highly-trained paramedics in-house for emergency response. Staff has analyzed what the financial impacts would be. Staff is also reviewing local ambulance rates and will likely come back to the Board with a recommendation that we increase the BLS transport rate to match the ALS rate.

- d. **Annual Ambulance Collection Statistics and A/R Turnover Rate.** EA Spor provided a report outlining the District's historical collection statistics. She worked with Systems Design on the calculations and overall, the District is doing well with collections.
4. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month. Karla Cross, the District's Recruitment and Retention Coordinator has accepted a full-time job and will be leaving the District. She will stay on as a Contractor specifically to finish out and oversee some marketing projects. We are working on a replacement for her position until the end of the grant period. Director McGowan inquired if the staff plans to prepare another insert for the Nugget this Spring, and Chief responded yes. The Board thanked the Fire Corps and all volunteers for their work on the Christmas activities last month.
5. **Fire Safety Manager Report.** FSM Green provided a report and gave the following highlights: Staff has prepared a new draft organizational chart for the Fire Corps. Fire Corps held a meeting last night where the information was presented. Overall, they seem supportive of the concept. The final copy will be sent to the Board. Doug has been working with the Roundhouse Foundation and they are interested in utilizing their property up Three Creeks Road as a Firewise example. The Board would like a field trip up to the property when the project is completed.
6. **President's Report.** President Newport reminded the Directors of the upcoming SDAO training opportunities. He also reminded the Directors of upcoming elections. Forms should be posted to the County website by the first of February.
7. President Newport adjourned the regular meeting at 5:49 p.m. to Executive Session pursuant to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.
8. The Regular Meeting was reconvened at 18:27, no further business was discussed and the meeting adjourned at 18:27 p.m.

Respectfully submitted by,

Julie Spor, Clerk of the Board



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)  
January 31, 2023

Account: 10001080  
Bank Account Number: 153695237070

Bank Statement Balance:	44,577.56	Book Balance Previous Month:	149,518.89
Outstanding Deposits:	2,049.36	Total Receipts:	33,914.88
Outstanding Checks:	209.37	Total Disbursements:	136,847.76
Bank Adjustments:	168.26	Book Adjustments:	.00
Bank Balance:	46,585.81	Book Balance:	46,585.81

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
35	1,992.00	120	19.12	145	19.12	148	19.12	
							Total:	2,049.36

Deposits cleared: 41 items Deposits Outstanding: 4 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
14074	209.37							
							Total:	209.37

Checks cleared: 7 items Checks Outstanding: 1 items

Bank Adjustments

Description	Amount	Description	Amount
Bank Error from Nov. Bank cleared check	168.26		
		Total:	168.26

Book Adjustments

No book adjustments found



**Business Statement**

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

Account Number:  
1 536 9523 7070  
Statement Period:  
Jan 2, 2023  
through  
Jan 31, 2023

3233 IMG 6480 S Y ST01

000089813 01 AB 0.507 000838414637348 P Y  
SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1509  
SISTERS OR 97759-1509



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**New Year, New Business Goals:** Easily manage your business from one central location. With the business online banking dashboard, you can track your current and future activity with the Cash Flow Forecast Tool, view key account summaries and access transaction history. Enroll using your business credentials at [usbank.com/JanuaryEnroll](http://usbank.com/JanuaryEnroll).

**INFORMATION YOU SHOULD KNOW**

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2023. You can view revised pricing (only those prices that changed) at <https://cashmgmt.usbank.com/rspricing> beginning Dec. 1, 2022. Please enter the Access Code listed below to view price changes that may apply. If you experience difficulty accessing this information, please call Customer Service at the number listed in the upper-right corner of this statement or send an email to [commercialsupport@usbank.com](mailto:commercialsupport@usbank.com).

Access Code: 7E-6743-ADBF-8AA7

**U.S. BANK BUSINESS CHECKING**

U.S. Bank National Association

Account Number 1-536-9523-7070

**Account Summary**

	# Items	\$	
Beginning Balance on Jan 2		\$	147,510.64
Other Deposits	39		34,089.41
Other Withdrawals	7		137,022.49-
<b>Ending Balance on Jan 31, 2023</b>		<b>\$</b>	<b>44,577.56</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Jan 3	Electronic Deposit REF=223640100548210N00	From INTERCOMM HEALTH 1931124326HCCLAIMPMT123002015289419	\$ 417.54
Jan 3	Electronic Deposit REF=230030145934290Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	582.53
Jan 3	Electronic Deposit REF=230030204060730N00	From PacificSource 3562420416CREDIT 3077581	473.12
Jan 3	Electronic Deposit REF=230060100661490N00	From LOYALEHLTH SV9T 10435758814192343729	220.34
Jan 3	Electronic Deposit REF=230090098136730N00	From STRIPE 1800948598TRANSFER ST-C0E6U8G9P2X3	38.54
Jan 3	Electronic Deposit REF=230090098136730N00	From STRIPE 1800948598TRANSFER ST-C0E6U8G9P2X3	38.54

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)  
January 31, 2023

Account: 10001081

Bank Account Number: 169700968849

Bank Statement Balance:	150,958.90	Book Balance Previous Month:	1,786.79
Outstanding Deposits:	.00	Total Receipts:	411,629.88
Outstanding Checks:	86,308.40	Total Disbursements:	348,785.97
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	64,652.50	Book Balance:	64,652.50

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 10 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	37,480.07	15155	664.72	15165	213.88	15176	1,274.22
15107	395.00	15156	473.05	15167	29,250.00	15177	159.88
15161	270.00	15157	4,000.00	15170	5,756.95	15178	89.00
15152	85.00	15160	84.00	15171	81.00	15179	320.00
15153	720.72	15161	4,511.50	15172	67.88	15181	78.91
15154	28.80	15163	250.00	15173	92.85		
						Total:	86,308.40

Checks cleared: 75 items Checks Outstanding: 23 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



**Business Statement**

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

Account Number:  
1 697 0095 8849  
Statement Period:  
Jan 2, 2023  
through  
Jan 31, 2023

3233 TRN 6480 S Y ST01

000088870 01 AB 0.507 000838414637406 P Y  
SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1509  
SISTERS OR 97759-1509



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Internet: usbank.com

**INFORMATION YOU SHOULD KNOW**

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2023. You can view revised pricing (only those prices that changed) at <https://cashmgmt.usbank.com/repricing> beginning Dec. 1, 2022. Please enter the Access Code listed below to view price changes that may apply. If you experience difficulty accessing this information, please call Customer Service at the number listed in the upper-right corner of this statement or send an email to [commercialsupport@usbank.com](mailto:commercialsupport@usbank.com).

Access Code: 7E-6743-ADBF-6AA7

**ACCOUNT INFORMATION**

U.S. Bank National Association

Account Number 1-697-0095-8849

**Account Summary**

	# Items				
Beginning Balance on Jan 2		\$	76,543.49	Interest Paid this Year	\$ 10.87
Customer Deposits	1		19,897.63	Number of Days in Statement Period	31
Other Deposits	9		399,524.66		
Other Withdrawals	5		36,874.09		
Checks Paid	72		308,132.79		
<b>Ending Balance on Jan 31, 2023</b>		<b>\$</b>	<b>150,958.90</b>		

**Customer Deposits**

Number	Date	Ref Number	Amount
	Jan 12	8912859574	19,897.63

Total Customer Deposits \$ 19,897.63

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Jan 5	Electronic Deposit From iStream REF=230040185759580N00 00048999914899991		\$ 3,331.53
Jan 8	Check 18897 From iStream REF=230100099524200N00 00048999914899991		7,758.00
Jan 11	Electronic Deposit From iStream REF=230100099524200N00 00048999914899991		5,346.96
Jan 12	Electronic Deposit From OREGON ST TREAS REF=230100099524200N00 8400817099LGIP ACH 3647255		199,863.10
Jan 19	Electronic Deposit From iStream REF=230180139551900N00 00048999914899991		6,349.21
Jan 25	Electronic Deposit From iStream REF=230100099524200N00 00048999914899991		897.00
Jan 26	Electronic Deposit From OREGON ST TREAS REF=230250145568000Y00 8400817099LGIP ACH 3647255		199,863.10
Jan 29	Electronic Deposit From PETA TRUST INC REF=230100099524200N00 610133161 8800 PASTORALAZZARDI0078		70,000.00
Jan 31	Interest Paid	3100002256	10.87

Total Other Deposits \$ 399,524.66

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)  
January 31, 2023

Account: 70001030  
Bank Account Number: 153695237351

Bank Statement Balance:	83,186.24	Book Balance Previous Month:	280,149.87
Outstanding Deposits:	.00	Total Receipts:	198,963.63-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	83,186.24	Book Balance:	83,186.24

Outstanding Deposits

No outstanding deposits found!

Deposits Cleared: 3 Items Deposits Outstanding: 0 Items

Outstanding Checks

No outstanding checks found!

Checks Cleared: 0 Items Checks Outstanding: 0 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



**Account Statement - Transaction Summary**

For the Month Ending January 31, 2023

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

Asset Summary		
	January 31, 2023	December 31, 2022
<b>Oregon LGIP</b>	63,186.24	260,149.87
<b>Total</b>	<b>\$63,186.24</b>	<b>\$260,149.87</b>

Oregon LGIP	
Opening Balance	260,149.87
Purchases	2,899.47
Redemptions	(199,863.10)

<b>Closing Balance</b>	<b>\$63,186.24</b>
Dividends	630.32



**Account Statement - Transaction Summary**

For the Month Ending January 31, 2023

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

Asset Summary		
	January 31, 2023	December 31, 2022
<b>Oregon LGIP</b>	4,668,868.16	4,715,626.36
<b>Total</b>	<b>\$4,668,868.16</b>	<b>\$4,715,626.36</b>

<b>Oregon LGIP</b>	
Opening Balance	4,715,626.36
Purchases	53,242.00
Redemptions	(100,000.20)
<b>Closing Balance</b>	<b>\$4,668,868.16</b>
Dividends	13,426.29

LGIP 3,420,532.59 +  
 SMP 295,106.88 +  
 BUY 184,773.37 +  
 TRUMP 768,455.32 +  
 Bal. Exact 4,668,868.16 \*

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>1-00-0-1070 LGIP Acct #4374</b>					
		12/31/2022 (12/22) Balance	.00 *	.00 *	3,487,290.79
CR	5	Jefferson County Taxes	3,375.10		
CR	22	LGIP Redemption Fees		.20-	
CR	24	Accrual Income Dividends	13,426.29		
CR	1	Deschutes County Taxes	38,440.61		
CRUS	2	Txfr frm LGIP to Checking for Bills		100,000.00-	
		01/31/2023 (01/23) Period Totals and Balance	53,242.00 *	100,000.20- *	3,420,532.59

Number of transactions: 5    Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	53,242.00	100,000.20-	46,758.20-



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>2-00-0-1070 Empl Fund</b>					
		12/31/2022 (12/22) Balance	.00 *	.00 *	295,108.88
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	295,108.88

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
<b>3-00-0-1070 Bldg Fund</b>					
		12/31/2022 (12/22) Balance	.00 *	.00 *	184,773.37
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	184,773.37

Number of transactions: 0    Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total BUILDING RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>4-00-0-1070 Equipment Fund</b>					
	12/31/2022 (12/22)	Balance	.00 *	.00 *	788,455.32
	01/31/2023 (01/23)	Period Totals and Balance	.00 *	.00 *	788,455.32

Number of transactions: 0    Number of accounts: 1

	Debit	Credit	Proof
<b>Total EQUIPMENT RESERVE FUND:</b>	<u>.00</u>	<u>.00</u>	<u>.00</u>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>5-00-0-1075 Technology Reserve Fund</b>					
	12/31/2022 (12/22)	Balance	.00 *	.00 *	.00
	01/31/2023 (01/23)	Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
<b>Total REVENUE:</b>				
		.00	.00	.00
Number of transactions: 5	Number of accounts: 5	Debit	Credit	Proof
<b>Grand Totals:</b>				
		53,242.00	100,000.20-	46,758.20-

**Report Criteria:**

Actual amounts

All accounts

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

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Bal Remaining +/-	% Collected
<b>GENERAL FUND</b>							
1-01-0-40100	Property Taxes-Current	33,316.16	39,070.07	3,166,318.58	3,240,174.00	63,855.44-	98%
1-01-0-40200	Property Taxes-Prior	2,135.47	1,676.42	39,540.58	50,000.00	10,459.42-	79%
1-01-0-41100	Ambulance Revenue	44,570.34	44,123.27	307,850.04	390,000.00	82,149.96-	79%
1-01-0-41110	GEMT Ambulance Revenu	41,697.00	1,132.00	5,660.00	40,000.00	34,340.00-	14%
1-01-0-41200	Other Fees for Service	1,867.42	660.00	11,335.39	11,715.00	379.81-	97%
1-01-0-42100	Fire Med Subscriptions	900.00	.00	7,137.50	15,000.00	7,862.50-	48%
1-01-0-43100	Interest Income	1,558.58	13,508.38	50,366.66	15,000.00	35,366.66	336%
1-01-0-44100	Grant Revenue	.00	75,835.31	110,835.31	151,095.00	40,259.69-	73%
1-01-0-44200	Donations Received	5,578.00	30.00	22,935.48	10,000.00	12,935.48	229%
1-01-0-44300	Conflagration Income	.00	18,562.25	18,562.25	50,000.00	31,437.75-	37%
1-01-0-45000	Misc Revenue	8,250.83	.00	8,972.48	10,100.00	1,127.52-	89%
1-01-0-49990	Beginning Working Capital	.00	.00	1,980,328.29	1,858,373.00	121,955.29	107%
<b>Total GENERAL FUND REVENUE:</b>		<b>139,872.80</b>	<b>193,595.70</b>	<b>5,749,862.72</b>	<b>5,841,457.00</b>	<b>91,594.28-</b>	<b>98%</b>
<b>GENERAL FUND Revenue Total:</b>		<b>139,872.80</b>	<b>193,595.70</b>	<b>5,749,862.72</b>	<b>5,841,457.00</b>	<b>91,594.28-</b>	<b>98%</b>
<b>Net Total GENERAL FUND:</b>		<b>139,872.80</b>	<b>193,595.70</b>	<b>5,749,862.72</b>	<b>5,841,457.00</b>	<b>91,594.28-</b>	<b>98%</b>

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	287,088.55	37,574.38	322,556.79	542,208.00	219,651.21	59%
	Total OPERATIONS DEPARTMENT:	1,087,743.83	145,386.64	1,165,730.42	2,128,183.00	960,452.58	55%
	Total MAINTENANCE DEPARTMENT:	10,291.11	167.10	4,118.33	27,284.00	23,145.67	15%
	Total VOLUNTEERS DEPARTMENT:	74,575.88	6,223.60	50,022.08	68,290.00	18,267.94	75%
	<b>GENERAL FUND Expenditure Total:</b>	<b>1,459,698.95</b>	<b>189,351.72</b>	<b>1,542,427.60</b>	<b>2,781,945.00</b>	<b>1,219,517.40</b>	<b>56%</b>
	<b>Net Total GENERAL FUND:</b>	<b>1,459,698.95-</b>	<b>189,351.72-</b>	<b>1,542,427.60-</b>	<b>2,781,945.00-</b>	<b>1,219,517.40-</b>	<b>56%</b>
	<b>Net Grand Totals:</b>	<b>1,459,698.95-</b>	<b>189,351.72-</b>	<b>1,542,427.60-</b>	<b>2,781,945.00-</b>	<b>1,219,517.40-</b>	<b>56%</b>

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	135,027.81	15,873.55	90,370.86	217,154.00	136,783.34	37%
	Total OPERATIONS DEPARTMENT:	85,218.28	8,510.92	77,805.30	183,284.00	105,478.70	42%
	Total MAINTENANCE DEPARTMENT:	109,142.43	19,311.17	149,147.85	284,504.00	115,356.15	58%
	Total VOLUNTEERS DEPARTMENT:	82,057.00	54,866.91	167,159.89	328,305.00	161,145.11	51%
	<b>GENERAL FUND Expenditure Total:</b>	<b>391,443.52</b>	<b>98,361.55</b>	<b>474,483.70</b>	<b>993,247.00</b>	<b>518,783.30</b>	<b>48%</b>
	<b>Net Total GENERAL FUND:</b>	<b>391,443.52-</b>	<b>98,361.55-</b>	<b>474,483.70-</b>	<b>993,247.00-</b>	<b>518,783.30-</b>	<b>48%</b>
	<b>Net Grand Totals:</b>	<b>391,443.52-</b>	<b>98,361.55-</b>	<b>474,483.70-</b>	<b>993,247.00-</b>	<b>518,783.30-</b>	<b>48%</b>

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	.00	.00	6,266.00	22,696.00	16,430.00	28%
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	6,207.22	.00	10,621.20	10,685.00	63.80	99%
	<b>GENERAL FUND Expenditure Total:</b>	<b>6,207.22</b>	<b>.00</b>	<b>16,887.20</b>	<b>33,381.00</b>	<b>16,493.80</b>	<b>51%</b>
	<b>Net Total GENERAL FUND:</b>	<b>6,207.22-</b>	<b>.00</b>	<b>16,887.20-</b>	<b>33,381.00-</b>	<b>16,493.80-</b>	<b>51%</b>
	<b>Net Grand Totals:</b>	<b>6,207.22-</b>	<b>.00</b>	<b>16,887.20-</b>	<b>33,381.00-</b>	<b>16,493.80-</b>	<b>51%</b>



SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	3,407,106.60	
1-00-0-1080	US BANK OPERATING ACCT	46,585.81	
1-00-0-1081	US BANK OPERATING ACCT 2022	64,852.50	
1-00-0-1099	PETTY CASH	51.70	
1-00-0-1103	NOTE RECEIVABLE	45,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	245,594.12	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	( 122,959.23)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	57,849.89	
	<b>TOTAL ASSETS</b>		<u><u>3,743,881.29</u></u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2110	FICA/FWH TAX LIABILITY	55.00	
1-00-0-2150	PERS LIABILITY	1,005.90	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	11.57	
1-00-0-2180	MISCELLANEOUS LIABILITY	160.00	
1-00-0-2250	DEFERRED REVENUE	40,010.69	
	<b>TOTAL LIABILITIES</b>		41,243.16

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	( 5,841,457.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	5,841,457.00	
	REVENUE OVER EXPENDITURES - YTD	3,702,638.13	
	<b>BALANCE - CURRENT DATE</b>		<u>9,544,095.13</u>
	<b>TOTAL FUND EQUITY</b>		<u>3,702,638.13</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>3,743,881.29</u></u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		295,108.88
	TOTAL ASSETS		<u>295,108.88</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	( 417,730.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	417,730.00	
	REVENUE OVER EXPENDITURES - YTD	<u>295,108.88</u>	
	BALANCE - CURRENT DATE		<u>712,838.88</u>
	TOTAL FUND EQUITY		<u>295,108.88</u>
	TOTAL LIABILITIES AND EQUITY		<u>295,108.88</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2023

BUILDING RESERVE FUND

ASSETS

3-00-0-1070	BLDG FUND	184,773.37	
	<b>TOTAL ASSETS</b>		<u>184,773.37</u>

LIABILITIES AND EQUITY

FUND EQUITY

3-00-0-3120	BUILDING RESERVE	( 314,370.00)	
	<b>UNAPPROPRIATED FUND BALANCE:</b>		
3-00-0-3900	RETAINED EARNINGS	314,370.00	
	REVENUE OVER EXPENDITURES - YTD	184,773.37	
	<b>BALANCE - CURRENT DATE</b>		<u>499,143.37</u>
	<b>TOTAL FUND EQUITY</b>		<u>184,773.37</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u>184,773.37</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2023

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	768,455.32	
	<b>TOTAL ASSETS</b>		<u><u>768,455.32</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	( 2,291,933.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	2,291,933.00	
	REVENUE OVER EXPENDITURES - YTD	<u>768,455.32</u>	
	<b>BALANCE - CURRENT DATE</b>	<u>3,060,388.32</u>	
	<b>TOTAL FUND EQUITY</b>		<u><u>768,455.32</u></u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>768,455.32</u></u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2023

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	63,188.24	
7-00-0-1460	PROPERTY TAXES RECEIVABLE	3,927.70	
	<b>TOTAL ASSETS</b>		<u>67,113.94</u>

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	2,508.72	
	<b>TOTAL LIABILITIES</b>		<u>2,508.72</u>

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	( 270,628.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	270,628.00	
	REVENUE OVER EXPENDITURES - YTD	64,805.22	
	<b>BALANCE - CURRENT DATE</b>		<u>335,231.22</u>
	<b>TOTAL FUND EQUITY</b>		<u>64,805.22</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u>67,113.94</u>

Check Register - January 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/25/2023	15097	SeaWestern, Inc.	BLOWHARD ELECTRIC PPV FAN	\$ (3,895.00) V
1/25/2023	15097	SeaWestern, Inc.	BLOWHARD ELECTRIC PPV FAN (RUMBERGER GRANT)	\$ (3,895.00) V
1/11/2023	15105	Ace Hardware, Inc.	Bucket, snow shovel, dish soap	\$ 49.89
1/11/2023	15105	Ace Hardware, Inc.	sandpaper, scouring stick and gorilla glue	\$ 18.74
1/11/2023	15105	Ace Hardware, Inc.	Batteries for Sta 701 gate remote	\$ 11.03
1/11/2023	15105	Ace Hardware, Inc.	Fasteners for flag mounts	\$ 5.16
1/11/2023	15105	Ace Hardware, Inc.	Rubber cement	\$ 6.98
1/11/2023	15106	AFLAC	AFLAC	\$ 270.90
1/11/2023	15107	Alpine Internet Solutions	Content Plan for January 2023	\$ 395.00
1/11/2023	15108	Alpine Lock & Door	Repair to Comm. Hall Door Lock	\$ 105.00
1/11/2023	15109	Baxter Auto Parts Inc, Auto Parts	Washer nozzle for Durango	\$ 31.32
1/11/2023	15109	Baxter Auto Parts inc, Auto Parts	Washer fluid and coolant	\$ 103.17
1/11/2023	15109	Baxter Auto Parts inc, Auto Parts	Headlight and wiper blades	\$ 79.91
1/11/2023	15110	BI-Mart Corporation	Lego sets for comms drill	\$ 39.96
1/11/2023	15110	BI-Mart Corporation	Lithium batts for helmet lights	\$ 19.99
1/11/2023	15110	BI-Mart Corporation	Christmas light timer - Sta 703	\$ 17.98
1/11/2023	15110	BI-Mart Corporation	Christmas light hooks - Sta 703	\$ 25.98
1/11/2023	15110	BI-Mart Corporation	Lego sets for comms drill	\$ 29.97
1/11/2023	15110	BI-Mart Corporation	Supplies for Sta 704	\$ 38.36
1/11/2023	15110	BI-Mart Corporation	Gift cards for Sprit of Christmas Program	\$ 300.00
1/11/2023	15111	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39554086	\$ 185.09
1/11/2023	15111	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39565417	\$ 146.16
1/11/2023	15112	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - Jan 2023	\$ 350.00
1/11/2023	15113	Bulis Eye Carpet Cleaning	Carpet cleaning - Post Comm. Xmas Dinner	\$ 295.00
1/11/2023	15114	Caselle, Inc.	Contract support charges 02/2023	\$ 354.00
1/11/2023	15115	CEC, INC	electric - Elm Street	\$ 3,011.04
1/11/2023	15115	CEC, INC	electric-Buffalo	\$ 223.08
1/11/2023	15115	CEC, INC	electric - Camp Sherman	\$ 211.76
1/11/2023	15116	CenturyLink	Acct: 333226873 - Sta 704 Phone	\$ 59.39
1/11/2023	15117	City of Sisters	City Services: 04-6332-00 Elm Street	\$ 219.86
1/11/2023	15118	Department of Environmental Quality	Permit 13133 Annual Fees High Risk Injection System	\$ 333.84
1/11/2023	15119	Deschutes County 911 Service D	911-Data Network Reimbursement	\$ 516.67
1/11/2023	15120	DMV	dmv record Check	\$ 3.00
1/11/2023	15121	Ed Staub & Sons Petroleum	Fuel	\$ 1,100.93
1/11/2023	15121	Ed Staub & Sons Petroleum	Fuel	\$ 1,203.32
1/11/2023	15121	Ed Staub & Sons Petroleum	Propane - Elm Street (281.7 gal)	\$ 608.47
1/11/2023	15121	Ed Staub & Sons Petroleum	Propane - Elm Street (282 gal)	\$ 609.12
1/11/2023	15121	Ed Staub & Sons Petroleum	Propane - Camp Sherman (288.6 gal)	\$ 623.38
1/11/2023	15121	Ed Staub & Sons Petroleum	Propane - Elm Street (210.4 gal)	\$ 454.46
1/11/2023	15121	Ed Staub & Sons Petroleum	Propane - Elm Street (325.9 gal)	\$ 703.94
1/11/2023	15122	Enerspect Medical Solutions, LLC	AED heart pads	\$ 43.80
1/11/2023	15123	Ferraris Investigations & Consulting LLC	Personnel Investigation	\$ 4,309.50
1/11/2023	15124	Freightliner Northwest Redmond	Repair 724	\$ 1,319.19
1/11/2023	15124	Freightliner Northwest Redmond	Repair 724	\$ 1,128.60
1/11/2023	15125	InnerTech	IT Services: Data extraction old email users; modify DNS record	\$ 440.00
1/11/2023	15126	Jacob Van Ljeu	Res. Vol. Mileage & Food Reimb. - Jan 2023	\$ 350.00
1/11/2023	15127	Karla Cross	Reimb. Canva software purchased for District	\$ 119.99
1/11/2023	15128	KJ Accounting	Monthly Finance Mgr Services - Dec 2022	\$ 2,000.00
1/11/2023	15129	LIFE-ASSIST	Supplies for Fire Corps First Aid Kits	\$ 91.98
1/11/2023	15129	LIFE-ASSIST	BVM FOR CPR TRAINING	\$ 29.50
1/11/2023	15129	LIFE-ASSIST	EMS SUPPLIES	\$ 334.03
1/11/2023	15129	LIFE-ASSIST	EMS SUPPLY ORDER# 62223931	\$ 382.72
1/11/2023	15130	Mission Linen Supply, Inc.	mats/rugs	\$ 53.24
1/11/2023	15131	Momentum Promo	Personnel Recognition Gift 2022	\$ 1,560.00
1/11/2023	15131	Momentum Promo	Bucket Hats - Order by TC	\$ 359.40
1/11/2023	15132	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 62.84
1/11/2023	15132	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 29.00
1/11/2023	15132	Norco Medical Supply, Inc.	FUEL SURCHARGE	\$ 2.49
1/11/2023	15132	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 47.13
1/11/2023	15132	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 29.00
1/11/2023	15132	Norco Medical Supply, Inc.	FUEL SURCHARGE	\$ 2.49
1/11/2023	15133	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
1/11/2023	15134	Pacific Office Automation, Inc	copies/kit - Konica	\$ 97.92
1/11/2023	15135	Paladin Background Screening	Criminal History Check - Dickenson	\$ 23.00
1/11/2023	15136	Pony Express, Inc.	Shipping to DPSST	\$ 10.03
1/11/2023	15136	Pony Express, Inc.	Postage stamps: Office & Dist. Awareness Project	\$ 104.00
1/11/2023	15137	Quill	Toner for 703 printer	\$ 186.98
1/11/2023	15137	Quill	Copy Paper	\$ 68.99
1/11/2023	15137	Quill	Copy Paper	\$ 137.98
1/11/2023	15137	Quill	Business envelopes	\$ 83.98

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/11/2023	15138	Rachel Ulm	Reimb. EOU Books - Winter Term 2023	\$ 398.79
1/11/2023	15139	Ranch Country Outhouses	Portable toilet rental - Dec 2022	\$ 85.00
1/11/2023	15140	Republic Services	Disposal Services - Elm Street	\$ 34.38
1/11/2023	15140	Republic Services	Disposal Services - Buffalo	\$ 18.46
1/11/2023	15141	Roger T. Johnson	Reimb. Lodging for OFSOA/OFCA Conf/Mtg	\$ 391.46
1/11/2023	15141	Roger T. Johnson	Reimb. Travel/Lodging for IBHS trip for OFCA	\$ 1,601.67
1/11/2023	15142	SDIS	Admin Health Insurance	\$ 3,671.84
1/11/2023	15142	SDIS	Admin Life, ST/LTD	\$ 146.54
1/11/2023	15142	SDIS	Operations Health Insurance	\$ 17,798.27
1/11/2023	15142	SDIS	Operations Life, ST/LTD	\$ 659.43
1/11/2023	15142	SDIS	Ins/Disability - Orthodontia pass through	\$ 107.49
1/11/2023	15143	Solomon Byles	Res. Vol. Mileage & Food Reimb. - Dec 2022	\$ 350.00
1/11/2023	15144	Sweeney Plumbing, Inc.	Drain Cleaner	\$ 572.00
1/11/2023	15145	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.66
1/11/2023	15145	TDS	8224 60 003 0017578 - Cable Elm	\$ 663.26
1/11/2023	15146	Treasure Valley Coffee	Cooler Rental and bottles	\$ 166.75
1/11/2023	15147	WCP Solutions	Laundry detergent	\$ 84.53
1/11/2023	15148	WFCA: The Daily Dispatch	Employment Ad: Entry-level & Lateral FF/EMT/Para	\$ 405.00
1/11/2023	15149	Xpress Printing, Inc.	SAFER: CRFPD vol brochures	\$ 205.88
1/25/2023	15150	911 Supply	511 Responder Parkas	\$ 3,130.00
1/25/2023	15151	AFLAC	AFLAC	\$ 270.00
1/25/2023	15152	Alpine Internet Solutions	Professional Hosting & Mgmt 02/2023	\$ 85.00
1/25/2023	15153	AT&T MOBILITY	Acct: 287297124283	\$ 720.72
1/25/2023	15154	Avlon Water Co Inc.	Water-703	\$ 28.60
1/25/2023	15155	C & K Market	Hams & Turkeys - Comm. Christmas Dinner	\$ 664.72
1/25/2023	15156	Cascade Fire Equipment	BK Radio Holder	\$ 64.43
1/25/2023	15156	Cascade Fire Equipment	Wildland pant - Dual compliant	\$ 408.62
1/25/2023	15157	Central Oregon	CoRE 3 Funding - Contribution to Regional EMS Training & Coord. Center	\$ 2,000.00
1/25/2023	15157	Central Oregon	Contribution to Regional EMS Training & Coord. Center	\$ 2,000.00
1/25/2023	15158	Columbia Bank	Sta 701 Debt Service Principal	\$ 190,000.00
1/25/2023	15158	Columbia Bank	Sta 701 Debt Service Interest	\$ 9,863.10
1/25/2023	15159	Cruz Jones	Reimb. books for winter term	\$ 213.99
1/25/2023	15159	Cruz Jones	Res. Vol. Mileage & Food Reimb. 01/2023	\$ 350.00
1/25/2023	15160	Dana Signs	HELMET lettering	\$ 84.00
1/25/2023	15161	Eastern Oregon University	910217779 - Spor Winter Term Tuition/Books	\$ 877.50
1/25/2023	15161	Eastern Oregon University	910227735 - Ulm Winter Term Tuition/Books	\$ 3,634.00
1/25/2023	15162	Ed Staub & Sons Petroleum	Fuel	\$ 1,399.40
1/25/2023	15163	Enerspect Medical Solutions, LLC	CAMP SHERMAN AED GRANT	\$ 250.00
1/25/2023	15164	Firepro	SERVICE CALL	\$ 45.00
1/25/2023	15164	Firepro	ANNUAL EXTINGUISHER SERVICE	\$ 429.00
1/25/2023	15164	Firepro	20# EXTINGUISHER GYR SERVICE/RECHARGE	\$ 85.00
1/25/2023	15164	Firepro	5# EXTINGUISHER HYDROTEST	\$ 60.00
1/25/2023	15165	LN. Curdis and Sons	Structure boots- Dickenson	\$ 213.69
1/25/2023	15166	Local Government Law Group, P.C.	Legal - Personnel	\$ 936.00
1/25/2023	15167	Marketing Umbrella LLC	SAFER: Digital Marketing Campaign Joint Recruitment Vols	\$ 29,250.00
1/25/2023	15168	Momentum Promo	Embroidery: Vols	\$ 292.50
1/25/2023	15168	Momentum Promo	Embroidery: Morris/Puller	\$ 67.50
1/25/2023	15169	Mountain Medical	Medical Physical - Dickenson	\$ 1,162.00
1/25/2023	15170	Municipal Emergency Services, Inc.	SEEK FIREPRO X TIC	\$ 4,024.95
1/25/2023	15170	Municipal Emergency Services, Inc.	TRUCK CHARGER FOR SEEK FIREPRO X TIC	\$ 1,500.00
1/25/2023	15170	Municipal Emergency Services, Inc.	LANYARD FOR SEEK FIREPRO X	\$ 232.00
1/25/2023	15171	Neuromusculoskeletal Center of the	Morris Drug Screen	\$ 61.00
1/25/2023	15172	Pacific Office Automation, inc	copies/kit - Konica	\$ 67.66
1/25/2023	15173	Quill	Office Supplies: labels and notepads	\$ 66.66
1/25/2023	15173	Quill	1099 Envelopes	\$ 25.99
1/25/2023	15174	SeaWestern, Inc.	BLOWHARD ELECTRIC PPV FAN	\$ 3,895.00
1/25/2023	15174	SeaWestern, Inc.	BLOWHARD ELECTRIC PPV FAN (RUMBERGER GRANT)	\$ 3,895.00
1/25/2023	15174	SeaWestern, Inc.	SAFER Vol: Heldschmidt Duty Boots	\$ 318.60
1/25/2023	15175	Solomon Byles	Reimb. books purchased for winter term	\$ 250.00
1/25/2023	15176	Systems Design	EMS Billing & Postage December 2022	\$ 1,274.22
1/25/2023	15177	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.66
1/25/2023	15178	Terminix	Pest control services - 704	\$ 89.00
1/25/2023	15179	Tewalt & Sons, Inc.	snow plowing - Sta 703 01/05/2023	\$ 100.00
1/25/2023	15179	Tewalt & Sons, Inc.	snow plowing/removal - Sta 701 01/06/2023	\$ 220.00
1/25/2023	15180	WCP Solutions	White folding towels and windex	\$ 127.60
1/25/2023	15180	WCP Solutions	Bath Tissue, spray bottle	\$ 87.19
1/25/2023	15181	Xpress Printing, Inc.	Business cards: Puller	\$ 78.91
1/25/2023	700022	US Bank - Visa	HARD SUCTION TRAYS & HARDWARE (734)	\$ 638.42
1/25/2023	700022	US Bank - Visa	DEMOLITION BLADES FOR SAWZALLS	\$ 118.00
1/25/2023	700022	US Bank - Visa	Active 911 subscription - Dickenson	\$ 16.32
1/25/2023	700022	US Bank - Visa	Ram ball mount for 791 iPad relocation	\$ 15.99

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/25/2023	700022	US Bank - Visa	Mounting rail for new MSA gas monitor calibration station	\$ 5.29
1/25/2023	700022	US Bank - Visa	Welcome basket for RV Dickenson	\$ 87.24
1/25/2023	700022	US Bank - Visa	Replacement feet for 723 generator	\$ 15.00
1/25/2023	700022	US Bank - Visa	Paramedic test prep - Ulm	\$ 34.00
1/25/2023	700022	US Bank - Visa	Home Depot credit for returned merch - PO 5309	\$ (419.00)
1/25/2023	700022	US Bank - Visa	Frutos EVT Training	\$ 60.00
1/25/2023	700022	US Bank - Visa	DEF fluid for ambulances	\$ 98.94
1/25/2023	700022	US Bank - Visa	Klosterman EMS course textbook	\$ 10.39
1/25/2023	700022	US Bank - Visa	Craig: Certified Training Officer Candidate fee	\$ 375.00
1/25/2023	700022	US Bank - Visa	Leadership Training - multiple personnel	\$ 600.00
1/25/2023	700022	US Bank - Visa	Leadership Training - multiple personnel	\$ 450.00
1/25/2023	700022	US Bank - Visa	Business lunches: Craig/Puller	\$ 107.00
1/25/2023	700022	US Bank - Visa	DEposit for accelerated para school - Van Lieu	\$ 2,000.00
1/25/2023	700022	US Bank - Visa	LIGHT BULBS FOR STA 701	\$ 92.93
1/25/2023	700022	US Bank - Visa	Irritant smoke for fit testing	\$ 133.93
1/25/2023	700022	US Bank - Visa	Cake for bdays: Jones, Harrison, Miller	\$ 14.99
1/25/2023	700022	US Bank - Visa	Paper towels	\$ 45.98
1/25/2023	700022	US Bank - Visa	Leadership Training - Ast/Cunningham	\$ 450.00
1/25/2023	700022	US Bank - Visa	IFSTA Passenger Extrication Text	\$ 81.00
1/25/2023	700022	US Bank - Visa	Clarke NREMT Fee	\$ 25.00
1/25/2023	700022	US Bank - Visa	Business lunch: Puller	\$ 14.88
1/25/2023	700022	US Bank - Visa	COFFEE (MONTHLY ORDER)	\$ 129.00
1/25/2023	700022	US Bank - Visa	Bicycle Helmets for Bike Safety Fair	\$ 342.65
1/25/2023	700022	US Bank - Visa	Carva: Volunteers Needed Banners	\$ 290.00
1/25/2023	700022	US Bank - Visa	Spor Winter Term Books	\$ 237.25
1/25/2023	700022	US Bank - Visa	Turbo tax Business - 1099 pre	\$ 120.00
1/25/2023	700022	US Bank - Visa	701 eyewash station supplies	\$ 48.98
1/25/2023	700022	US Bank - Visa	Microsoft 365 subscription	\$ 16.50
1/25/2023	700022	US Bank - Visa	Halogen light bulbs	\$ 16.34
1/25/2023	700022	US Bank - Visa	Frutos EVT Training	\$ 60.00
1/25/2023	700022	US Bank - Visa	Certificate paper leadership class	\$ 23.98
1/25/2023	700022	US Bank - Visa	Dickenson nametag	\$ 19.98
1/25/2023	700022	US Bank - Visa	Frutos Fire Apparatus & Maintenance Inspection Class	\$ 467.50
1/25/2023	700022	US Bank - Visa	Frutos Fire Apparatus & Maintenance Inspection Class	\$ 30.00
1/25/2023	700022	US Bank - Visa	Frutos Fire Apparatus & Maintenance Inspection Class	\$ 20.01
1/25/2023	700022	US Bank - Visa	Domain registration annual fee	\$ 15.99
1/25/2023	700022	US Bank - Visa	Blaious - Remote work subscription	\$ 44.00
1/25/2023	700022	US Bank - Visa	Miller - SDAO Conference Fee	\$ 140.00



Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/31/2023	1	Amb Rcvbl to Actual	1-00-0-1120	Ambulance Receivables	2,933.88	
01/31/2023	2	Amb Rcvbl to Actual	1-00-0-1180	Allowance for Uncollectible Am	.00	1,488.84
01/31/2023	3	Amb Rcvbl to Actual	1-01-0-41100	Ambulance Revenue	.00	1,488.84
<b>Total JOURNAL ENTRIES (JE):</b>					<b>2,933.88</b>	<b>2,933.88</b>
References: 3 Transactions: 3						
<b>Grand Totals:</b>					<b>2,933.88</b>	<b>2,933.88</b>

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

## Ambulance Receivable as of January 31, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	242,660.44
Payments received	41,917.20
Adjustments	73,551.12
New Charges	118,402.00
<b>ENDING Ambulance Receivable</b>	<b>245,594.12</b>

**Total # of Transports** **62**

### Adjustments

Medicare/Medicaid	68,973.48
Collection	4,181.00
Bankruptcy/Other Writeoff	-
FireMed	396.64
<b>Total Adjustments</b>	<b>73,551.12</b>

### Outstanding Accounts By Age

CURRENT	152,704.22
31 to 60 days	31,844.08
61 to 90 days	13,783.72
91 to 120 days	14,875.71
OVER 120 days	32,386.39
<b>Total Outstanding as of 01/31/2023</b>	<b>245,594.12</b>

**Engine Response Billing as of January 31, 2023**

<b>Beginning Engine Response Rec</b>	<b>2,822.50</b>		
<b>Payments received</b>	-		
<b>Adjustments</b>	-		
<b>New Charges</b>	<b>1,120.00</b>		
<b>ENDING Engine Response Rec</b>	<b>3,942.50</b>		
Total # Billed In 2018/19			18
Total # Billed In 2019/20			7
Total # Billed In 2020/21			12
Total # Billed in 2021/22			3
<b>Total # Billed in 2022/23</b>	<b>9</b>		
Total Billed 2018/19		\$	5,259.38
Total Billed 2019/20		\$	2,437.50
Total Billed 2020/21		\$	2,700.00
Total Billed 2021/22		\$	1,275.00
<b>Total Billed in 2022/23</b>	<b>\$ 2,120.00</b>		
Total Received 2018/19		\$	3,209.38
Total Received 2019/20		\$	1,125.00
Total Received 2020/21		\$	2,550.00
Total Received 2021/22		\$	250.00
<b>Total Received 2022/23</b>	<b>\$ 877.50</b>		
2018/19 % Collected			61%
2019/20 % Collected			46%
2020/21 % Collected			94%
2021/22 % Collected			20%
<b>2022/23 % Collected to Date</b>	<b>41%</b>		



**Minutes of the Safety Committee of the  
Sisters-Camp Sherman Rural Fire Protection District  
January 18, 2023**

1. **Call to order**
  - a. Chief Craig called the meeting to order. Attending: Fire Corps Member Tom Herrmann, Chief Craig and Executive Assistant Julie Spor. Absent: Captain Myers, Fire Medic Ward, Fire Medic Frutos and Lieutenant Clarke.
2. **Minutes Review**
  - a. The December 2022 Meeting Minutes were reviewed and approved with no changes.
3. **Accidents/Injuries**
  - a. None.
4. **New Business**
  - a. Ice Rescue. This item will be carried forward to the February meeting. The incident involved a horse that was stuck in the ice. Two responders were initially on-scene and had a lot of equestrian experience. Chief Craig and FF/Engineer Millar met to discuss potential policy preparation. The draft policy will include ice rescue and large animals.
5. **Old Business**
  - a. Laser Eye Install. Staff has begun the process to get bids on installing laser eyes on all garage doors. We will update as he moves through that process.
  - b. Near Miss Report. Chief Craig and Engineer/Medic Frutos will need to complete this report and it will be carried forward to the next meeting.
  - c. SCBA Checks Update. Engineer/Medic Ward has been working on a better process and check-it software will help track going forward.
  - d. Smoke Policy Revisions. No updates. Carry forward to next meeting.
6. **New Meeting Date Discussion.** The Committee is running into issues having the meeting date/time directly after Staff Meeting. EA Spor will send out a message to all the committee members soliciting feedback on moving meeting date to either third Tuesday of the month or third Thursday of the month.
7. **Adjourn.** No further business was discussed and the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Julie Spor, Executive Assistant

**Sisters-Camp Sherman Fire and Ambulance Association  
Minutes of the Regular Meeting – Tuesday – January 10, 2023**

**1. Call to Order**

The meeting was called to order at 1759 by Treasurer Anna Westburg.

**2. Review and Approval of July Minutes**

The Minutes for December were presented. Motion to approve by Margie Lombardo, second by Ralph Salisbury. The meeting then approved the minutes unanimously.

**3. Chief's Report – Chief Johnson**

- Firefighter-Paramedic entry level test being conducted
- Part-time Firefighter EMT announcement forthcoming
- Chief Craig submitted for DPSST Firefighter recertification
- Grateful for Spirit of Christmas Giving and Christmas Dinner help
- Two grants in process to add staffing to the organization, plus one grant application for type 3 engine submitted to OSFM
- Chief Craig meeting with fire engine manufacturers for new engine specifications
- Julie Spor completed Standards of Coverage data report for 2022
- Welcome to Jeff Puller, District Recruitment and Retention
- Awards Banquet is March 31 at Five Pine

**4. Correspondence**

- None

**5. Treasury Report**

Treasurer Anna Westburg will present a financial update at the next meeting.

**6. Committee Reports**

- Fire Corps Project Hours for 2022 totaled 3,428 (Beverly Halcon)
- Fire Corps meeting next Monday re: Strategic Meeting outcome, and training scheduled for February 10-11

**7. Old Business**

- Spirit of Christmas Giving 2022 and Christmas Dinner events were very successful

## **8. New Business**

- **Renewal of Annual "Jim Gentry" Sisters Student Scholarships of \$3,000, now requires a 7% fee (\$210). Motion to approve additional cost by Ernie Halcon, second by Ben Duda. The meeting then approved the motion unanimously.**
- **Matching gift for funds (to total \$2,500) raised for Sisters family involved in MVA before Christmas. Motion to approve by Ralph Salisbury, second by Pat Burke. The meeting then approved the motion unanimously.**
- **Gift donation to COPC deferred to February meeting for additional information**
- **Purchase of pocket masks deferred to February meeting for additional information**

## **9. Good of the Order**

- **Christy Davis, working with Doug Green on inspections/certifications, possible prevention scholarship**

**There being no further business, the meeting closed at 1834. The next Association meeting is tentatively scheduled for Tuesday, February 21 and will be confirmed in due course.**

**Signed: \_\_\_\_\_**

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## CORRESPONDENCE

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## Lt. Chris Salisbury USMC Foundation

A Private Family Foundation – We do not accept donations

January 30, 2023

Sisters-Camp Sherman Fire District

Attn: Chief Craig

701 Elm Street

Sisters, OR 97759

Chief Craig;

Just a brief note to thank you for your permission and help in getting your Resident Volunteers to assist me with transportation and overnight 'monitoring' after my medical procedure. I am grateful to Campbell, Braydon, Jake, and Cruz for their patience and kindness while assisting me. There is a genuineness among your staff that is rare today.

Thank you again.

A handwritten signature in cursive script, appearing to read "Robert".





**Congratulations you submitted 100% of your 2022 reports on or before their due dates. This is a huge accomplishment that I truly appreciate.**

**Thank you for your partnership with PERS and a great reporting year!**

A handwritten signature in black ink, appearing to read "W. Edgely", is written below the text.

Roger -

Thank you so much for your support of SB 728, & taking the time to share your testimony. You are always such a tremendous advocate for our firefighters - especially our volunteers! - and your testimony truly helped paint the picture of how needed legislative action is to better support our rural districts.

Thank you!

Jami Cate

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# ADMINISTRATION

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# Staff Report

## #SR-23-1

**Issue:** Volunteer Recognition Plaque

**Date:** February 21, 2023

**Initiator:** Roger Johnson

**Contact Person:** Roger Johnson

**Background:** Volunteer recognition and retention is a priority for the fire district as it is far more effective to retain volunteers for a long period of time versus continually onboarding and training new members. In an effort to recognize and encourage volunteers who make significant contributions to the fire district, staff is recommending the creation of a Distinguished Service plaque. A bronze plaque would be purchased for each fire station which would have the names of volunteers added who meet certain criteria. The names would remain on the plaque for the life of the program as long as volunteers continue to meet the qualifying criteria.

Attached to this staff report is a draft policy (2-6-6) that would provide the guidelines for the program. I am seeking Board direction on a couple key elements of the proposal, specifically;

1. Do you want to include recognition to people who make significant monetary contributions to the District?
2. What length of service would you like to be the minimum service period for recognition?
3. Other recommendations the Board may have.

I have spoken to the Fire & Ambulance Association about potentially funding the purchase of the plaques which are \$ 2,345 each. I am hopeful to have a response from the Association prior to the Board meeting. If the Association is unable to fund the plaques, I would recommend that funds be utilized from the Building Reserve Fund to cover the initial purchase and installation of the plaques.

**Recommendation from staff:** Staff recommends the Board approve draft policy 2-6-6.

**Possible Motion:** Move to approve Book 2 Policy 2-6-6 with modifications as discussed.

### BUDGET IMPACT

If the Association funds the purchase of the plaques, the only cost to the District will be for the purchase of the customized nameplates, which is estimated to be approximately \$205 per name. If the District funds the plaques and the nameplates, the estimated cost to the District will be \$7,035 plus an estimated \$205 per name, funded through the Building Reserve Fund.

**6.00 PURPOSE:**

The purpose of the policy is to establish the Distinguished Service and Benefactor Award.

**6.01 RESPONSIBILITY:**

It will be the responsibility of the Fire Chief to recommend to the Board of Directors, volunteers and community members who meet the criteria for recognition under the policy. The Board of Directors are responsible for granting or denying recognition under this policy.

**6.02 POLICY:**

It is the policy of the Sisters-Camp Sherman Rural Fire Protection District (District) to recognize members of the organization who have made substantial contributions to the success of the organization. The District will also recognize community members who have made a "substantial gift" to the District to further its mission. The term "substantial gift" is not defined as a set dollar amount, but is meant to be flexible, and account for monetary, or in kind contributions.

In support of this policy, the District will install a bronze plaque on each District fire station where names of award recipients are listed. Award recipients can select the fire station they would like the award to be displayed.

**6.03 AWARD SELECTION CRITERIA:**

While the Board of Directors has full discretion on granting the award, the following criteria outline minimum requirements for recognition:

- 30 years or more of volunteer service in a response or governance role, or
- Providing a "substantial gift" to the organization, or
- Volunteer service less than 30 years with significant impacts to the organization, or
- Line of duty death of operational personnel.

**6.04 AWARD REMOVAL:**

Award recipients' names will be removed from the station plaque if they are convicted of a felony or participate in other egregious conduct that could bring discredit to the District. The decision to remove a name from the station plaque rests solely with the Board of Directors at their discretion.

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# FIRE CHIEF REPORT

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**FIRE CHIEF'S REPORT**  
**MONTH-FEBRUARY, 2023**

**I. FIRE ACTIVITY STATUS:**

**No noteworthy fires to report**

**II. NOTEWORTHY OPERATIONAL EVENTS:**

**No noteworthy operational events for the 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. Sisters Fire District Association meeting.
- c. Oregon Fire Chiefs Association board meeting.
- d. SIEC Executive Committee meeting.
- e. Shift Commander coordination meeting.
- f. Multiple Oregon Fire Chiefs Legislative Committee meetings.
- g. OSFM mobilization plan update meeting.
- h. Fire Corps strategic planning follow up meeting.
- i. Kiwanis foundation board of directors meeting.
- j. ODF statewide burn permit application meeting.
- k. Western Fire Chiefs Association Wildfire Policy Committee meeting.
- l. Oregon wildfire detection camera meeting.
- m. OR-Alert governance meeting.
- n. Sisters Vision Implementation Team meeting.
- o. OSFM Mobilization Committee meeting.
- p. Two legislative meetings at the capitol.
- q. SIEC Broadband Committee meeting.

**IV. SPECIAL PROJECTS UPDATE:**

1. The 82<sup>nd</sup> Oregon Legislative Assembly has convened for the 2023 session. I am leading the Oregon Fire Chiefs Association Legislative Committee this year which will take some additional time and occasional trips to Salem. I am trying to focus my energy on legislation that directly impacts the District, and utilize other committee members to lead issues not directly connected to our agency. Some key legislation we are currently working on include:

- a. SB 509- This is a follow up bill to SB 762 and is sponsored by Senator Golden. The bill implements a community risk reduction program and establishes funding for these efforts.
  - b. SB 82- Is an insurance reform bill that would require insurers to notify policy holders the reason for non-renewal and recognize mitigation efforts undertaken. There is discussion of including language prohibiting insurance companies from using the wildfire risk map.
  - c. We are working with Legislators on two different annexation bills that could lead to a study on modernization of RFPD statutes. This study would examine the taxation of undeveloped lots within fire district boundaries. Our fire district currently loses approximately \$100,000 per year in tax revenue on undeveloped lots.
  - d. We are also working to support SB 728 that would provide a \$1,000 volunteer tax credit to volunteer firefighters who meet certain criteria for training and response.
2. Doug and I are continuing to meet with the Fire Corps and help them structure their group in a more efficient manner with expanded opportunities for leadership of individual programs. These efforts are aligned with the strategic planning process the Fire Corps participated in.
  3. Julie and I met with ODF, Western Fire Chiefs Association and OSFM staff in Salem to present our burn permit application to ODF leadership. ODF has received a grant to implement a standardized permitting platform across multiple counties and they wanted to see what we were using. Julie did a great job of reviewing how the application is used and managed on the administrative side. I believe the presentation was well received and Deschutes and Jefferson County may be funded for a pilot project.
  4. Julie has completed the Medicare audit report.
  5. FirstNet is celebrating the completion of their 5 year build out of FirstNet towers in Oregon with an event in Camp Sherman on March 10, 2023 at 1300 hrs. Directors are invited to attend the event.
  6. I am working with FirstNet and the Oregon Hazards Lab in an effort to install an Alert Wildfire detection camera on the Camp Sherman FirstNet tower.
  7. Chief Puller has jumped into the recruitment and retention job with both feet and has been busy scheduling training classes for volunteers and facilitating



updates to the District website. Chief Puller is also working on joint recruitment for the coming school year.

8. Chief Craig is managing the firefighter paramedic and part-time firefighter EMT selection processes. We currently have two openings for career firefighters. We are planning to have the process completed by March 1<sup>st</sup>.
9. The District awards banquet is scheduled for March 31<sup>st</sup> at 6:00 P.M. at Five Pines.

V. VOLUNTEER STATUS:

1. We currently have one volunteer application in process and five volunteers scheduled for the spring academy.

VI. OTHER:

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# **FIRE SAFETY MANAGER REPORT**

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## **Community Risk & Fire Safety Manager Report**

**January 2023**

### **Pub Education Report & Fire Corps:**

- A fairly quiet January as Fire Corps gears up for a busy 2023.
- The new organizational chart for Fire Corps has been completed and we are fielding questions and comments from the group.
- This will go into effect within the next month.

### **Public Event Permit Applications Review:**

- 2 for summer 2023

### **New Construction Plan Review**

- Consultation on new elementary school
- 3 County land use reviews
- 2 City of Sisters land use reviews
- 2 final inspections of commercial remodel
- 1 Final Plat approval
- 1 Conditional Use applications

### **Other Fire Safety & Prevention Duties:**

- The fire prevention student intern position is off and running. We have one candidate who is interested in pursuing the position.
- Continue to field questions regarding insurance companies raising rates or threatening to end coverage.
- 1 Knox-box lockup
- 1 new construction pre-app meetings
- Continued inquiries regarding houseless winter shelters.

- **Assisting ODF in Firewise support**
- **4 Fire Department annual inspection**
- **0 Fire Department access in rural area consult**
- **Follow up on NOV's**
- **Follow-up a several code and citizen complaints.**
- **2. Independent Contractor Fire Safety Compliance Inspections**

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## **PRESIDENT'S REPORT**

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**Candidate Filing  
District**

**SEL 190**

rev 08/22  
ORS 255.235

**ⓘ** This form must be filed with county elections official. All information must be completed or the form will be rejected.

**2023 District Election Filing Dates**

**Candidate Filing** February 4, 2023 to March 16, 2023

**Withdrawal Date** March 16, 2023

This filing is an

**Original**

**Amendment**

**Office Information**

Filing for Office of:

District, Position or County:

**Filing Information**

Filing with the required \$10.00 fee

Prospective Petition

**Candidate Information**

**Name of Candidate**

First

MI

Last

Suffix

**How you would like your name to appear on the ballot**

**Candidate Residence/Route Address**

Street Address

City

State

Zip

**Candidate Mailing Address and Contact Information**

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Fax

Email Address

Web Site, if applicable

**Race and Ethnicity *Optional***

**Occupation (present employment) If no relevant experience, None or NA must be entered.**

**Occupational Background (previous employment) If no relevant experience, None or NA must be entered.**

**Educational Background (schools attended) If no relevant experience, None or NA must be entered.**

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

**Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.**

--

**Campaign Finance Information (not applicable to candidates for federal office)**

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

*By signing this document, I hereby state that:*

- I will qualify for said office if elected
- All information provided by me on this form is true to the best of my knowledge



**Warning**

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

## Candidate's Statement for County Voters' Pamphlet (2022)

Name of Candidate \_\_\_\_\_

Office \_\_\_\_\_ Position/Zone No. \_\_\_\_\_

District \_\_\_\_\_

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### Part One: Required Information (shall be typed)

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**Occupation (Present Employment – Paid or Unpaid)**

**Occupational Background (Previous Employment – Paid or Unpaid)**

**Educational Background (Schools Attended, Last Grade Completed; Degree(s), If any)**

**Prior Governmental Experience (Elected or Appointed)**

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By signing this form I HEREBY CERTIFY THAT all information supplied by me about my occupation, occupational and educational background, and prior governmental experience is true to the best of my knowledge.

Any person, who supplies any information in this part, knowing it to be false, is subject upon conviction to imprisonment for up to five years or a fine of \$125,000 or both.

X \_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Candidate Name (printed)

\_\_\_\_\_  
Date





## Instructions

1. **The Candidate's Statement shall be typed. The text of the statement will be printed as submitted.** The County Clerk's office will not correct errors in spelling, punctuation, grammar, or syntax. No corrections to these errors will be allowed after the filing deadline. Please **proof** your submission before filing.
2. The combined word count total for **Part One** (Required Information) and **Part Two** (Optional Information) shall not exceed 325 words/numbers. This word count **includes the eight words** in the headings of **Part One** (Occupation, Occupational Background, etc.).
3. Generally, anything with white space around counts as a word. Hyphenated words that are listed in a dictionary as one word and can be used either with or without a hyphen will count as one word. All other hyphenated words will count as more than one word.
4. **Completing and submitting the forms:**
  - a. At a minimum, one candidate signature is required if not submitting optional Part Two.
  - b. When submitting both **Part One** and **Part Two**, the candidate must sign and date both parts of the form.
  - c. The required, Part One, and optional, Part Two, information may be submitted on a separate piece of paper. Part One, Part Two and additional sheet(s) **must** be signed and dated.
  - d. Indicate on the form in the area designated for required information "SEE ATTACHED". **If using additional sheets, again, the additional sheet(s) must be signed and dated as well.**
  - e. Print, sign and submit original form(s) with payment to:
 

Deschutes County Clerk's Office  
1300 NW Wall Street, Suite 202  
PO Box 6005  
Bend, OR 97708-6005
  - f. Email form(s) in a word processing format (.docx, .doc, .rtf, .txt) to: **Fillings@deschutes.org**
5. Use semicolons (;) to separate items such as jobs, organizations, dates, etc.
6. The word "None" must be used in any section which does not contain any information. The word "None" shall count as part of the word/number count.
7. All information cited or quoted from previously published material **shall include** the source and date of publication. (Example: *The Oregonian*, January 2, 2006.)
8. Any endorsement by an individual or an organization, which was not previously made public, shall be accompanied by an Endorsement Form authorizing the use of their name and/or organization in the text of the statement.
9. The Candidate's Statement will not be returned to the candidate for proofreading.
10. The Candidate's Statement, photographs and filing fee **shall be filed no later than 5:00 p.m. on the filing deadline shown in the table below.**

ELECTION:	March 8, 2022	May 17, 2022	August 23, 2022	November 8, 2022
Deadline for candidates that file candidacy with County Clerk's Office:	January 10, 2022	March 10, 2022	June 27, 2022	September 1, 2022
Deadline for candidates that file candidacy with a City, Department of Agriculture or other:	January 10, 2022	March 21, 2022	June 27, 2022	September 12, 2022

11. The Candidate's Statement will not be accepted without the filing fee:

<b>County and City Offices</b>	
<b>Electoral District's Active Voter Registration</b>	<b>Candidate Fee</b>
Less than 1,000 within the county	\$25
1,000 to 9,999 within the county	\$50
10,000 to 49,999 within the county	\$100
50,000 and over within the county	\$300

<b>Special Districts</b>	
Salaried Position	\$100
Non-Salaried Position	\$25

12. A refund may be requested by the person who paid the filing fee no later than the last day for filing the Candidate's Statement. If a refund is made, the Candidate's Statement will not be printed in the Voters' Pamphlet.

13. If a candidate desires to provide a photograph, the candidate shall provide **two (2) identical photographs (black and white)**, not later than 5:00 p.m. on the filing deadline. 5" x 7" portrait style photographs are recommended.

**Photographs Must:**

- a. Be less than four (4) years old when it is filed;
- b. Be reproducible to a finished black and white picture which is not smaller than 1.5 inches by 1.75 inches;
- c. Have a plain background (Note: A grey background reproduces the best); and
- d. Show the face, neck and shoulders only.

**Photographs Must Not:**

- a. Include the hands or anything held in the hands;
- b. Show the wearing of a judicial robe, hat, or military, police or fraternal uniform; or
- c. Show the uniform or insignia of any organization.

14. Any cost incurred for retouching the photographs to meet the requirements will be billed to the candidate.

15. Candidate's Statements shall become public record on the 4<sup>th</sup> business day after the filing deadline (ORS 251.430).

16. The Election Official shall reject any Candidate Statement (ORS 251.415) which:

- a. Contains any obscene, profane or defamatory language;
- b. Incites or advocates hatred, abuse or violence toward any person or group; or
- c. Contains any language which may not legally be circulated through the mails.

17. Voters' pamphlets are prepared county by county. If your name will appear on the ballot in more than one county, and you wish to have your statement and photograph in more than one county's voters' pamphlet, you must contact each individual county for information on the appropriate forms.

**Candidate Statement / Measure Argument Endorsement Form  
Deschutes County Voters' Pamphlet**

ORS 251.405

Primary Election 20\_\_\_\_

General Election 20\_\_\_\_

Special Election \_\_\_\_\_

(date)

**Endorsement for:**

Candidate's Statement: \_\_\_\_\_  
(name of candidate)

Measure Argument: \_\_\_\_\_  
(measure # and name of person who furnished argument)

**Designation Box**

**Type or print the name of person and/or organization person is authorized to represent exactly as it should appear in the voters' pamphlet statement or argument. An organization's name should be used only if the organization is endorsing the argument or statement. The person's title must also be listed if it is to appear in the voters' pamphlet statement or argument.**

I consent to the use of my name or the name of the organization I am authorized to represent exactly as it appears in the Designation Box above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Note: Submitting A False Signature On This Statement Is A Violation Of ORS 251.405.**

For Office Use Only

## Endorsement Instructions

**If the name of a person or organization is used in your candidate statement or measure argument, you must either:**

1. Use the name of the person or organization with a quotation made by the person on behalf of the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the statement or argument and it must be identified in the statement or argument by its source (such as the name of the newspaper in which it appeared) and date of dissemination/publication. Examples for identifying the source of a quote are:

James Joyce, *The Oregonian*, 1/22/90

Bob Dole, *Time Magazine*, July 7, 1997

John F. Kennedy, *Profiles in Courage*, 1960

OR:

2. File an Endorsement Form signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of the name of the person or organization in the statement or argument. An organization's name should only be used if the organization is endorsing the statement or argument.

**This Endorsement Form must be filed with the statement or argument it relates to by the voters' pamphlet filing deadline.**

**Attention:** If an Endorsement Form is not received, the person or organization whose name is mentioned will be edited from the candidate statement or measure argument. If the information contained in the Designation Box on the front of this Endorsement Form does not match what is printed in the statement or argument, the statement or argument will be edited to match the Designation Box.

Sisters-Camp Sherman R.F.P.D. Board of Directors,

Special Districts Association of Oregon, through their Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors and may include all aspects from recruitment to final contract negotiations with the final candidate. The purpose of this letter is to provide board members with a general outline of the recruitment and hiring process for your next CEO.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process. (Public Session)
2. Review/develop benefit package for position. (Public Session)
3. Determine recruitment/hiring process to be conducted. (Public Session)
4. Determine selection/screening process: (Public Session)
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached resumé and application.
7. Review resumes to ensure candidate meets minimum standards outlined in job description.
8. All applications and resumes reviewed by individual board members.
9. Apply appropriate scoring throughout the recruitment process
10. Perform reference checks on selected semifinalists.
11. Board interviews of finalists (may be done in Executive Session per ORS 192.660 if steps 1- 4 were done in Public Session).
12. Contingent job offer presented to final candidate. (Public Process)
13. Complete background check/medical/physical/technical confirmations completed.
14. Contract negotiations, tentative agreement.
15. Contract approved by board of directors. (Public Process)
16. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Consulting Services Program of SDAO is willing to facilitate and assist member districts with the process if desired. Please email us for more information [sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com). We look forward to hearing from you.

**Special Districts Association of Oregon  
Consulting Services Program  
Management Recruitment Facilitation Process**

1. Meet with Board and/or search committee to discuss process:
  - Is Job Description up to date? (HR Answers and/or SDAO HR)
  - Is position benefit package up to date? (Equal pay analysis)
  - Develop process timeline.
  - Determine travel reimbursement for candidates
  - Determine if a Background check will be required (Bio-Med)
  - Discuss how evaluation points will be applied
  - Assist District with development of interview/selection process for semi-finalist
    - Panel Interviews-Community/Technical
    - Board only interviews
  - The Board is ultimately responsible for the selection of candidates, semi-finalists, and the finalist. SDAO only facilitates the process.
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to the District.
  - Help District determine recruitment advertising methods, paid site, and newspapers etc. applicable for their District. (District Cost)
4. Receive letters of interest and resumes at SDAO Tigard office.
  - Collect
  - Review to ensure completeness
  - Apply Veteran Preference Points
  - Prepare for distribution to Board/Search Committee
5. Meet with Board/Search Committee to screen candidates and select semi-finalist.
  - Board to evaluate and rate candidates
  - Collect evaluations and apply appropriate points (SDAO)
  - Invite selected candidate to interview process (SDAO or District)
  - Contact the candidates that did not move forward to the interview process (SDAO or District)
6. Facilitate interview/selection process at site determined by District Board.
7. Assist Board with final selection of new District Manager
  - Background check as requested (Bio-Med)
  - Arrange site visits if required
8. Assist Board and/or search committee with on-boarding new employee

**Special Districts Association of Oregon  
Consulting Services Agreement**

This Agreement ("Agreement") is made effective as of \_\_\_\_\_, 2023 by and between the Special Districts Association of Oregon (SDAO) 727 Center St NE, Salem Oregon 97301 and Sisters-Camp Sherman R.F.P.D. PO Box 1509 Sisters, OR 97759. In this Agreement, the party who is contracting to receive services will be referred to as "Sisters-Camp Sherman R.F.P.D." and the party who will be providing the Services will be referred to as "SDAO"

1. **DESCRIPTION OF SERVICES.** Beginning on \_\_\_\_\_, SDAO will provide to Sisters-Camp Sherman R.F.P.D. the following services (collectively, the "Services") specified in the attached scope of work:

*Management Recruitment – Fire Chief*

2. **PAYMENT FOR SERVICES.** In exchange for services Sisters-Camp Sherman R.F.P.D. will pay compensation to SDAO for the Services in an amount not to exceed \$5,000.00. This will be payable in a lump sum upon completion of the Services.
3. **TERM.** This Agreement will terminate upon completion of project by SDAO. Contract terms will be defined in the scope of work.
4. **CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to Sisters-Camp Sherman R.F.P.D. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to Sisters-Camp Sherman R.F.P.D. all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

5. **LIMITATION OF LIABILITY.** Except for Consultant's confidentiality, Consultant's total liability to Sisters-Camp Sherman R.F.P.D. shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.
6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.
7. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and



unenforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

- 8. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
- 9. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
- 10. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
- 11. **SIGNATORIES.** This Agreement shall be signed on behalf of Sisters-Camp Sherman R.F.P.D. by Chuck Newport Board of Directors and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chuck Newport  
Board of Directors

Special Districts Association of Oregon

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Frank Stratton  
Executive Director

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## OTHER BUSINESS

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