



## **AGENDA**

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

**March 21, 2023 – 5:00 p.m.**

**Via Zoom: <https://zoom.us/j/98261409605?pwd=RVh4M2NOUFM2L2NCLzBENUZJbDRodz09>**

- 1. Open the Regular Meeting**
- 2. Board Elections**
- 3. Audit Review – Tracy Jones, Pauly Rogers & Co. PC**
- 4. Consent agenda**
  - a. Administrative Summary**
  - b. Dashboard Report**
  - c. February 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. February 2023 Association Meeting Minutes**
- 5. Correspondence**
  - a. Bates letter**
- 6. Administration**
  - a. 2023/2024 Budget Calendar**
  - b. Budget Committee Vacancies**
  - c. Staff Report: SR-23-3 Salary Survey**
  - d. 2023/2024 Draft Goals**
- 7. Fire Chief Report**
- 8. Fire Safety Manager report**
- 9. President's Report**
- 10. Other business**
- 11. Adjourn meeting**

# Administrative Summary for Consent Agenda

## February 2023 Data

Minutes - No changes.

### Revenue & Expenditure Dashboard Report

- Revenue is tracking at 102% of budget. Expenditures are tracking at 62% of budget. Target goal for end of February is at 67%.

### Operations Overview Dashboard Report

- Emergency fire-related response is up over last year emergency medical responses and transports declined over the past two years.
- There was a total of 109 calls in February.
- A total of 24 7PC's were called in February and move-ups requested by the District decreased to five 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 \$4,371,957.59 at the end of February. The interest rate increased to 3.75%

#### LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$64,180.32.

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

- Total sum of funds in the old (ending 7070) US Bank checking at the end of February balances with the bank and totals \$46,382.86.

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

- Total sum of funds in the new (ending 8849) US Bank checking at end of February balances with the bank and totals \$254,966.02.

### Operating Fund Summaries

#### Revenue

- Property taxes are at 99% of budget as of February 28, 2023. Another large payment is expected in May.
- Ambulance revenues are higher than anticipated for this time of the budget cycle at 88%.
- Interest income is doing well with increased interest rates for the LGIP.
- The District received a SAFER grant reimbursement in the amount of \$140,329.

### 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 AFLAC pass-through payment and orthodontia withholding payment both should clear in March.
- Miscellaneous liabilities are related to employee donations and will clear quarterly.

### Check Register

- Check number: 15207 to SDIS. This is the annual property/liability insurance payment.
- Check number: 15214 to Temp-Rite Mechanical. This was for the replacement filters for the Station 701 HVAC system. Approved per Resolution 2022-2023-006.

- Check number: 15217 to Tim Wonderly Painting Co, LLC. Final payment on the Station 703 Interior paint project.

**Adjusting Journal Entries**

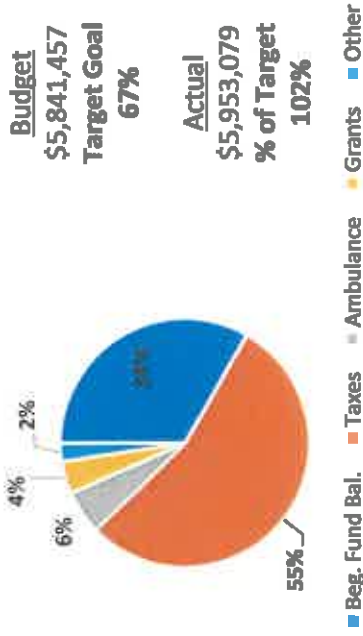
- Entry for ambulance receivables to actual.
- Entries for transfer from Equipment Reserve Fund for AFG grant purchases.
- Entry for transfer from Building Reserve Fund for Station 703 Interior Paint Project and Station 701 HVAC Filter Replacement Project.

**Ambulance Report** - Total of 38 transports for February.

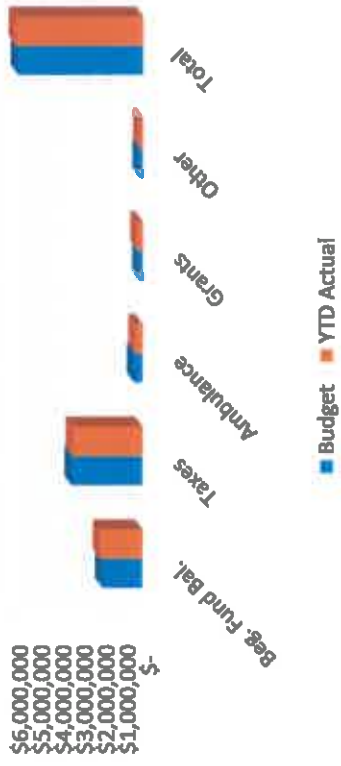
**Engine Response Report** – Four new charges and one new payment for February.

# REVENUE & EXPENDITURE OVERVIEW - AS OF FEBRUARY 2023

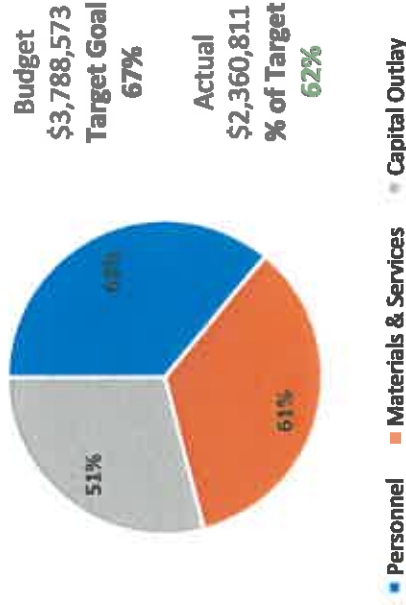
22/23 Actual Revenue as % of Budget



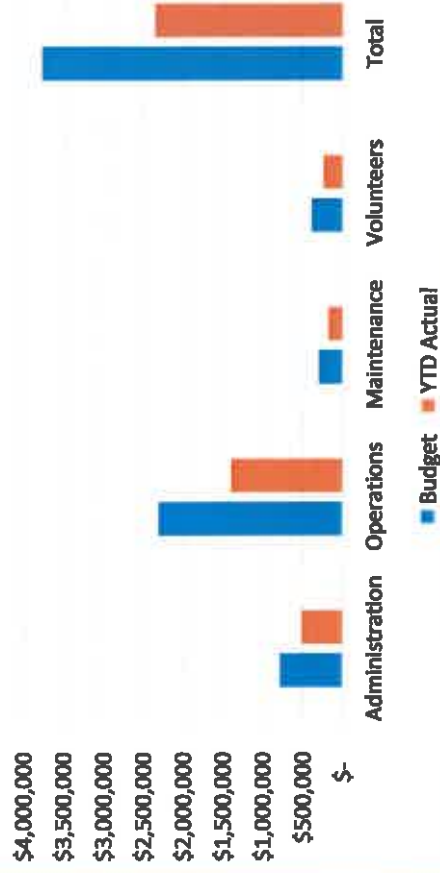
Budget vs. Actual Revenue - Year to Date



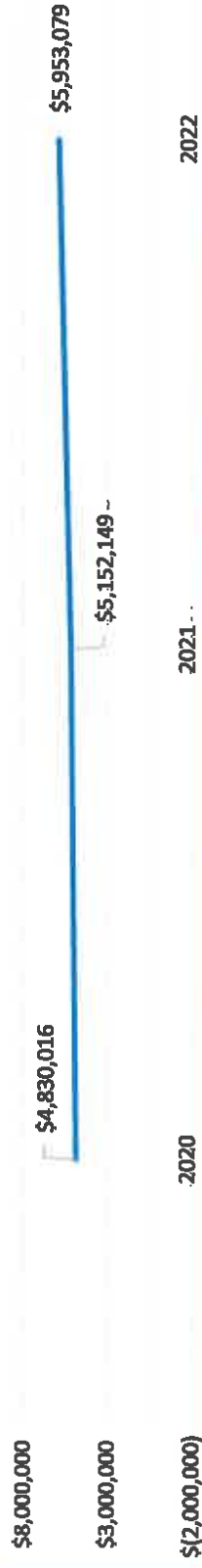
22/23 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

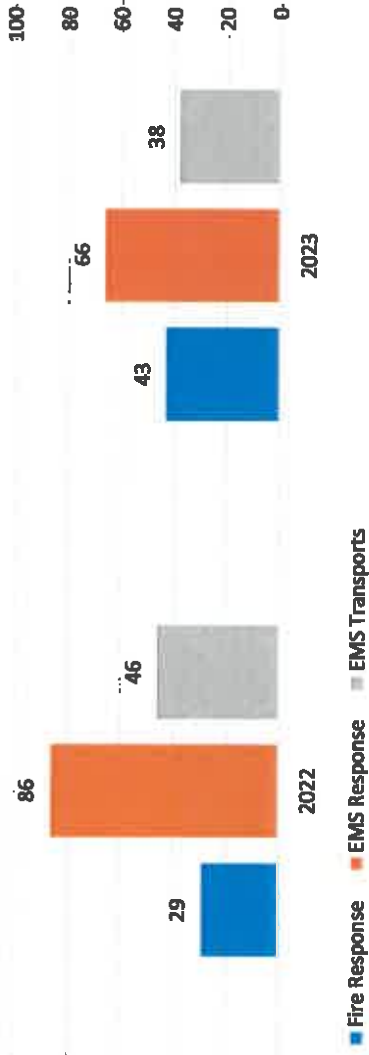


Total Revenue - 3 Years - As of February 28, 2023

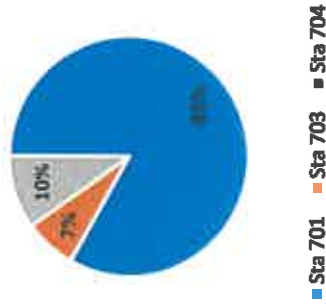


# OPERATIONS OVERVIEW - AS OF FEBRUARY 28, 2023

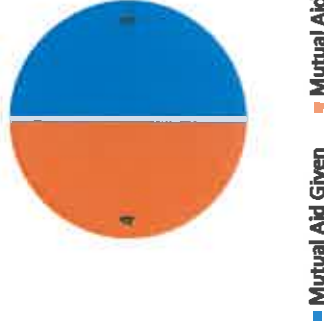
Responses by Type - 3 Years



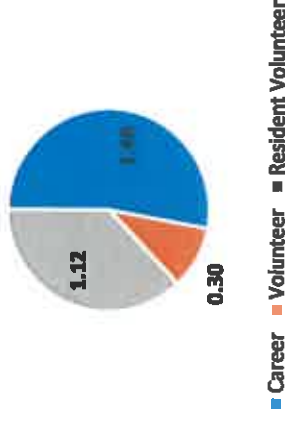
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

28

## Callback Overview

Personnel Callbacks (7PC's) = 24  
 7PC's Staffed with ALS Staffing = 9  
 7PC's Staffed with Engine Staffing = 8  
 Move-Ups = 5

Ave Personnel on Standby

5.34



**Minutes of the Board of Directors of the  
Sisters-Camp Sherman Rural Fire Protection District  
February 21, 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, Director Sutton (via Zoom), Executive Assistant Spor, Chief Johnson, Deputy Chief Craig, Fire Safety Manager Green and Eng/Medic Frutos. Guests: Jeff Griffin from Wilson Heirgood and Ken Jones (Civil Service Commission In at 1726).

Guest Jeff Griffin reviewed the 2022-2023 policy year comparison. He said the Board is doing everything they can to maximize savings to the District. He recommended the Board be flexible with purchasing due to timelines and supply chain issues. He also indicated the District is in a good spot with a low-loss ratio and said we should be proud of what we're doing as a District. Jeff provided a training to the Board and said the number one thing the District board, staff and volunteers can do right now is to be gracious due to the struggles the public is facing.

**2. Consent Agenda.**

- a. ***Unanimously approved the Consent Agenda as presented. Motion by Director McGowan, second Director Schulz.***
  - i. Director McGowan commented on the Traveler's Insurance claim denial for the fraudulent charges to the District's operating account last year. He also inquired about the Assistance to Firefighters Grant and what it was for.

**3. Correspondence.**

- a. The Board reviewed correspondence from Ralph Salisbury, PERS and Cate.

**4. Administration.**

- a. **Civil Service Commissioner Reappointment.** Chief Johnson reported the Civil Service Commissioner's terms have expired. Each Commissioner has agreed to continue to serve if reappointed. ***Unanimously approved the reappointment of Civil Service Commissioners Ken Jones, Russ Morrison and Sheryl McLaughlin for a term of four years ending June 30, 2026. Motion by Director Schulz, second Director McGowan.***
- b. **Budget Committee Vacancies.** Chief Johnson reported the Budget Committee currently has three vacancies. The Directors have asked staff to create an advertisement for the Nugget Newspaper with a deadline for applications of March 14, 2023.
- c. **Staff Report SR-23-1 Volunteer Recognition.** Chief Johnson reviewed the staff report with a request from staff to approve policy 2-6-6. ***Unanimously approved Staff Report SR-23-1 and corresponding Policy 2-6-6 with modifications to include: minimum requirements for recognition 25 years instead of 30 years and removal of bullet "Providing a substantial gift to the organization. Motion by Director Miller, second Director Schulz.*** Other comments: Director McGowan likes the idea and said it's well-

deserved. All agree that a volunteers name should always go on the Station 701 plaque and if they work from a substation, they should have their name added there too.

5. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month. The FirstNet tower celebration has been moved to June and Chief will confirm the new date when the Board when he receives a confirmation.
6. **Fire Safety Manager Report.** FSM Green provided a report and gave the following highlights: January is a slow month, so not a lot of activity to report. Some event applications are ramping up. Doug reported he has accepted a full-time position with a firm out of Bozeman, Montana. President Newport expressed thanks on behalf of the Board for all the work Doug has done for the District. Chief Johnson added he is working on a plan for replacement. He has also notified the Deschutes County and City of Sisters building departments. The District has funding for enhanced staffing, so Chief is also considering a hybrid employee. The District is hopeful they'll find a highly qualified employee who can work well with the community. In the meantime, the District will coordinate with the local Deputy State Fire Marshal to help with anything. Chief also said the Fire Safety Manager position includes a lot of working within the Fire Code and working with developers and a need to balance that out. Chief said Doug Green has done a tremendous job of that.
7. **President's Report.** President Newport reminded the Directors of upcoming elections. Julie can help with access to form if needed. He also announced he is set to retire from the Board due to some health issues and will plan to step down from the President position as of the March Board Meeting as he feels this is the best path for himself, the community and department. He also appointed Directors Miller and McGowan to work together to bring back a recommendation to the Board regarding the Fire Chief selection process.
8. 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. At this time guests were excused as well as Engineer/Medic Frutos.
9. The Regular Meeting was reconvened at 1838.
10. **Other Business.** Deputy Chief Craig reviewed Staff Report SR-23-2 and corresponding Policy 2-1-41 with a recommendation to approve modifications to the policy as outlined in the Staff Report and draft modified policy. *Unanimously approved Staff Report SR-23-2 and Policy 2-1-41 as presented. Motion by Director Schulz, second Director McGowan.*
11. No further business was discussed and the meeting adjourned at 1846 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)  
February 28, 2023

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	56,595.10	Book Balance Previous Month:	46,417.55
Outstanding Deposits:	4,005.36	Total Receipts:	14,142.64
Outstanding Checks:	14,217.60	Total Disbursements:	14,177.33
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	46,382.66	Book Balance:	46,382.66

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
35	1,992.00	112	19.12	148	19.12		
40	1,956.00	145	19.12				
						Total:	4,005.36

Deposits cleared: 47 items Deposits Outstanding: 5 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
3	14.33	4	14.33-	14074	209.37	700023	14,008.23
						Total:	14,217.60

Checks cleared: 1 items Checks Outstanding: 4 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!





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

3233 IMG 6480 S Y ST01

### Business Statement

Account Number:  
1 536 9523 7070  
Statement Period:  
Feb 1, 2023  
through  
Feb 28, 2023

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000171605 01 AB 0.507 000638432547543 P Y  
SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1509  
SISTERS OR 97759-1509



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### INFORMATION YOU SHOULD KNOW

Thank you for choosing U.S. Bank. We're committed to keeping you up to date on your account and would like to inform you of an upcoming change to our *Night Deposit Agreement*, effective April 14, 2023. If you utilize the night drop service, you may review the revised *Night Depository Service Standard Terms and Conditions* online at usbank.com, request a copy by calling 800-USBANKS (872-2657), or obtain a copy by visiting your local U.S. Bank branch. By continuing to use our night deposit services after April 14, 2023, you accept and agree to these updated terms. If you have any questions, please call us at U.S. Bank 24-Hour Banking at 800-USBANKS (872-2657).

### BOLD BUSINESS CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-536-9523-7070

#### Account Summary

	# Items	\$	
Beginning Balance on Feb 1			44,577.56
Other Deposits	36		25,051.74
Other Withdrawals	3		13,034.20-
<b>Ending Balance on Feb 28, 2023</b>		<b>\$</b>	<b>56,595.10</b>

#### Other Deposits

Date	Description of Transaction	Ref Number	Amount
Feb 1	Electronic Deposit REF=230310088351280Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	\$ 883.83
Feb 2	Electronic Deposit REF=230310118992620N00	From PacificSource 3562426416CREDIT 3077581	829.54
Feb 2	Electronic Deposit REF=230310118999100N00	From PacificSource 2930245545CREDIT 3077581	972.64
Feb 3	Electronic Deposit REF=230320050327510Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	424.06
Feb 3	Electronic Deposit REF=230340033402740N00	From LOYALEHLTH SV9T 10435758814192343729	1,523.68
Feb 6	Electronic Deposit REF=230330052069470N00	From Regence BCBSO 1930236155HCCLAIMPMTFEPAR00001	124.85
Feb 6	Electronic Deposit REF=230370051764680N00	From LOYALEHLTH SV9T 10435758814192343729	362.97
Feb 6	Electronic Deposit REF=23034004961120Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	883.93

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)  
February 28, 2023

Account: 10001081

Bank Account Number: 188700958849

Bank Statement Balance:	283,790.71	Book Balance Previous Month:	84,652.60
Outstanding Deposits:	1,423.14	Total Receipts:	481,022.62
Outstanding Checks:	40,247.83	Total Disbursements:	300,708.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	254,966.02	Book Balance:	254,966.02

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
107	1,423.14							
							Total:	1,423.14

Deposits cleared: 15 Items Deposits Outstanding: 1 Items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
1	39,090.91	15192	218.43	15202	290.00			
15183	395.00	15198	253.49					
							Total:	40,247.83

Checks cleared: 66 Items Checks Outstanding: 5 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



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

3233 TRN 6480 S Y ST01

**Business Statement**

Account Number:  
1 697 0095 8849  
Statement Period:  
Feb 1, 2023  
through  
Feb 28, 2023

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000171652 01 AB 0.507 000638432547590 P Y  
SISTERS-CAMP SHERMAN RURAL  
FIRE PROTECTION DISTRICT  
OPERATING FUND  
PO BOX 1509  
SISTERS OR 97759-1509



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Thank you for choosing U.S. Bank. We're committed to keeping you up to date on your account and would like to inform you of an upcoming change to our *Night Deposit Agreement*, effective April 14, 2023. If you utilize the night drop service, you may review the revised *Night Depository Service Standard Terms and Conditions* online at usbank.com, request a copy by calling 800-USBANKS (872-2657), or obtain a copy by visiting your local U.S. Bank branch. By continuing to use our night deposit services after April 14, 2023, you accept and agree to these updated terms. If you have any questions, please call us at U.S. Bank 24-Hour Banking at 800-USBANKS (872-2657).

**MUNICIPAL INVESTOR CHECKING**

Member FDIC

Bank National Association

Account Number 1-697-0095-8849

**Account Summary**

	# Items	\$		\$
Beginning Balance on Feb 1		150,958.90	Interest Paid this Year	25.20
Customer Deposits	3	6,471.55	Number of Days in Statement Period	28
Other Deposits	12	483,127.83		
Other Withdrawals	6	156,832.03-		
Checks Paid	56	189,935.54-		
<b>Ending Balance on Feb 28, 2023</b>		<b>\$ 293,790.71</b>		

**Customer Deposits**

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Feb 7	8315851381	4,275.53		Feb 28	8314472666	940.87
	Feb 14	8314531358	1,255.15				

**Total Customer Deposits \$ 6,471.55**

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Feb 1	Electronic Deposit From iStream REF=230310143056670N00 00048999914899991		\$ 3,306.00
Feb 2	Electronic Deposit From 36 TREAS 310 REF=230320125627850N00 9101036151 MISC PAY930932704360012		1,956.00
Feb 8	Electronic Deposit From iStream REF=230380160263400N00 00048999914899991		1,826.29
Feb 13	Electronic Deposit From OREGON ST TREAS REF=230410140168250Y00 9400817099LGIP ACH 3657605		75,000.00
Feb 13	Electronic Deposit From OREGON ST TREAS REF=230410140156130Y00 9400817099LGIP ACH 3657605		100,000.00
Feb 15	Electronic Deposit From iStream REF=230450115466340N00 00048999914899991		6,693.76
Feb 21	Fed Withholding Adjust V Credit		2.81
Feb 23	Electronic Deposit From iStream REF=230530185550230N00 00048999914899991		4,849.50
Feb 24	Electronic Deposit From FEMA TREAS 310 REF=230540062445310N00 9101036151 MISC PAY930932704A70070		140,329.00
Feb 24	Electronic Deposit From OREGON ST TREAS REF=230540065366660Y00 9400817099LGIP ACH 3664266		150,000.00

CAPT INITIALS  
CHIEF INITIALS

RCVD 3/8/23 ACCT#

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)  
February 28, 2023

Account: 70001030

Bank Account Number: 153885237351

Bank Statement Balance:	64,180.32	Book Balance Previous Month:	63,188.24
Outstanding Deposits:	.00	Total Receipts:	994.08
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	64,180.32	Book Balance:	64,180.32

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, 2023

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

		<b>Asset Summary</b>	
		<b>February 28, 2023</b>	<b>January 31, 2023</b>
<b>Oregon LGIP</b>			
Opening Balance	63,186.24		63,186.24
Purchases	994.08	64,180.32	
Redemptions	0.00		
		<b>\$64,180.32</b>	<b>\$63,186.24</b>

<b>Closing Balance</b>	<b>\$64,180.32</b>
Dividends	184.02



**Account Statement**

For the Month Ending February 28, 2023

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
Opening Balance					<b>63,186.24</b>
02/02/23	02/02/23	Deschutes County Treasurer - Deschutes County Turnover 2022-10	1.00	810.06	63,996.30
02/28/23	03/01/23	Accrual Income Div Reinvestment - Distributions	1.00	184.02	64,180.32
<b>Closing Balance</b>					<b>64,180.32</b>

	Month of February	Fiscal YTD July-February	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
Opening Balance	63,186.24	69,889.85	64,180.32	63,973.94	3.75%
Purchases	994.08	203,979.27			
Redemptions	0.00	(209,688.80)			

<b>Closing Balance</b>	<b>64,180.32</b>	<b>64,180.32</b>			
<b>Dividends</b>	184.02	2,197.43			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>1-00-0-1070 LGIP Acct #4374</b>					
		01/31/2023 (01/23) Balance	.00 *	.00 *	3,420,532.59
CR	11	LGIP Redemption Fees		.10-	
CR	1	Jefferson County Property Tax Collection	1,989.86		
CR	4	Deschutes County Property Tax Collection	12,988.11		
CR	17	Jefferson County Interest	4.57		
CR	13	Accrual Income Dividend Reinvestment Distribution	13,106.99		
CRUS	1	Txfr for Bills/Payroll		100,000.00-	
CRUS	3	Txfr from LGIP to Checking		75,000.00-	
CRUS	104	Txfr from LGIP for Payroll & Bills		150,000.00-	
JE	5	Txfr from EQRf for 775 Powerload System	880.00		
JE	7	Txfr from EQRf for Holmatro Liftbag Set	8,079.00		
JE	9	Txfr from BRF for Sta 703 Int Paint Proj.	6,832.00		
JE	11	Txfr from BRF for 701 HVAC Filter Repl.	17,319.00		
		02/28/2023 (02/23) Period Totals and Balance	60,979.53 *	325,000.10- *	3,156,512.02

Number of transactions: 12 Number of accounts: 1

Total GENERAL FUND:

Debit	Credit	Proof
60,979.53	325,000.10-	264,020.57-

LGIP 3,156,512.02 +  
 EMP 295,106.88 +  
 BLDG 160,622.37 +  
 EQUIP 759,716.32 +  
 Bal Sheet 4,371,957.59 \*

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		01/31/2023 (01/23) Balance	.00 *	.00 *	295,106.88
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	295,106.88

Number of transactions: 0    Number of accounts: 1

	Debit	Credit	Proof
Total EMPLOYMENT RESERVE FUND:	.00	.00	.00



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>3-00-0-1070 Bldg Fund</b>					
		01/31/2023 (01/23) Balance	.00 *	.00 *	184,773.37
JE	8	Txfr from BRF for Sta 703 Int Paint Proj.		6,832.00-	
JE	10	Txfr from BRF for 701 HVAC Filter Repl.		17,319.00-	
		02/28/2023 (02/23) Period Totals and Balance	.00 *	24,151.00- *	160,622.37
Number of transactions: 2    Number of accounts: 1			Debit	Credit	Proof
Total BUILDING RESERVE FUND:			.00	24,151.00-	24,151.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>4-00-0-1070 Equipment Fund</b>					
		01/31/2023 (01/23) Balance	.00 *	.00 *	788,455.32
JE	4	Txfr from EQRF for 775 Powerload System		660.00-	
JE	6	Txfr from EQRF for Holmatro Liftbag Set		8,079.00-	
		02/28/2023 (02/23) Period Totals and Balance	.00 *	8,739.00- *	759,716.32
Number of transactions: 2    Number of accounts: 1			Debit	Credit	Proof
Total EQUIPMENT RESERVE FUND:			.00	8,739.00-	8,739.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>5-00-0-1075 Technology Reserve Fund</b>					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
Number of transactions: 0    Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total REVENUE:			.00	.00	.00
Number of transactions: 15    Number of accounts: 5			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:			<u>60,974.98</u>	<u>357,890.10-</u>	<u>296,915.14-</u>



**Account Statement - Transaction Summary**

For the Month Ending February 28, 2023

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

<b>Asset Summary</b>			
	<b>February 28, 2023</b>	<b>January 31, 2023</b>	
<b>Oregon LGIP</b>	4,371,957.59	4,668,868.16	
<b>Total</b>	<b>\$4,371,957.59</b>	<b>\$4,668,868.16</b>	

<b>Oregon LGIP</b>	
Opening Balance	4,668,868.16
Purchases	28,089.53
Redemptions	(325,000.10)

<b>Closing Balance</b>	<b>\$4,371,957.59</b>
Dividends	13,106.99



**Account Statement**

For the Month Ending February 28, 2023

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					
02/01/23	02/01/23	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 4374) - January 2023	1.00	(0.05)	4,668,868.16
02/01/23	02/01/23	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 6132) - January 2023	1.00	(0.05)	4,668,868.06
02/02/23	02/02/23	Deschutes County Treasurer - Deschutes County Turnover 2022-10	1.00	12,988.11	4,681,856.17
02/06/23	02/06/23	Transfer from Jefferson County Treasury - JEFFERSON COUNTY TREASURY	1.00	1,989.86	4,683,846.03
02/13/23	02/13/23	Redemption - ACH Redemption	1.00	(100,000.00)	4,583,846.03
02/13/23	02/13/23	Redemption - ACH Redemption	1.00	(75,000.00)	4,508,846.03
02/22/23	02/22/23	Transfer from Jefferson County Treasury - JEFFERSON COUNTY TREASURY	1.00	4.57	4,508,850.60
02/24/23	02/24/23	Redemption - ACH Redemption	1.00	(150,000.00)	4,358,850.60
02/28/23	03/01/23	Accrual Income Div Reinvestment - Distributions	1.00	13,106.99	4,371,957.59



**Account Statement**

For the Month Ending February 28, 2023

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

Trade Date	Settlement Date	Transaction Description	Month of February	Fiscal YTD July-February	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Closing Balance</b>							
							<b>4,371,957.59</b>
		Opening Balance		3,167,640.52		4,371,957.59	
		Purchases	28,089.53	3,304,317.92		4,556,710.37	
		Redemptions	(325,000.10)	(2,100,000.85)		3.75%	
		<b>Closing Balance</b>	<b>4,371,957.59</b>	<b>4,371,957.59</b>			
		Dividends	13,106.99	62,697.70			

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	7,892.45	14,086.45	3,200,405.01	3,240,174.00	39,768.99-	99%
1-01-0-40200	Property Taxes-Prior	2,442.58	881.85	40,422.43	50,000.00	9,577.57-	81%
1-01-0-41100	Ambulance Revenue	43,184.94	32,606.65	340,458.89	390,000.00	45,458.58-	88%
1-01-0-41110	GEMT Ambulance Revenu	2,284.00	2,284.00	7,924.00	40,000.00	32,076.00-	20%
1-01-0-41200	Other Fees for Service	190.00	1,710.15	13,046.54	11,715.00	2,423.73	121%
1-01-0-42100	Fire Med Subscriptions	1,812.50	675.00	7,812.50	15,000.00	5,725.00-	62%
1-01-0-43100	Interest Income	1,332.65	13,135.56	63,522.42	15,000.00	48,522.42	423%
1-01-0-44100	Grant Revenue	.00	140,328.00	251,164.31	151,095.00	100,069.31	166%
1-01-0-44200	Donations Received	1,000.00	350.00	23,285.48	10,000.00	13,285.48	233%
1-01-0-44300	Conflagration Income	9,256.87	.00	18,562.25	50,000.00	31,437.75-	37%
1-01-0-45000	Misc Revenue	1,052.82	1,877.14	8,149.82	10,100.00	3,950.38-	61%
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>70,028.61</b>	<b>207,715.80</b>	<b>5,953,078.52</b>	<b>5,841,457.00</b>	<b>118,281.94</b>	<b>102%</b>
<b>GENERAL FUND Revenue Total:</b>		<b>70,028.61</b>	<b>207,715.80</b>	<b>5,953,078.52</b>	<b>5,841,457.00</b>	<b>118,281.94</b>	<b>102%</b>
<b>Net Total GENERAL FUND:</b>		<b>70,028.61</b>	<b>207,715.80</b>	<b>5,953,078.52</b>	<b>5,841,457.00</b>	<b>118,281.94</b>	<b>102%</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:	323,136.83	39,863.27	362,220.06	642,206.00	179,987.94	67%
	Total OPERATIONS DEPARTMENT:	1,223,815.09	147,437.51	1,313,167.93	2,126,183.00	813,015.07	62%
	Total MAINTENANCE DEPARTMENT:	12,545.34	71.81	4,190.14	27,264.00	23,073.86	15%
	Total VOLUNTEERS DEPARTMENT:	85,364.93	7,838.05	57,860.11	66,290.00	8,429.89	67%
	<b>GENERAL FUND Expenditure Total:</b>	<b>1,644,862.19</b>	<b>195,010.64</b>	<b>1,737,438.24</b>	<b>2,761,945.00</b>	<b>1,024,506.76</b>	<b>63%</b>
	<b>Net Total GENERAL FUND:</b>	<b>1,644,862.19-</b>	<b>195,010.64-</b>	<b>1,737,438.24-</b>	<b>2,761,945.00-</b>	<b>1,024,506.76-</b>	<b>63%</b>
	<b>Net Grand Totals:</b>	<b>1,644,862.19-</b>	<b>195,010.64-</b>	<b>1,737,438.24-</b>	<b>2,761,945.00-</b>	<b>1,024,506.76-</b>	<b>63%</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:	137,646.86	75,807.28	151,677.92	217,154.00	65,467.52	70%
	Total OPERATIONS DEPARTMENT:	72,843.78	16,284.82	94,069.92	183,284.00	89,214.08	51%
	Total MAINTENANCE DEPARTMENT:	119,884.22	20,826.34	169,974.19	284,504.00	94,530.64	64%
	Total VOLUNTEERS DEPARTMENT:	104,859.25	23,803.80	190,763.49	328,305.00	137,541.51	58%
	<b>GENERAL FUND Expenditure Total:</b>	<b>435,034.11</b>	<b>136,501.82</b>	<b>606,485.52</b>	<b>993,247.00</b>	<b>386,753.75</b>	<b>61%</b>
	<b>Net Total GENERAL FUND:</b>	<b>435,034.11-</b>	<b>136,501.82-</b>	<b>606,485.52-</b>	<b>993,247.00-</b>	<b>386,753.75-</b>	<b>61%</b>
	<b>Net Grand Totals:</b>	<b>435,034.11-</b>	<b>136,501.82-</b>	<b>606,485.52-</b>	<b>993,247.00-</b>	<b>386,753.75-</b>	<b>61%</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  
FEBRUARY 28, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	3,156,512.02	
1-00-0-1080	US BANK OPERATING ACCT	46,382.86	
1-00-0-1081	US BANK OPERATING ACCT 2022	254,966.02	
1-00-0-1089	PETTY CASH	51.70	
1-00-0-1103	NOTE RECEIVABLE	45,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	218,726.05	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	( 109,525.19)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,061.89	
<b>TOTAL ASSETS</b>			<b>3,867,175.35</b>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	36,073.38	
1-00-0-2110	FICA/FWH TAX LIABILITY	55.00	
1-00-0-2150	PERS LIABILITY	1,035.37	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	281.35	
1-00-0-2180	MISCELLANEOUS LIABILITY	240.00	
1-00-0-2250	DEFERRED REVENUE	37,738.69	
<b>TOTAL LIABILITIES</b>			<b>75,423.79</b>

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	( 5,841,457.00)	
<b>UNAPPROPRIATED FUND BALANCE:</b>			
1-00-0-3900	RETAINED EARNINGS	5,840,941.00	
	REVENUE OVER EXPENDITURES - YTD	3,592,287.58	
<b>BALANCE - CURRENT DATE</b>		<b>9,433,208.58</b>	
<b>TOTAL FUND EQUITY</b>			<b>3,591,751.58</b>
<b>TOTAL LIABILITIES AND EQUITY</b>			<b>3,867,175.35</b>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
FEBRUARY 28, 2023

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	295,106.88	
	TOTAL ASSETS		295,106.88

LIABILITIES AND EQUITY

FUND EQUITY

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	295,106.88	
	BALANCE - CURRENT DATE	712,836.88	
	TOTAL FUND EQUITY		295,106.88
	TOTAL LIABILITIES AND EQUITY		295,106.88

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
FEBRUARY 28, 2023

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		160,622.37
	TOTAL ASSETS		<u>160,622.37</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	( 314,370.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	314,370.00	
	REVENUE OVER EXPENDITURES - YTD	<u>160,622.37</u>	
	BALANCE - CURRENT DATE		<u>474,992.37</u>
	TOTAL FUND EQUITY		<u>160,622.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>160,622.37</u>

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
FEBRUARY 28, 2023

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	759,716.32	
	TOTAL ASSETS		759,716.32

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	759,716.32	
	BALANCE - CURRENT DATE	3,051,649.32	
	TOTAL FUND EQUITY		759,716.32
	TOTAL LIABILITIES AND EQUITY		759,716.32

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
FEBRUARY 28, 2023

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	64,180.32	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		67,928.02

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	2,678.72	
	TOTAL LIABILITIES		2,678.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	( 270,626.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	270,276.00	
	REVENUE OVER EXPENDITURES - YTD	65,599.30	
	BALANCE - CURRENT DATE		335,875.30
	TOTAL FUND EQUITY		65,249.30
	TOTAL LIABILITIES AND EQUITY		67,928.02

**Check Register - February 2023**

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/9/2023	15182	Ace Hardware, Inc.	snow shovels	\$ 39.98
2/9/2023	15182	Ace Hardware, Inc.	Flyer box - 704	\$ 10.10
2/9/2023	15182	Ace Hardware, Inc.	Padlock for training grounds trailer	\$ 21.90
2/9/2023	15183	Alpine Internet Solutions	Content plan for February 2023	\$ 395.00
2/9/2023	15184	Beverly Halcon	Reimb. lunch purchased for ISU training	\$ 100.80
2/9/2023	15185	Campbell Clarke	Res. Vol. Lt. Mileage & Food Reimb. 01/2023	\$ 600.00
2/9/2023	15186	Caselle, Inc.	Contract support charges 03/2023	\$ 354.00
2/9/2023	15187	CEC, INC	electric - Elm Street	\$ 2,419.95
2/9/2023	15187	CEC, INC	electric - buffalo	\$ 252.65
2/9/2023	15187	CEC, INC	electric-Camp Sherman	\$ 243.34
2/9/2023	15188	Central Oregon Com College	820311855 Byles Tuition	\$ 2,317.25
2/9/2023	15188	Central Oregon Com College	820300295 Clarke Tuition	\$ 1,078.29
2/9/2023	15188	Central Oregon Com College	820320479 Dickenson Tuition	\$ 3,074.25
2/9/2023	15188	Central Oregon Com College	820296343 Jones Tuition	\$ 2,139.00
2/9/2023	15188	Central Oregon Com College	820314087 Klosterman Tuition	\$ 2,852.00
2/9/2023	15189	CenturyLink	333226873 - Sta 704 Phone	\$ 59.74
2/9/2023	15190	City of Sisters	04-6332-00 Elm St.	\$ 218.86
2/9/2023	15190	City of Sisters	02-5766-00 Locust	\$ 23.12
2/9/2023	15191	Cruz Jones	Res. Vol. Mileage & Food Reimb. - 02/2023	\$ 350.00
2/9/2023	15192	Doug Green	Reimb. Uniform Boots Purchased	\$ 218.43
2/9/2023	15193	Ed Staub & Sons Petroleum	Fuel	\$ 1,292.47
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Buffalo (251.6 gals)	\$ 543.46
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Elm Street (323.3 gals)	\$ 730.66
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Buffalo (176.1 gal)	\$ 397.99
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Elm Street (242 gal)	\$ 546.92
2/9/2023	15193	Ed Staub & Sons Petroleum	Finance Charge	\$ 8.15
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Elm Street (177.2 gal)	\$ 400.47
2/9/2023	15193	Ed Staub & Sons Petroleum	Propane - Camp Sherman (301.9 gal)	\$ 682.29
2/9/2023	15194	Grant Dickenson	Res. Vol. Mileage & Food Reimb. - 01/2023	\$ 350.00
2/9/2023	15195	Hoyt's Hardware	Sawzall blades for engine sawzall	\$ 68.98
2/9/2023	15196	InnerTech	IT Services: Email Issues, setup new VPN, MS for new laptops	\$ 1,340.00
2/9/2023	15197	Jacob Van Lieu	Res. Vol. Mileage & Food Reimb. - 02/2023	\$ 350.00
2/9/2023	15198	Kevin Cramer	Reimb. mileage for picking up hard suction trays for 734	\$ 253.49
2/9/2023	15199	Matthew Millar	Mileage for Water Rescue Class	\$ 158.51
2/9/2023	15199	Matthew Millar	Reimb. Air BNB for Water Rescue Class	\$ 242.80
2/9/2023	15199	Matthew Millar	Per Diem for Water Rescue Class	\$ 165.00
2/9/2023	15200	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
2/9/2023	15201	Northwest Safety Clean	Turnout repair	\$ 211.90
2/9/2023	15202	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
2/9/2023	15203	Pacific Office Automation, Inc	Fleet Agreement - HP Printers	\$ 63.86
2/9/2023	15203	Pacific Office Automation, Inc	Fleet Agreement - HP Printers	\$ 63.86
2/9/2023	15204	Paladin Background Screening	Criminal history check: Puller/Needham	\$ 48.00
2/9/2023	15205	Ranch Country Outhouses	Portable toilet rental - Locust St. Training	\$ 85.00
2/9/2023	15206	Republic Services	Disposal Services - Elm Street	\$ 70.97
2/9/2023	15206	Republic Services	Disposal Services - Buffalo	\$ 18.46
2/9/2023	15207	SDIS	Admin Health Insurance	\$ 3,671.84
2/9/2023	15207	SDIS	Admin Life, ST/LTD	\$ 146.54
2/9/2023	15207	SDIS	Operations Health Insurance	\$ 17,798.27
2/9/2023	15207	SDIS	Operations Life, ST/LTD	\$ 659.43
2/9/2023	15207	SDIS	Ins/Disability - Orthodontia pass through	\$ 107.49
2/9/2023	15207	SDIS	Property/Casualty Insurance	\$ 65,160.00
2/9/2023	15208	SeaWestern, Inc.	Annual Compressor Service	\$ 1,095.00
2/9/2023	15209	Sisters Rental	Blade sharpening	\$ 11.00
2/9/2023	15209	Sisters Rental	Chainsaw inspection/repair	\$ 48.00
2/9/2023	15210	Solomon Byles	Res. Vol. Mileage & Food Reimb. - 01/2023	\$ 350.00
2/9/2023	15211	Sureline Broadband	Broadband for Station 704	\$ 100.00
2/9/2023	15212	Systems Design	EMS Billing & Postage for January 2023	\$ 1,388.44
2/9/2023	15213	TDS	8224 60 003 0017578 - Cable Elm	\$ 666.17
2/9/2023	15214	Temp-Rite Mechanical	ANNUAL HVAC MAINTENANCE 701 & 703	\$ 490.00



<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/9/2023	15214	Temp-Rite Mechanical	ANNUAL HVAC MAINTENANCE 701 & 703	\$ 401.32
2/9/2023	15214	Temp-Rite Mechanical	701 HVAC FILTER REPLACEMENT	\$ 17,319.00
2/9/2023	15214	Temp-Rite Mechanical	HVAC maintenance at Sta 704	\$ 64.09
2/9/2023	15215	Terminix	Pest control services - Elm Street	\$ 95.00
2/9/2023	15216	Tewart & Sons, Inc.	snow removal/plowing 11/28/22	\$ 110.63
2/9/2023	15217	Tim Wonderly Painting Co. LLC	Sta 703 Interior Paint Project Completion	\$ 6,832.00
2/9/2023	15218	Tonkon Torp	Legal Fees - Matter No. 037672-00001	\$ 325.00
2/9/2023	15219	Treasure Valley Coffee	water & cooler rental	\$ 197.95
2/27/2023	700023	US Bank - Visa	ACLS RECERTIFICATION - AST (ACLS.COM)	\$ 127.20
2/27/2023	700023	US Bank - Visa	MSA GAS MONITOR REGULATOR (DEMAND FLOW)	\$ 589.00
2/27/2023	700023	US Bank - Visa	DISHWASHER	\$ 649.00
2/27/2023	700023	US Bank - Visa	9V BATTERIES (SMOKE ALARM PROGRAM)	\$ 81.84
2/27/2023	700023	US Bank - Visa	OFFICE SUPPLIES	\$ 50.86
2/27/2023	700023	US Bank - Visa	RADIATOR/PARTS FOR 711 TAHOE REPAIRS	\$ 899.48
2/27/2023	700023	US Bank - Visa	Childrens Acetaminophen	\$ 49.95
2/27/2023	700023	US Bank - Visa	Pressure switch for 704 air compressor	\$ 60.64
2/27/2023	700023	US Bank - Visa	Medic tests - Ulm	\$ 34.00
2/27/2023	700023	US Bank - Visa	FDIC registration Ast	\$ 649.00
2/27/2023	700023	US Bank - Visa	Pump dispenser for car wash soap	\$ 51.40
2/27/2023	700023	US Bank - Visa	Brochure Boxes	\$ 157.97
2/27/2023	700023	US Bank - Visa	IFSTA Manuals	\$ 164.00
2/27/2023	700023	US Bank - Visa	Bus. Mtg Craig - Coffee	\$ 9.00
2/27/2023	700023	US Bank - Visa	WFOA Renewal - Craig	\$ 340.00
2/27/2023	700023	US Bank - Visa	Leadership Training - Westburg/Braun	\$ 450.00
2/27/2023	700023	US Bank - Visa	Bus. Lunch Craig	\$ 60.00
2/27/2023	700023	US Bank - Visa	Ulm Paramedic License	\$ 290.00
2/27/2023	700023	US Bank - Visa	Blalous birthday dessert	\$ 31.97
2/27/2023	700023	US Bank - Visa	Flight Insurance - FDIC Craig/Ast	\$ 84.56
2/27/2023	700023	US Bank - Visa	FDIC Flights - Craig	\$ 676.40
2/27/2023	700023	US Bank - Visa	FDIC Flights - Ast	\$ 676.40
2/27/2023	700023	US Bank - Visa	FDIC registration fees - Craig	\$ 649.00
2/27/2023	700023	US Bank - Visa	Headlamps	\$ 1,179.20
2/27/2023	700023	US Bank - Visa	Rumberger Grant: Camp Chef stove for deployments	\$ 279.96
2/27/2023	700023	US Bank - Visa	Rumberger Grant: Cots for Deployment Kit	\$ 582.00
2/27/2023	700023	US Bank - Visa	Rumberger Grant: Amazon - Sleeping pads for Deployment Kit	\$ 352.00
2/27/2023	700023	US Bank - Visa	Fuel - Bend	\$ 51.75
2/27/2023	700023	US Bank - Visa	Bus. Lunch Miller/McGowan	\$ 55.20
2/27/2023	700023	US Bank - Visa	Rumberger Grant: Rope Master	\$ 238.14
2/27/2023	700023	US Bank - Visa	Rumberger Grant: CMC Patient Tie-in System	\$ 632.00
2/27/2023	700023	US Bank - Visa	Disposal of 704 fridge/701 dishwasher	\$ 16.00
2/27/2023	700023	US Bank - Visa	Home Depot: Refrigerator for Sta 704	\$ 498.00
2/27/2023	700023	US Bank - Visa	Leadership training supplies - reimbursed by COFIA	\$ 175.53
2/27/2023	700023	US Bank - Visa	IFSTA manuals	\$ 82.00
2/27/2023	700023	US Bank - Visa	SAFETY GLASSES (12/BOX)	\$ 199.80
2/27/2023	700023	US Bank - Visa	Terwilliger EVT Certification	\$ 120.00
2/27/2023	700023	US Bank - Visa	Length of service pins	\$ 219.70
2/27/2023	700023	US Bank - Visa	Digital video for CPR/First Aid Training	\$ 165.00
2/27/2023	700023	US Bank - Visa	Nametags - Duda/Craig	\$ 29.97
2/27/2023	700023	US Bank - Visa	Terwilliger - OR Fire Mechanic School	\$ 517.51
2/27/2023	700023	US Bank - Visa	Spor - winter term book	\$ 42.00
2/27/2023	700023	US Bank - Visa	Rumberger Grant: Folding chairs for ISU	\$ 454.84
2/27/2023	700023	US Bank - Visa	SDAO Training - Miller	\$ 140.00
2/27/2023	700023	US Bank - Visa	Leadership training supplies - reimbursed by COFIA	\$ 138.00
2/27/2023	700023	US Bank - Visa	Sign holder for Fire Corps event	\$ 27.99
2/27/2023	700023	US Bank - Visa	MS 365 Subscription	\$ 16.50
2/27/2023	700023	US Bank - Visa	Gifts for FF Testing Assessors	\$ 20.98
2/27/2023	700023	US Bank - Visa	BLS Instructor materials Huffman	\$ 88.35
2/27/2023	700023	US Bank - Visa	Lunch for FF Testing Process	\$ 368.75
2/27/2023	700023	US Bank - Visa	Laptop cases & external mice for new laptops	\$ 88.32
2/27/2023	700023	US Bank - Visa	Snacks for Board Training/Meeting	\$ 134.58

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/27/2023	700023	US Bank - Visa	Remote work subscription - Blalous	\$ 44.00
2/27/2023	700023	US Bank - Visa	Coffee for Sta 701	\$ 202.50
2/27/2023	700023	US Bank - Visa	Web forwarding service - Newtwork Solutions 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
02/28/2023	1	Amb Rcvbl to Actual	1-00-0-1120	Ambulance Receivables	.00	26,866.07-
02/28/2023	2	Amb Rcvbl to Actual	1-00-0-1180	Allowance for Uncollectible Am	13,434.04	
02/28/2023	3	Amb Rcvbl to Actual	1-01-0-41100	Ambulance Revenue	13,434.03	
02/28/2023	4	Txfr from EQRf for 775 Powerload System	4-00-0-1070	Equipment Fund	.00	660.00-
02/28/2023	5	Txfr from EQRf for 775 Powerload System	1-00-0-1070	LGIP Acct #4374	660.00	
02/28/2023	6	Txfr from EQRf for Holmatro Liftbag Set	4-00-0-1070	Equipment Fund	.00	8,079.00-
02/28/2023	7	Txfr from EQRf for Holmatro Liftbag Set	1-00-0-1070	LGIP Acct #4374	8,079.00	
02/28/2023	8	Txfr from BRF for Sta 703 Int Paint Proj.	3-00-0-1070	Bldg Fund	.00	6,832.00-
02/28/2023	9	Txfr from BRF for Sta 703 Int Paint Proj.	1-00-0-1070	LGIP Acct #4374	6,832.00	
02/28/2023	10	Txfr from BRF for 701 HVAC Filter Repl.	3-00-0-1070	Bldg Fund	.00	17,319.00-
02/28/2023	11	Txfr from BRF for 701 HVAC Filter Repl.	1-00-0-1070	LGIP Acct #4374	17,319.00	

Total JOURNAL ENTRIES (JE):

59,758.07      59,758.07-

References: 11 Transactions: 11

Grand Totals:

59,758.07      59,758.07-

Report Criteria:

Include transaction count

Journal Code, Journal code = "JE"

## Ambulance Receivable as of February 28, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	244,345.12
Payments received	43,748.46
Adjustments	57,010.61
New Charges	75,140.00
<b>ENDING Ambulance Receivable</b>	<b>218,726.05</b>

**Total # of Transports** **38**

### Adjustments

Medicare/Medicaid	54,605.41
Collection	3,819.20
Bankruptcy/Other Writeoff	(1,714.00)
FireMed	300.00
<b>Total Adjustments</b>	<b>57,010.61</b>

### Outstanding Accounts By Age

CURRENT	127,918.16
31 to 60 days	41,157.91
61 to 90 days	9,629.25
91 to 120 days	2,763.61
OVER 120 days	37,257.12
<b>Total Outstanding as of 02/28/2023</b>	<b>218,726.05</b>

**Engine Response Billing as of February 28, 2023**

<b>Beginning Engine Response Rec</b>	<b>3,942.50</b>
<b>Payments received</b>	<b>250.00</b>
<b>Adjustments</b>	<b>-</b>
<b>New Charges</b>	<b>1,000.00</b>
<b>ENDING Engine Response Rec</b>	<b>4,692.50</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

**Total # Billed in 2022/23      13**

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

**Total Billed in 2022/23 \$    3,120.00**

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

**Total Received 2022/23 \$    1,127.50**

2018/19 % Collected	61%
2019/20 % Collected	46%
2020/21 % Collected	94%
2021/22 % Collected	20%

**2022/23 % Collected to Date      36%**

**Sisters-Camp Sherman Fire and Ambulance Association  
Minutes of the Regular Meeting – Tuesday, February 21, 2023**

**1. Call to Order**

The meeting was called to order at 1804 by Treasurer Anna Westburg.

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

The Minutes for January were presented. Motion to approve by Angel Cisneros-Thorsvold, second by Ben Duda. The meeting then approved the minutes unanimously.

**3. Chief's Report – Chief Johnson**

- Initial phase of firefighter paramedic testing completed; submitted for certification. Fire Chief interviews being held later this week.
- Eight part-time firefighter EMT applications received and being reviewed by Captain Harrison.
- Two grant requests are in process: 1) Full-time EMT Basic/Community Risk Reduction employee; 2) Full-time Wildfire Risk Reduction employee.
- Chief Craig and Captain Ast will be attending Fire District Instructors Conference.
- Doug Green departing District March 1<sup>st</sup> for position with Headwaters Economics in Bozeman, MT. Search to commence for part-time Fire Marshal.
- Three District Board of Directors positions open currently, as well as three District Budget Committee positions.
- District considering new policy to recognize long-service volunteers.
- New volunteer firefighter academy starting April 17<sup>th</sup>.
- Reminders: District Awards Banquet is March 31 @ Five Pines (please RSVP to Sarah), and Annual District Awards Voting (please vote so awards can be ordered)

**4. Correspondence**

- None

**5. Treasury Report**

- Anna Westburg authorized to transfer \$3,210 for Sisters Student Scholarships to Ernie Halcon.

Treasurer Anna Westburg presented the current financials as follows:

<b>Bank Accounts</b>		
	<b>TOTAL Bank Accounts</b>	<b>\$45,445.52</b>
<b>Funds for Specific Projects</b>		
	Christmas Dinner	\$2,850.00
	Community Assistance Fund	\$3,149.00
	Fire Corps	\$1,894.00
	Jim Gentry Scholarships Fund	\$0.00
	Giving Tree Toy Drive	\$20,914.00
<b>Total Targeted Funds</b>		<b>\$28,807.00</b>
<b>General Fund</b>		<b>\$16,637.00</b>

## 6. Committee Reports

- Fire Corps (Beverly Halcon)
  - New Members: Stephanie Duda and Trine Benson
  - Easter Egg Hunt April 9th
  - Redmond Training Lunch April 14<sup>th</sup> & 15<sup>th</sup>
  - Bicycle Safety Event April 15<sup>th</sup>

## 7. Old Business

- Matching gift for Tapia Aviles Family; Sarah and Anna provided bank deposit slip for local Family account.
- Gift donation to COPC of \$1,000 presented. Motion to approve by Phil Drew, second by Damon Frutos. The meeting then unanimously approved.
- Purchase of pocket masks deferred to March meeting for additional clarification.

## 8. New Business

- May 30<sup>th</sup> – Fifth Tuesday event (additional information forthcoming)
- Trivia Night with BBR – Including Volunteers and family; location to be determined.
- Request for Uniforms for “Pipes and Drums” - Damon Frutos did an excellent presentation, including video, of the existing Bend band, their current program, and the desire and effort of our District members to join and support this cause (currently Frutos and Ast). One-half funding request for uniforms (not instruments) of \$2,284. Motion to approve by Chris Drew, second by Angel Cisneros-Thorsvold. The meeting then unanimously approved.
- 701 and 704 Merchandise – Campbell Clarke requested funds in an amount not to exceed \$2,000 to “front” the purchase of uniforms and accessories (to be reimbursed with District member purchases). Motion to approve by Jeff Lake, second by Phil Drew. The meeting then unanimously approved.
- Volunteer Plaque proposal – submit ideas for next meeting.
- Fundraising Ideas for Association (raffle, fill the boot, dunk tank, etc.) – submit ideas for next meeting.

**9. Good of the Order**

There being no further business, the meeting closed at 1845. The next Association meeting is scheduled for Tuesday, March 14, 2023.

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



February 19, 2023

Early this morning we were blessed to have 2 fine young firefighters come to our aid, as one of our smoke detectors was sporadically screeching.

This is the 3rd time in our 22 years here when we needed help from the 911 system. The first was a medical situation with David about 10 yrs ago, then about 5 years ago it was a carbon monoxide detector due to a prescribed burn.

Every time we've needed help, the 911 dispatcher was kind & helpful & every time we have been treated with kindness & compassion by all the emergency folks who have come to help us. We are in awe and know we are blessed to have so many caring folks ready to assist us.

A warm and sunny thank you!

We will be forever thankful & reassured that as we grow older, help is nearby.

May all of you & your families stay safe and well!

Sandra & David Bates



## **BUDGET CALENDAR FOR FISCAL YEAR 2022-2023**

**March 21, 2023**

<b>Appoint Budget Officer and approve Budget Calendar</b>	<b>March 21, 2023</b>
<b>Budget Team Meetings</b>	<b>Mar – Apr, 2023</b>
<b>Publish 1<sup>st</sup> notice of budget committee meeting</b>	<b>May 3, 2023</b>
<b>Deliver proposed budget to Committee</b>	<b>May 5, 2023</b>
<b>Publish 2<sup>nd</sup> notice of budget committee meeting</b>	<b>May 10, 2023</b>
<b>Budget committee meets</b>	<b>May 16, 2023</b>
<b>Budget committee meets again, if needed</b>	<b>May 17, 2023</b>
<b>Publish notice of budget hearing and summary budget</b>	<b>May 31, 2023</b>
<b>Budget Hearing</b>	<b>June 20, 2023</b>
<b>Board Meeting to enact resolutions to adopt budget, make appropriations, impose and categorize taxes</b>	<b>June 20, 2023</b>
<b>Post Budget on District website</b>	<b>June 30, 2023</b>
<b>Submit 2 copies tax certification to Assessors (LB-50)</b>	<b>July 15, 2023</b>
<b>Submit copy of budget to County Clerks</b>	<b>September 30, 2023</b>

# Staff Report

## #SR-23-3

**Issue:** Employee Salary Survey and Recommended Salary Adjustments    **Date:** March 15, 2023

**Initiator:** Fire Chief Roger Johnson

**Contact Person:** Fire Chief Roger Johnson / FM / Executive Assistant Julie Spor

**Background:** Every two years the District completes a comprehensive salary and benefit comparison with other career fire departments in Central Oregon. The analysis includes entry and top level salaries and a complete list of benefits for all of the agencies. Once the analysis is complete, staff meets with impacted employees to seek feedback on the results of the survey and solicit input on desired modifications in salaries and benefits. Once this feedback is received the District prepares a recommendation to the Board for consideration.

The fire departments used in the comparison include: Black Butte Ranch, Bend, Crook County, Sunriver, Lapine, Redmond and Crooked River Ranch. In previous years the Board has provided direction to staff to identify a salary and benefit recommendation that would place Sisters-Camp Sherman Fire District employees in third position of regional comparable agencies. When identifying where the third position is, staff determines a salary that falls midway between second and fourth position of comparable agencies.

Historically the District has completed the comprehensive salary and benefit comparison every two years and has provided a cost of living adjustment in the years the comparison was not completed. The cost of living adjustment was normally provided within a range based on the Consumer Price Index. The range traditionally would be between 2-4% based on the CPI. Due to the extreme volatility of inflation, the District is recommending that another comprehensive salary and benefit comparison be completed next year instead of identifying a fixed cost of living adjustment.

This year's salary and benefit comparison identified that different positions within the District were further behind comparable agencies than other positions. Due to this variation, and the desire to keep all positions within the third position in the region, each position within the organization will have a different salary adjustment recommendation this year. In addition to recommending adjustments to the top level salaries we are recommending adjustments to entry level salaries to maintain the third position for entry level employees. The impacts of adjusting the entry level position will have minimal financial impact to the organization as we only have one employee impacted, but it may be beneficial in recruiting new employees in the future.

As a result of the salary and benefit comparison, staff is recommending the following salary adjustments to the top level of the salary schedule. Staff is further recommending adopting the new salary schedule for fiscal year 2023-2024.

**Salary Increases by Position:**

Engineer-Paramedic	4%
Shift Commander	1.5%
Deputy Chief	5.5%
Executive Asst/ FM	9.5%
Administrative Asst.	3.25%
Fire Chief	Contract review with Board

**Recommendation from staff:** Staff recommends the Board approve the proposed salary schedule for FY 2023-2024 and direct staff to perform another comprehensive salary and benefit analysis for the following fiscal year.

**Possible Motion:** Move to approve the salary schedule effective July 1, 2023 as presented.

**BUDGET IMPACT**

**The estimated cost of the proposal for FY 2023-2024 is: \$62,000 related to increased salary, payroll taxes and PERS costs.**

## 2023-2024 Goals

1. Establish an internal communication working group of stakeholders to identify strategies to enhance communications within the fire district with a report of recommendations submitted to the Fire Chief by December 31, 2023.
2. Establish a process and timeline for reviewing and updating policies every three years. Goal to be completed by June 30, 2024.
3. Update facilities and equipment master plans including recommended purchase/maintenance timelines and required funding. Goal to be completed by June 30, 2024.
4. Achieve and maintain GFOA Distinguished Budget Award.
5. Provide training for one additional person to support grant writing efforts. Goal to be completed by June 30, 2024.
6. Train all career operational staff and resident volunteers to perform home wildfire risk assessments. Provide opportunities for other interested members of the organization to attend training. Goal to be completed by April 1, 2024.
7. Enhance District website to provide all needed information for insurance companies seeking ISO rating or information about district response standards. Goal to be completed by December 31, 2023.
8. Collaborate with Black Butte Ranch Fire District and Cloverdale Fire District to identify opportunities for enhanced coordination and service delivery. Goal to be completed by June 30, 2024.
9. Ensure fire stations have adequate volunteer firefighter staffing to meet emergency response needs and maintain ISO recognition.
  - Station 701 minimum 15 volunteers
  - Stations 703, 704 minimum 7 volunteersGoal completed by June 30, 2024.
10. Establish an employee retention working group to identify opportunities to enhance volunteer and career employee retention rates. Working group to provide a report of recommendations to the Fire Chief by March 1, 2024.

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

**I. FIRE ACTIVITY STATUS:**

We provided mutual aid to Black Butte Ranch Fire District for a structure fire that started around the fireplace mantel and flue.

**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 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. Kiwanis foundation board of directors meeting.
- i. Oregon wildfire detection camera meeting.
- j. OR-Alert governance meeting.
- k. Sisters Vision Implementation Team meeting.
- l. C4C Let's Talk planning meeting.
- m. Jefferson County Fire Defense Board Chief meeting.
- n. OSFM fire prevention plan of cooperation meeting.
- o. Sisters Country wildfire coordination meeting at City of Sisters.
- p. USFS open house.
- q. Deschutes County Natural Hazards Mitigation Plan meeting.

**IV. SPECIAL PROJECTS UPDATE:**

1. We have completed the Firefighter Paramedic testing process and have made job offers for two new employees. One employee (Rachel Ulm) is able to start work immediately. The other employee (Rachelle Beiler) will start August first. We have made a temporary appointment of one of our Resident Volunteers to work until Rachelle is available.

2. We have hired Jeff Puller to serve as the Fire Safety Manager for the District. Jeff brings a tremendous amount of administrative leadership experience to the District. The Office of State Fire Marshal is assisting the District with prevention services while Jeff transitions to his new role.
3. Julie has completed the salary and benefits review for our career staff and we have met with each shift to review the document. We will provide an overview for the Board at the Board meeting and we will be asking for Board direction regarding salary adjustments.
4. Director McGowan and I met with C4C staff to prepare for a Community Builders presentation at the fire station on May 11<sup>th</sup>. The presentation will focus on community and personal preparedness.
5. 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 have a spring volunteer training academy starting in April. We have five new volunteers attending the academy.

VI. OTHER:



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

**February 2023**

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

- The new organizational chart for Fire Corps has been initiated. Still some questions, but overall positive feedback.

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

- 2 for summer 2023

### **New Construction Plan Review**

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

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

- 3 pre-app meetings for potential new construction.
- Continue to field questions regarding insurance companies raising rates or threatening to end coverage.
- 2 Knox-box lockup and numerous inquiries.
- Continued inquiries regarding houseless winter shelters.
- Assisting ODF in Firewise support
- 5 Fire Department annual inspection
- 1 Fire Department access in rural area consult
- Follow up on NOV's



- **Follow-up a several code and citizen complaints.**
- **5 Independent Contractor Fire Safety Compliance Inspections**

**Jeff Puller will be taking over Doug Green's position as a Division Chief, Fire Safety Manager. They will be transitioning over the next month.**