



AGENDA

Notice of Joint Meeting and Public Hearing of the Board of Directors and Local Contract Review Board of the Sisters-Camp Sherman Rural Fire Protection District

May 16, 2023 – 5:00 p.m.

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

1. Open the Regular Meeting & Public Hearing
2. Public Hearing
 - a. Joint Public Hearing Regarding Resolution Amending Public Contracting Rules for the Sisters-Camp Sherman Rural Fire Protection District (Staff Report SR-23-5)
 - i. This public hearing will be held for the purpose of taking comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.
 - ii. Any comments.
 - iii. Resolution 2022-2023-009
 1. Motion to adopt Resolution 2022-2023-009 on behalf of the Sisters-Camp Sherman Rural Fire Protection District and on behalf of the District's Local Contract Review Board.
 - b. Close Hearing and Resume Regular Meeting
3. Consent agenda
 - a. Administrative Summary
 - b. Dashboard Report
 - c. April 2023 Minutes of Regular Meeting
 - d. May 2023 Minutes of Special Meeting
 - e. Bank statement and reconciliations
 - f. Operating fund summaries
 - g. Balance sheets
 - h. Check register
 - i. Adjusting Journal Entries
 - j. Ambulance Receivables
 - k. Engine Response Report
4. Correspondence
5. Administration
 - a. Staff Report: SR-23-7 New Policy, Book 2 number 2-1-42
 - b. Civil Service Commission vacancy.
6. Fire Chief Report
7. Fire Safety Manager report
8. President's Report
 - a. Fire Chief Recruitment Update
9. Other business
10. Adjourn meeting

The meeting location is accessible to persons with disabilities. A request for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Call 541-549-0771.





Staff Report #SR-23-5

Issue: Draft Public Contracting Rules to Address Statutory Amendments

Date: May 16, 2023

Initiator: Finance Manager/Executive Assistant Spor

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

Background: ORS Chapters 279A, 279B and 279C (the “Public Contracting Code” or “Code”) has been in place since March 1, 2005. Since that date, the legislature has amended some aspect of the Code nearly every session. The most recent changes went into effect January 1, 2022. Per ORS 279A.065, the Attorney General’s Model Rules govern public contracting. The statute allows a public entity to adopt its own rules of procedure which may or may not include portions of the Attorney General’s Model Rules.

To a great extent, the draft rules reflect the substance of the Attorney General’s Model Rules to ensure compliance with the Code. Rules not dictated by statute have been modified by the District’s attorney to grant the District the greatest level of flexibility, and to simplify them as much as possible.

Because the amended rules include class exemptions for both the purchase of certain types of goods and services and public improvement contracts, adoption procedures apply.

Recommendation from staff: Staff recommends the Board approve the amended Public Contracting Rules as presented in Resolution 2022-2023-009.

Possible Motion: Motion to adopt Resolution 2022-2023-009 on behalf of the Sisters-Camp Sherman Rural Fire Protection District and on behalf of the District’s Local Contract Review Board.

BUDGET IMPACT

There is no budget impact related to these changes.



Resolution 2022-2023-009

- I. **Topic:** Adoption of Public Contracting Rules **Date:** May 16, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Equipment Reserve Fund
- IV. **Contact Person:** Shift Commander Ast/Deputy Chief Craig

JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT

WHEREAS, it is the policy of the Sisters-Camp Sherman Rural Fire Protection District (District) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2005, the District opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules; and

WHEREAS, that 2005 Resolution confirmed District's governing body would continue as its local contract review board; and

WHEREAS, in 2019, the Board updated its rules via Resolution No. 2018-2019-002; and

WHEREAS, since then state law has changed in ways requiring further updates to accommodate changes in Oregon's public contracting code; and

WHEREAS, District recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the District Board additionally requests that the District's Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The District Board of Directors (District Board) shall continue as the Local Contract Review Board of the District and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the "Public Contracting Code") and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term "Contracting Agency" as used in the attached Rules includes Contracting Agency's chief administrative officer, his or her designee, or any other purchasing agent, as designated by District policy. Those individuals are hereby designated as District's Contracting Agency and may exercise all

authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by District policy.

2. The above recitals and Exhibit A are hereby adopted by the District Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Directors' request for amendments to classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to District. Instead, the District hereby prescribes the following Rules, which include portions of the Attorney General's Model Rules, as the Rules of Procedure that the District will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General's Model Rules, they incorporate District changes to the Model Rules, and, therefore, are not the Attorney General's promulgated administrative rules. District exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the District's Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with District's own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, District shall also comply with the requirements of ORS 279C.305.

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7. All previously adopted resolutions, including Resolution No. 2018-2019-02, establishing public contracting rules for District are hereby repealed.

DATED this 16th day of May, 2023.

Kristie Miller, President
Board of Directors

Kristie Miller, President
Local Contract Review Board

ATTEST:

ATTEST:

Jack McGowan, Secretary
Board of Directors

Jack McGowan, Secretary
Local Contract Review Board

Julie Spor, Clerk of the Board

F:\1Clients\Muni\Sisters FD\GENERAL\2022 Public Contracting Rules Update\RES District Resolution
Opting Out of AG Model - (2005 to Current).docx

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Sisters-Camp Sherman Rural Fire Protection District will hold a joint public hearing of its Board of Directors and its Local Contract Review Board regarding adoption of Public Contracting Rules on the 16th day of May, 2023, at 5 p.m. The meeting will be held at 301 South Elm Street, Sisters, Oregon. To attend the hearing virtually or for questions, contact Executive Assistant Julie A. Spor at spor@sistersfire.com. The proposed Resolution will replace and update the District's current Public Contracting Rules and exemptions.

The public hearing will be held for the purpose of taking comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.

PUBLISHED: *Daily Journal of Commerce*
DATE: May 1, 2023

PUBLISHED: *The Nugget Newspaper*
DATE: May 3, 2023

CONSENT AGENDA

Administrative Summary for Consent Agenda

April 2023 Data

Minutes - No changes.

Revenue & Expenditure Dashboard Report

- Revenue is tracking at 109% of budget. Expenditures are tracking at 77% of budget. Target goal for end of April is 83%.

Operations Overview Dashboard Report

- Medical transports increased 23% over the prior month. Overall calls are down this month over the prior year.
- There was a total of 114 calls in April.
- A total of 15 7PC's were called in April and move-ups requested by the District decreased to 3 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 \$3,779,712.91 at the end of April. The interest rate held at 3.75%

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$70,753.34.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of April balances with the bank and totals \$71,788.75.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at end of April balances with the bank and totals \$427,497.59. There is an increased balance in the account at the end of the month due to grant reimbursements received that will be transferred back to the LGIP.

Operating Fund Summaries

Revenue

- Property taxes are at 102% of budget as of April 30, 2023. Another large payment is expected in May.
- Ambulance revenues are higher than anticipated for this time of the budget cycle at 109%.
- GEMT CCO revenue was deposited in April. We expect another GEMT FFS deposit prior to the end of the budget year.
- Interest income is doing well with increased interest rates for the LGIP.
- Grant revenue is at 271% of budget due to a large FEMA AFG reimbursement that will be transferred out of the operating fund to the LGIP.

Personnel Services

- Administration, Operations and Maintenance Departments are tracking within budget. Volunteer Department shows at 105% due to SAFER Grant Expenditures. Grant income should offset these amounts. Overall Personnel Services is at 77% of budget.
- Materials and Services are at 77% of budget.
- Capital Outlay is at 51% of budget.

Balance Sheets

- PERS liability will clear prior to the end of the fiscal year and are due to wage/class cleanup with PERS.
- Insurance disability/liability is due to AFLAC pass-through payment and orthodontia withholding payment.
- Miscellaneous liabilities are related to employee donations and will clear quarterly.

Check Register

- Check number: 15273 to Cameron Building Maintenance, Inc. This check was lost in the mail, voided and reissued as check number 15408. This is for an initial deep clean of the Administration building and monthly maintenance of the building. This check was flagged as it was signed by Chief Johnson and Finance Manager Spor due to Chief Craig being out of the office for a week at FDIC.
- Check number: 15361 to HR Answers. All department training related to Respectful Workplaces.
- Check number: 15386 to Deschutes County 911 Service District. Annual cost for 911 data access.
- Check number: 15390 to Marketing Umbrella. Payment for media and print marketing campaign related to the FEMA SAFER grant recruitment efforts. This will be reimbursed by FEMA.
- Check number: 15403 to Zoll Medical Corporation. Payment for cardiac monitors for Sisters-Camp Sherman and Black Butte Ranch Fire District related to regional FEMA AFG grant. The federal portion of these expenses will be reimbursed by FEMA.
- Check number: 15433 to Washington Family Ranch. Purchased used power load gurney for medic 775. A new unit was budgeted in this fiscal year. This was purchased at a significant cost-savings to the District.
- Check number: 15435 to Zoll Medical Corporation. Payment for additional expensed related to cardiac monitors purchased through regional FEMA AFG Grant. Federal portion will be reimbursed to the District.
- Check number: 15436 to HRA VEBA Trust. This is for annual contributions for VEBA benefit for new employees.
- Check number: 700025 to US Bank Visa:
 - \$3090. Reimbursed volunteer Brian Schultz for EMT training. This will be reimbursed through the FEMA SAFER Grant.
 - \$775.95. Craig labs/physical were paid directly to provider due to billing issues with current medical company providing department firefighter physicals.

Adjusting Journal Entries

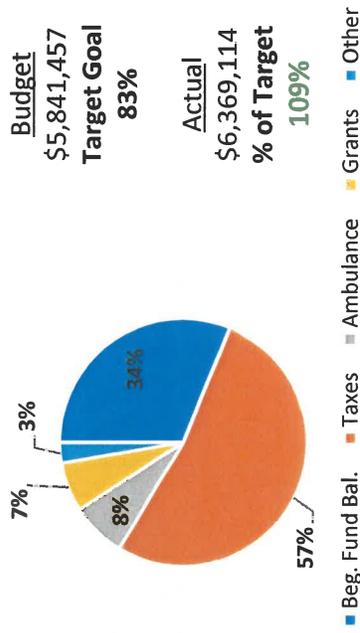
- Entry for ambulance receivables to actual.
- Entries for transfers from the Equipment Reserve Fund for AFG grant expenses and expenses related to the purchase of the used Stryker power load system from Washington Family Ranch.

Ambulance Report - Total of 48 transports for April.

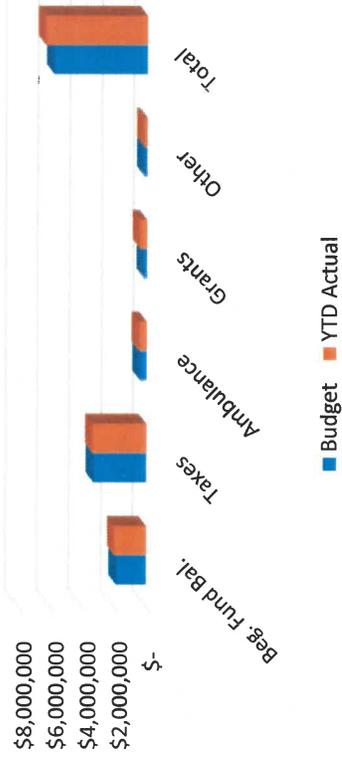
Engine Response Report – No new payments or bills for April. There has been a delay in billing due to Sarah's sudden departure. The new office assistant is being trained to take this over.

REVENUE & EXPENDITURE OVERVIEW - AS OF APRIL 2023

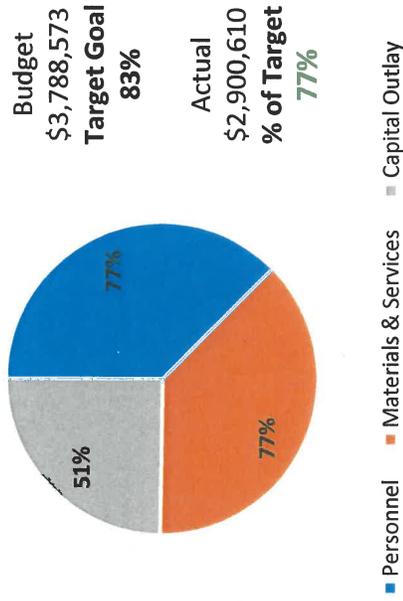
22/23 Actual Revenue as % of Budget



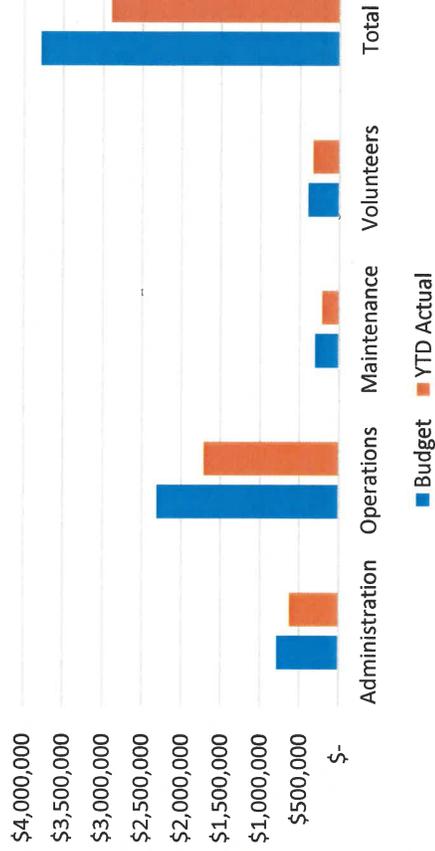
Budget vs. Actual Revenue - Year to Date



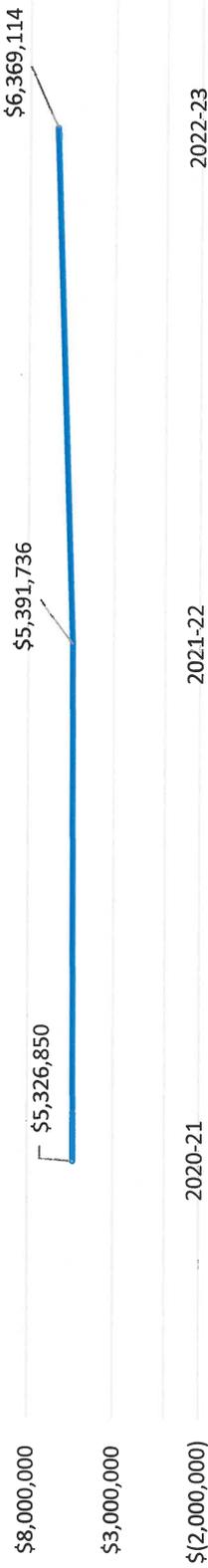
22/23 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

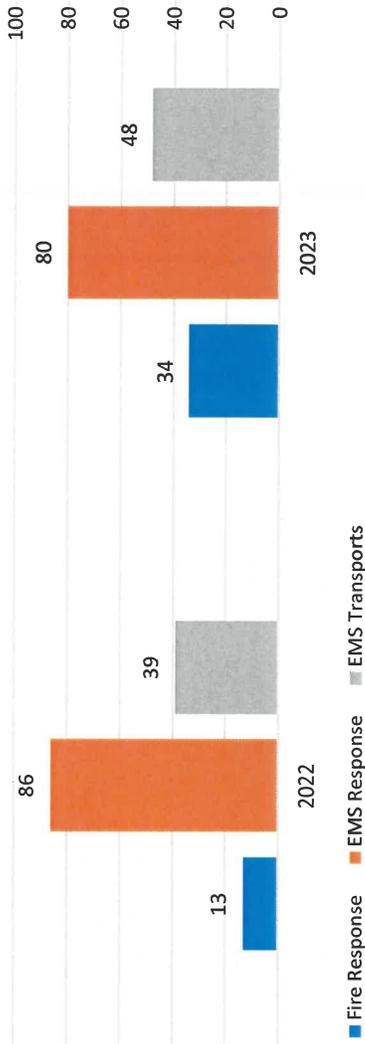


Total Revenue - 3 Years - As of April 30, 2023

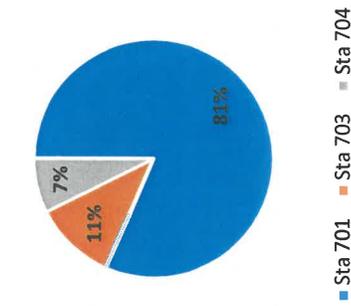


OPERATIONS OVERVIEW - AS OF APRIL 30, 2023

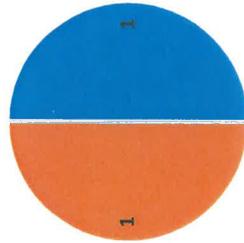
Responses by Type - 3 Years



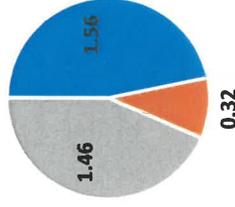
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

18

Callback Overview

Personnel Callbacks (7PC's) = 15
 7PC's Staffed with ALS Staffing = 10
 7PC's Staffed with Engine Staffing = 9
 Move-Ups = 3

Ave Personnel on Standby

1.67



**Minutes of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
April 18, 2023**

1. **Open the Regular Meeting.**
 - a. Board President Kristie Miller opened the meeting at 5:03 p.m.
 - i. Board attending: President Miller, Secretary/Treasurer McGowan and Director Newport. Board absent: Vice President Schulz and Director Sutton.
 - ii. Staff/guests attending: Chief Johnson, Chief Craig, Finance Mgr./Executive Asst. Spor, Fire Medic Frutos and Fire Corps member Herrmann.
2. **Consent Agenda.**
 - a. ***Unanimously approved the Consent Agenda as presented by those in attendance. Motion by Director McGowan, Director Newport second.***
 - i. Questions/comments:
 1. Director Newport inquired about check number 15262 to Tonkon Torp. This was specialized legal services related to a PERS issue. He also inquired about 15270 to Black Butte Ranch RFPD. This was a reimbursement to Black Butte Ranch for SAFER reimbursed expenses incurred. Lastly, he inquired about check number 15296 to Oregon Health Authority. This check was to cover the federal draw-down for GEMT services reimbursement.
3. **Correspondence.**
 - a. The Board reviewed correspondence from Kay Johnson and Gina and Chris Bayer.
4. **Administration.**
 - a. **Budget Committee Applications/Potential Appointments.** Staff received two great applicants for the open positions on the budget committee. Chief Johnson has scheduled a tentative orientation with each of them on May 5 if they are appointed.
 - i. ***Unanimously appointed Bret Campbell and Joel Palanuk to the budget committee for a term of four years. Motion by Director Newport, Director McGowan second.***
 - b. **Staff Reports: SR-23-4 Modifications to Job Descriptions: Office Assistant and Finance Manager/Executive Assistant.** These two job descriptions required updates due to the retirement of the prior finance manager and duties being rearranged within these two positions.
 - i. ***Unanimously approved Staff Report SR-23-4 approving updates to the office assistant and finance manager/executive assistant job descriptions as presented. Motion by Director McGowan, Director Newport second.***
 - c. **Goal Tracking Update.** Chief Johnson reported staff is doing well on goals and he does not see any issues with completing them prior to the end of the year.
5. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month. He extended an invitation to the Board to attend and event at Sisters Movie House on 4/20/2023 at

6:30 p.m. for a screening of The West is Burning. In addition, on May 11, both Chief Johnson and Director McGowan will be representing the Fire District at a C4C event from 5-7 p.m.

6. **Fire Safety Manager Report.** FSM Puller was out of the country and did not submit a report.

7. **President's Report.**

- a. President Miller will forward a hiring timeline for the Fire Chief process for Directors to review.
- b. EA Spor is working on revisions to the Fire Chief job description. She will forward the changes to President Miller for review.
- c. She will be working on the current Chief contract for finishing out his term including vacation accruals.

8. **Other Business.**

- a. **Resolution 2022-2023-007.** *Unanimously approved Resolution 2022-2023-007 authorizing the staff to make book adjustments re-classing the Solera Consulting, Inc invoice from the Maintenance Department to the Building Reserve fund. Motion by Director Newport, Director McGowan second.*
- b. **Resolution 2022-2023-008.** *Unanimously approved Resolution 2022-2023-007 authorizing the expenditure of funds from the Equipment Reserve fund for payment of invoices related to the purchase of two Lucas 3 Automated CPR devices. Motion by Director McGowan, Director Newport second.*

9. No further business was discussed and the meeting adjourned at 5:33 p.m.

Respectfully submitted by,

Julie Spor, Clerk of the Board



**Minutes of the Special Meeting of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
May 8, 2023**

1. **Open the Special Meeting.**
 - a. Board President Kristie Miller opened the meeting at 1 p.m.
 - i. Board attending: President Miller, Secretary/Treasurer McGowan (via Zoom) and Vice President Schulz (via telephone). Board absent: Directors Newport and Sutton.
 - ii. Staff/guests attending: Chief Johnson and Finance Mgr./Executive Asst. Spor.
2. **Staff Report SR-23-6 – New Phone System.** EA Spor provided an overview of Staff Report SR-23-6 outlining the issue with the current phone system failure at Station 701 and the bid request process held to purchase a new phone system. ***Unanimously approved Staff Report SR-23-05 authorizing the Fire Chief to sign the bid from Neff Networks for the purchase of a new phone system and Resolution 2022-2023-010 as presented authorizing the expenditure of funds from the Building Reserve fund for payment of the equipment and installation as described in the contract documents for an amount not to exceed \$9,550 from the Reserved for Future Expenditure budget. Motion by Director McGowan, Director Schulz second.***
3. No further business was discussed and the meeting adjourned at 1:09 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)
April 30, 2023

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	71,979.00	Book Balance Previous Month:	48,995.22
Outstanding Deposits:	19.12	Total Receipts:	34,382.67
Outstanding Checks:	209.37	Total Disbursements:	11,589.14
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	71,788.75	Book Balance:	71,788.75

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
142	19.12							
							Total:	19.12

Deposits cleared: 26 items Deposits Outstanding: 1 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: 2 items Checks Outstanding: 1 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:
Apr 3, 2023
through
Apr 28, 2023



000177934 01 AB 0.507 000638469649439 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1509
SISTERS OR 97759-1509



To Contact U.S. Bank

Commercial Customer
Service: 877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

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 remind you of a recent 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).

GOLD BUSINESS CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Apr 3			49,185.47
Other Deposits	25		45,973.66
Other Withdrawals	4		23,180.13-
Ending Balance on Apr 30, 2023		\$	71,979.00

RCVD 5/8/23 ^{SNL} PO# _____
ACCT# _____
CAPT INITIALS _____
CHIEF INITIALS _____

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Apr 3	Electronic Deposit REF=230900126091560Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	\$ 1,047.99✓
Apr 4	ACH Zero Dollar Credit REF=230930186792770Y00	From HEALTH SHARE 1455093195ACH ITEM	0.00
Apr 4	Electronic Deposit REF=230930093828690Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	980.28✓
Apr 4	Electronic Deposit REF=230930186792460Y00	From HEALTH SHARE 1455093195ACH ITEM	1,012.00✓
Apr 5	Electronic Deposit REF=230940170649750N00	From STRIPE 1800948598TRANSFER ST-Z6Y1S9A9A0J4	19.12✓
Apr 6	Electronic Deposit REF=230950098480090N00	From STRIPE 1800948598TRANSFER ST-L8F1J9Y2M5Y4	28.83✓
Apr 6	Electronic Deposit REF=230950057894600Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	612.97✓
Apr 6	Electronic Deposit REF=230940172709180N00	From PacificSource 3562420416CREDIT 3077581	1,606.13✓
Apr 7	Electronic Deposit REF=230960068107430Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	1,019.41✓
Apr 7	Electronic Deposit REF=230960130069940N00	From PACIFICSOURCE CO 1562420416PAYABLES 154856	1,249.00✓
Apr 7	Electronic Deposit REF=230960130069920N00	From PACIFICSOURCE CO 1562420416PAYABLES 154856	24,397.00✓
Apr 10	Electronic Deposit REF=2309600088177760N00	From Regence BCBCO 6930238155HCCLAIMPMTTPRPMX00001	1,990.00✓
Apr 11	Electronic Deposit REF=231010089169410N00	From LOYALEHLTH SV9T 10435758814192343729	97.05✓
Apr 11	Electronic Deposit REF=231000097070960Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	1,857.65✓

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)
April 30, 2023

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	70,753.34	Book Balance Previous Month:	69,715.53
Outstanding Deposits:	.00	Total Receipts:	1,037.81
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	70,753.34	Book Balance:	70,753.34

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!



For the Month Ending April 30, 2023

Account Statement - Transaction Summary

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

Oregon LGIP		Asset Summary	
		April 30, 2023	March 31, 2023
Opening Balance	69,715.53		69,715.53
Purchases	1,037.81	70,753.34	
Redemptions	0.00		
Total		\$70,753.34	\$69,715.53

Closing Balance	\$70,753.34
Dividends	216.86

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)
April 30, 2023

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	502,157.86	Book Balance Previous Month:	114,655.05
Outstanding Deposits:	42.06	Total Receipts:	826,381.85
Outstanding Checks:	74,702.33	Total Disbursements:	513,539.31
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	427,497.59	Book Balance:	427,497.59

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
114	42.06							
							Total:	42.06

Deposits cleared: 27 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
1	37,286.31	15404	196.20	15416	7.40	15428	350.00	
15192	218.43	15405	395.00	15417	612.50	15429	569.62	
15324	165.00	15406	28.69	15418	349.78	15430	159.67	
15330	159.96	15407	1,350.00	15419	807.00	15431	221.35	
15347	830.00	15408	1,350.00	15420	92.71	15432	105.80	
15361	4,756.58	15409	600.00	15421	57.06	15433	3,500.00	
15380	55.00	15410	2,134.71	15422	112.50	15434	239.63	
15381	720.72	15411	2,197.23	15423	263.33	15435	2,028.00	
15394	305.00	15412	93.50	15424	23.24	15436	4,000.00	
15395	20.00	15413	5,383.50	15425	382.02	15437	59.41	
15396	55.00	15414	998.32	15426	395.00	15438	654.26	
15397	204.96	15415	17.94	15427	190.00			
							Total:	74,702.33

Checks cleared: 89 items Checks Outstanding: 47 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments



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:
Apr 3, 2023
through
Apr 30, 2023

Page 1 of 3



000177981 01 AB 0.507 000638469649486 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1509
SISTERS OR 97759-1509



To Contact U.S. Bank

Commercial Customer

Service: 877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

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 remind you of a recent 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

U.S. Bank National Association

Member FDIC

Account Summary

Account Number 1-697-0095-8849

Beginning Balance on Apr 3	\$	200,386.51	Interest Paid this Year	\$	91.66
Customer Deposits	3	2,112.00	Number of Days in Statement Period		30
Other Deposits	20	900,073.98			
Other Withdrawals	8	229,214.44-			
Checks Paid	74	371,200.19-			
Ending Balance on Apr 30, 2023	\$	502,157.86			

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Apr 11	8315790410	1,037.00 ✓		Apr 28	9213103565	1,050.00 ✓
	Apr 18	8315655158	25.00 ✓				
Total Customer Deposits							\$ 2,112.00

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Apr 5	Electronic Deposit From iStream REF=230940196280140N00	00048999914899991	\$ 1,580.24 ✓
Apr 6	Electronic Deposit From OREGON ST TREAS REF=230950094741360Y00	9400817099LGIP ACH 3688983	150,000.00 ✓
Apr 7	Electronic Deposit From STRIPE REF=230960107651130N00	1800948598TRANSFER ST-F9B0M6I3Z7M8	19.12 ✓
Apr 10	Electronic Deposit From 36 TREAS 310 REF=230970094268520N00	9101036151 MISC PAY930932704360012	3,752.00 ✓
Apr 12	Electronic Deposit From iStream REF=231010162953160N00	00048999914899991	1,634.10 ✓
Apr 13	Electronic Deposit From STRIPE REF=231020161214600N00	1800948598TRANSFER ST-T2D7Q5P5K4L6	28.83 ✓
Apr 14	Electronic Deposit From STRIPE REF=231030065981130N00	1800948598TRANSFER ST-G5V2K6J0H4R6	19.12 ✓
Apr 17	Electronic Deposit From STRIPE REF=231070028571200N00	1800948598TRANSFER ST-X3X0J9U6Z5C9	38.54 ✓
Apr 18	Electronic Deposit From STRIPE REF=231070117962520N00	1800948598TRANSFER ST-V8Z7M5Y9M8Q3	40.48 ✓

RCVD 5/8/23 ML
ACCT# _____ PO# _____
CAPT INITIALS _____
CHIEF INITIALS _____

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,166,286.97
CR	14	Jefferson County Property Tax Coll	855.69		
CR	23	ACH Redemption Fees LGIP		.05-	
CR	25	Accrual Income Distributions - LGIP	12,563.15		
CR	5	Deschutes County Prop. Tax Collections	13,106.44		
CR	12	Txfr from LGIP to OHA for GEMT Fees		700.14-	
CR	27	Jefferson County Tax Interest	7.87		
CRUS	28	Txfr for bills		150,000.00-	
CRUS	7	Txfr from LGIP to Checking		500,000.00-	
JE	4	Transfer from EQ-Res for AFG grant expenses	242,012.32		
JE	6	Transfer from EQ-Res for Stryker Powerload System f	6,275.00		
		04/30/2023 (04/23) Period Totals and Balance	274,820.47 *	650,700.19- *	2,790,407.25

Number of transactions: 10 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	274,820.47	650,700.19-	375,879.72-

0. C
2,790,407.25 +
295,106.88 +
129,281.37 +
564,917.41 +
3,779,712.91 *

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		03/31/2023 (03/23) Balance	.00 *	.00 *	295,106.88
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	295,106.88

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EMPLOYMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
		03/31/2023 (03/23) Balance	.00 *	.00 *	129,281.37
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	129,281.37

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
4-00-0-1070 Equipment Fund					
		03/31/2023 (03/23) Balance	.00 *	.00 *	737,369.42
CR	1	Txfr AFG Grant Reimb. from Oper Acct to EQRF	75,835.31		
JE	5	Transfer from EQ-Res for AFG grant expenses		242,012.32-	
JE	7	Transfer from EQ-Res for Stryker Powerload System f		6,275.00-	
		04/30/2023 (04/23) Period Totals and Balance	75,835.31 *	248,287.32- *	564,917.41
Number of transactions: 3 Number of accounts: 1			Debit	Credit	Proof
Total EQUIPMENT RESERVE FUND:			75,835.31	248,287.32-	172,452.01-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total REVENUE:

Number of transactions: 13 Number of accounts: 5

Debit	Credit	Proof
350,655.78	898,987.51-	548,331.73-

Grand Totals:

Report Criteria:

Actual amounts

All accounts

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



For the Month Ending **April 30, 2023**

Account Statement - Transaction Summary

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

Oregon LGIP

Opening Balance	4,328,044.64
Purchases	102,368.46
Redemptions	(650,700.19)

Asset Summary

	April 30, 2023	March 31, 2023
Oregon LGIP	3,779,712.91	4,328,044.64
Total	\$3,779,712.91	\$4,328,044.64

Closing Balance

Dividends	12,563.15
	\$3,779,712.91



Account Statement

For the Month Ending **April 30, 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
Oregon LGIP					
Opening Balance					4,328,044.64
04/03/23	04/03/23	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 4374) - March 2023	1.00	(0.05)	4,328,044.59
04/06/23	04/06/23	Purchase - ACH Purchase	1.00	75,835.31	4,403,879.90
04/06/23	04/06/23	Redemption - ACH Redemption	1.00	(150,000.00)	4,253,879.90
04/06/23	04/06/23	Transfer from Jefferson County Treasury - JEFFERSON COUNTY TREASURY	1.00	863.56	4,254,743.46
04/07/23	04/07/23	Deschutes County Treasurer - Deschutes County Turnover 2022-12	1.00	13,106.44	4,267,849.90
04/11/23	04/11/23	Redemption - ACH Redemption	1.00	(700.14)	4,267,149.76
04/19/23	04/19/23	Redemption - ACH Redemption	1.00	(500,000.00)	3,767,149.76
04/28/23	05/01/23	Accrual Income Div Reinvestment - Distributions	1.00	12,563.15	3,779,712.91
Closing Balance					3,779,712.91

	Month of April	Fiscal YTD July-April	
Opening Balance	4,328,044.64	3,167,640.52	Closing Balance
Purchases	102,368.46	3,512,773.58	Average Monthly Balance
Redemptions	(650,700.19)	(2,900,701.19)	Monthly Distribution Yield
			3.75%

Closing Balance	3,779,712.91	3,779,712.91
Dividends	12,563.15	89,285.65

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Bal Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	12,707.25	12,625.45	3,302,335.23	3,240,174.00	62,161.23	102%
1-01-0-40200	Property Taxes-Prior	1,862.96	1,322.38	44,411.61	50,000.00	5,588.39-	89%
1-01-0-41100	Ambulance Revenue	31,370.74	35,950.90	424,287.33	390,000.00	34,287.33	109%
1-01-0-41110	GEMT Ambulance Revenu	.00	26,658.00	35,088.00	40,000.00	4,912.00-	88%
1-01-0-41200	Other Fees for Service	925.00	405.00	16,042.99	11,715.00	4,327.99	137%
1-01-0-42100	Fire Med Subscriptions	.00	975.00	11,300.00	15,000.00	3,700.00-	75%
1-01-0-43100	Interest Income	1,817.11	12,631.24	90,289.83	15,000.00	75,289.83	602%
1-01-0-44100	Grant Revenue	.00	158,707.91	409,872.22	151,095.00	258,777.22	271%
1-01-0-44200	Donations Received	95.00	.00	25,085.46	10,000.00	15,085.46	251%
1-01-0-44300	Conflagration Income	.00	.00	18,562.25	50,000.00	31,437.75-	37%
1-01-0-45000	Misc Revenue	.00	57.00	11,510.86	10,100.00	1,410.86	114%
1-01-0-49990	Beginning Working Capital	.00	.00	1,980,328.29	1,858,373.00	121,955.29	107%
Total GENERAL FUND REVENUE:		48,778.06	249,332.88	6,369,114.07	5,841,457.00	527,657.07	109%
GENERAL FUND Revenue Total:		48,778.06	249,332.88	6,369,114.07	5,841,457.00	527,657.07	109%
Net Total GENERAL FUND:		48,778.06	249,332.88	6,369,114.07	5,841,457.00	527,657.07	109%

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	395,110.53	37,662.00	441,690.03	542,208.00	100,517.97	81%
	Total OPERATIONS DEPARTMENT:	1,492,973.06	147,469.67	1,599,751.30	2,126,183.00	526,431.70	75%
	Total MAINTENANCE DEPARTMENT:	15,742.02	1,090.03	6,599.41	27,264.00	20,664.59	24%
	Total VOLUNTEERS DEPARTMENT:	108,601.64	2,344.03	69,648.53	66,290.00	3,430.53-	105%
	GENERAL FUND Expenditure Total:	2,012,427.25	188,565.73	2,117,689.27	2,761,945.00	644,183.73	77%
	Net Total GENERAL FUND:	2,012,427.25-	188,565.73-	2,117,689.27-	2,761,945.00-	644,183.73-	77%
	Net Grand Totals:	2,012,427.25-	188,565.73-	2,117,689.27-	2,761,945.00-	644,183.73-	77%

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	157,714.01	13,835.77	178,618.59	217,154.00	34,494.25	82%
	Total OPERATIONS DEPARTMENT:	89,877.79	13,049.79	117,329.16	183,284.00	62,997.95	64%
	Total MAINTENANCE DEPARTMENT:	155,925.48	17,781.38	199,751.10	264,504.00	52,980.26	76%
	Total VOLUNTEERS DEPARTMENT:	136,421.59	54,419.23	270,334.65	328,305.00	31,043.38	82%
	GENERAL FUND Expenditure Total:	539,938.87	99,086.17	766,033.50	993,247.00	181,515.84	77%
	Net Total GENERAL FUND:	539,938.87-	99,086.17-	766,033.50-	993,247.00-	181,515.84-	77%
	Net Grand Totals:	539,938.87-	99,086.17-	766,033.50-	993,247.00-	181,515.84-	77%

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	5,174.27	.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%
	GENERAL FUND Expenditure Total:	11,381.49	.00	16,887.20	33,381.00	16,493.80	51%
	Net Total GENERAL FUND:	11,381.49-	.00	16,887.20-	33,381.00-	16,493.80-	51%
	Net Grand Totals:	11,381.49-	.00	16,887.20-	33,381.00-	16,493.80-	51%

SISTERS-CAMP SHERMAN
BALANCE SHEET
APRIL 30, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	2,790,407.25	
1-00-0-1080	US BANK OPERATING ACCT	71,788.75	
1-00-0-1081	US BANK OPERATING ACCT 2022	427,497.59	
1-00-0-1099	PETTY CASH	46.70	
1-00-0-1103	NOTE RECEIVABLE	45,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	237,125.12	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(118,724.73)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,061.89	
	TOTAL ASSETS		3,508,202.57

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2150	PERS LIABILITY	1,102.57	
1-00-0-2155	DEFERRED COMPENSATION LIABILIT	766.34	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	526.87	
1-00-0-2180	MISCELLANEOUS LIABILITY	80.00	
1-00-0-2250	DEFERRED REVENUE	37,738.69	
	TOTAL LIABILITIES		40,214.47

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	(5,841,457.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	5,840,941.00	
	REVENUE OVER EXPENDITURES - YTD	3,468,504.10	
	BALANCE - CURRENT DATE	9,309,445.10	
	TOTAL FUND EQUITY		3,467,988.10
	TOTAL LIABILITIES AND EQUITY		3,508,202.57

SISTERS-CAMP SHERMAN
BALANCE SHEET
APRIL 30, 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
 APRIL 30, 2023

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		129,281.37
	TOTAL ASSETS		129,281.37
<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	129,281.37	
	BALANCE - CURRENT DATE		443,651.37
	TOTAL FUND EQUITY		129,281.37
	TOTAL LIABILITIES AND EQUITY		129,281.37

SISTERS-CAMP SHERMAN
BALANCE SHEET
APRIL 30, 2023

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND		564,917.41
	TOTAL ASSETS		564,917.41
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
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	564,917.41	
	BALANCE - CURRENT DATE		2,856,850.41
	TOTAL FUND EQUITY		564,917.41
	TOTAL LIABILITIES AND EQUITY		564,917.41

SISTERS-CAMP SHERMAN
BALANCE SHEET
APRIL 30, 2023

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	70,753.34	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		74,501.04

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	72,172.32	
	BALANCE - CURRENT DATE	342,448.32	
	TOTAL FUND EQUITY		71,822.32
	TOTAL LIABILITIES AND EQUITY		74,501.04

Check Register - April 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/28/2023	15273	Cameron Building Maintenance, Inc.	Janitorial services administration plus deep clean	\$ (975.00) V
4/13/2023	15346	Ace Hardware, Inc.	Power strips for 703/704	\$ 34.94
4/13/2023	15346	Ace Hardware, Inc.	Large washers for throw flagging for 724	\$ 5.10
4/13/2023	15346	Ace Hardware, Inc.	Fasteners for adding exam glove box holders to 723/724	\$ 4.98
4/13/2023	15347	Alpine Internet Solutions	Content Plan for April 2023	\$ 395.00
4/13/2023	15347	Alpine Internet Solutions	Revised KTVA Landing Page - Recruitment	\$ 350.00
4/13/2023	15347	Alpine Internet Solutions	Professional Mgmt and Hosting - May 2023	\$ 85.00
4/13/2023	15348	Bi-Mart Corporation	Battery Charger	\$ 67.99
4/13/2023	15348	Bi-Mart Corporation	SODA FOR POP MACHINE (PLUS DEPOSIT)	\$ 128.83
4/13/2023	15348	Bi-Mart Corporation	Duct tape and liquid detergent	\$ 37.52
4/13/2023	15348	Bi-Mart Corporation	GPS FOR 724	\$ 99.00
4/13/2023	15348	Bi-Mart Corporation	KITCHEN PAPER TOWELS FOR 701	\$ 27.96
4/13/2023	15348	Bi-Mart Corporation	Credit for Christmas Program Merchandise returned	\$ (327.78)
4/13/2023	15349	BOUND TREE MEDICAL, LLC.	EMS MEDICATION ORDER# 39445727	\$ 176.94
4/13/2023	15350	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - April 2023	\$ 350.00
4/13/2023	15351	Brian Schultz	Reimb. EMT Course Expenses - Unitek	\$ 1,000.81
4/13/2023	15352	Caselle, Inc.	Contract support charges 05/2023	\$ 354.00
4/13/2023	15353	City of Sisters	04-6332-00 Elm St.	\$ 221.86
4/13/2023	15353	City of Sisters	02-5766-00 Locust	\$ 23.22
4/13/2023	15354	Cruz Jones	Res. Vol. Mileage & Food Reimb. - April 2023	\$ 350.00
4/13/2023	15354	Cruz Jones	Reimb. OHA EMS License Fee	\$ 55.00
4/13/2023	15355	DMV	dmv record Checks	\$ 15.00
4/13/2023	15356	Ed Staub & Sons Petroleum	Fuel	\$ 1,081.73
4/13/2023	15356	Ed Staub & Sons Petroleum	Propane - Elm (282.2 gals)	\$ 609.55
4/13/2023	15356	Ed Staub & Sons Petroleum	Propane - Buffalo (265.6 gals)	\$ 547.14
4/13/2023	15356	Ed Staub & Sons Petroleum	Finance Charge	\$ 9.14
4/13/2023	15357	Enerspect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 111.49
4/13/2023	15358	Five Pine Lodge & Conference	Balance due on 22/23 Awards Banquet #292-4	\$ 9,614.00
4/13/2023	15359	Grant Dickenson	Res. Vol. Mileage & Food Reimb. - April 2023	\$ 350.00
4/13/2023	15360	Honeywell Analytics	POSI CHECK SERVICE/UPDATE	\$ 1,050.00
4/13/2023	15361	HR Answers, Inc.	Respectful Workplaces Training (Staff & Vols)	\$ 4,756.58
4/13/2023	15362	Miss Sew-it-All	Seamstress Services - Uniform Items	\$ 70.00
4/13/2023	15363	Momentum Promo	Embroidery: Ward, Ulm, Benson, Miller	\$ 292.50
4/13/2023	15363	Momentum Promo	Embroidered apparel - Jackets/sweatshirts	\$ 957.78
4/13/2023	15364	Mountain Medical	Ulm: Firefighter Physical	\$ 1,302.00
4/13/2023	15365	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 30.04
4/13/2023	15365	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 62.84
4/13/2023	15365	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 29.00
4/13/2023	15365	Norco Medical Supply, Inc.	FUEL SURCHARGE	\$ 2.49
4/13/2023	15365	Norco Medical Supply, Inc.	SCBA BOTTLE HYDROTESTING	\$ 120.00
4/13/2023	15365	Norco Medical Supply, Inc.	DELIVERY CHARGE	\$ 19.50
4/13/2023	15365	Norco Medical Supply, Inc.	FUEL SURCHARGE	\$ 2.49
4/13/2023	15366	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 63.86
4/13/2023	15367	Paladin Background Screening	Criminal History Check: Maxson, Sucher, Prosser	\$ 72.00
4/13/2023	15367	Paladin Background Screening	Criminal History Check: Coultas	\$ 30.00
4/13/2023	15367	Paladin Background Screening	Criminal History Check: Ulm	\$ 24.00
4/13/2023	15368	Peterson Trucks Inc.	Nozzle kit 734	\$ 39.84
4/13/2023	15369	Pony Express, Inc.	Shipping to Entenman Rovin Awards	\$ 21.88
4/13/2023	15369	Pony Express, Inc.	Training records shipped	\$ 57.14
4/13/2023	15370	Quill	labelwriter labels	\$ 37.18
4/13/2023	15370	Quill	Office Supplies: binder clips, pens, paper	\$ 353.37
4/13/2023	15370	Quill	Office pens	\$ 59.95
4/13/2023	15371	Republic Services	Disposal Services - Elm Street	\$ 34.38
4/13/2023	15371	Republic Services	Disposal Services - Station 703	\$ 18.46
4/13/2023	15372	SeaWestern, Inc.	Class B Shirts: Johnson	\$ 286.00
4/13/2023	15372	SeaWestern, Inc.	Lion Class B Duty Pants: Ulm, Beiler, Sucher, Pyne & Stock	\$ 1,119.66
4/13/2023	15373	Sisters Coffee Company	Sisters Coffee - Station 701	\$ 73.50
4/13/2023	15374	Sisters Rental	HONDA EU2200 GENERATOR (724)	\$ 1,149.99
4/13/2023	15374	Sisters Rental	STIHL MS 462 CHAINSAW	\$ 1,199.00
4/13/2023	15375	Sureline Broadband	Broadband Station 704	\$ 100.00
4/13/2023	15376	Systems Design	EMS Billing & Postage - March	\$ 1,308.11
4/13/2023	15377	Temp-Rite Mechanical	ANNUAL HVAC MAINTENANCE 701 & 703	\$ 882.00
4/13/2023	15378	Terminix	Pest control services: Sta 701	\$ 96.00
4/13/2023	15379	Treasure Valley Coffee	water & cooler rental	\$ 182.35
4/18/2023	15380	Angel Cisneros	Per Diem: NFPA Information Officer Class	\$ 55.00
4/18/2023	15381	AT&T MOBILITY	2.87297E+11	\$ 720.72
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Radiator cap for 726	\$ 13.20
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	791 Oil filter, washer fluid	\$ 82.47

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Brake cleaner 791	\$ 14.20
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Fleetrunner	\$ 61.88
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Wire wheel brush	\$ 5.39
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Tools for vehicles	\$ 13.98
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Coolant	\$ 69.72
4/18/2023	15382	Baxter Auto Parts Inc, Auto Parts	Return of fleetrunner	\$ (61.88)
4/18/2023	15383	Campbell Clarke	Per Diem: Art of Reading Smoke Class	\$ 220.00
4/18/2023	15384	Central Oregon Public Safety Chaplaincy	Employee Donations	\$ 80.00
4/18/2023	15385	Cruz Jones	Per Diem: Art of Reading Smoke & Irons Ready Classes	\$ 110.00
4/18/2023	15386	Deschutes County 911 Service D	911-Data Network Reimbursement	\$ 5,232.00
4/18/2023	15387	Firecom/Sonetics	BK RADIO INTERFACE CABLE (745)	\$ 240.22
4/18/2023	15388	Hughes Fire Equipment, Inc.	721 Officer's seatbelt	\$ 274.74
4/18/2023	15388	Hughes Fire Equipment, Inc.	726 Officer's seatbelt	\$ 202.16
4/18/2023	15388	Hughes Fire Equipment, Inc.	721 Driver's window regulator	\$ 347.03
4/18/2023	15389	Jacob Van Lieu	Per Diem: Art of Reading Smoke, Irons Ready & Nozzle Fwd Classes	\$ 220.00
4/18/2023	15390	Marketing Umbrella LLC	Safer Grant: Media Marketing Campaign	\$ 27,835.00
4/18/2023	15391	MFCP, Inc	734 MALE BRANCH TEES	\$ 123.29
4/18/2023	15391	MFCP, Inc	775 Coolant Res. Repair	\$ 22.16
4/18/2023	15392	Mid-Columbia Fire & Rescue	Classes: Byles, Clarke, Dickenson, Jones, Klosterman, Van Lieu	\$ 3,050.00
4/18/2023	15393	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
4/18/2023	15394	Neuromusculoskeletal Center of the	Drug Screens: Lekas, Maxson, Prosser, Puller, Sucher	\$ 305.00
4/18/2023	15395	OR Fire Service Honor Guard	Employee donations	\$ 20.00
4/18/2023	15396	Rachel Ulm	Per Diem: PIO Class	\$ 55.00
4/18/2023	15397	Roy Dean	Per Diem: NFPA Public Information Officer	\$ 55.00
4/18/2023	15397	Roy Dean	Mileage: NFPA Public Information Officer Class	\$ 149.96
4/18/2023	15398	SDIS	Admin Health Insurance	\$ 3,671.84
4/18/2023	15398	SDIS	Admin Life, ST/LTD	\$ 146.54
4/18/2023	15398	SDIS	Operations Health Insurance	\$ 15,633.69
4/18/2023	15398	SDIS	Operations Life, ST/LTD	\$ 586.16
4/18/2023	15398	SDIS	Ins/Disability - Orthodontia pass through	\$ 107.49
4/18/2023	15399	Sisters-Camp Sherman F&A Assn.	Employee Donations - Comm. Asst. Fund	\$ 220.00
4/18/2023	15400	Sureline Broadband	Broadband Service - Station 704	\$ 100.00
4/18/2023	15401	Van Handel Automotive, Inc.	DURANGO REPAIR	\$ 796.35
4/18/2023	15402	WCP Solutions	White folding towels, can liners	\$ 127.93
4/18/2023	15402	WCP Solutions	Can liners	\$ 39.94
4/18/2023	15403	ZOLL Medical Corporation	EMW-2021-FG-05203 Fed Share: Monitors BBR RFPD	\$ 96,227.39
4/18/2023	15403	ZOLL Medical Corporation	EMW-2021-FG-05203 Fed Share: Monitors SCS RFPD	\$ 138,315.83
4/18/2023	15403	ZOLL Medical Corporation	EMW-2021-FG-05203 Local Share: Monitors SCS RFPD	\$ 5,441.10
4/28/2023	15404	911 Supply	AE Nelson BW Trouser 1.5 Belt"	\$ 196.20
4/28/2023	15405	Alpine Internet Solutions	Content Plan for May	\$ 395.00
4/28/2023	15406	Avion Water Co Inc.	Water-703	\$ 28.69
4/28/2023	15407	BestMed Urgent Care	FF Physical - Craig	\$ 675.00
4/28/2023	15407	BestMed Urgent Care	FF Physical: Westburg	\$ 675.00
4/28/2023	15408	Cameron Building Maintenance, Inc.	Janitorial services administration plus deep clean	\$ 975.00 *
4/28/2023	15408	Cameron Building Maintenance, Inc.	Janitorial Services - Administration Offices - March 23	\$ 375.00 *
4/28/2023	15409	Campbell Clarke	Res. Vol. Lt. Mileage & Food Reimb. - April 2023	\$ 600.00
4/28/2023	15410	CEC, INC	electric - buffalo	\$ 161.77
4/28/2023	15410	CEC, INC	electric - Elm Street	\$ 1,972.94
4/28/2023	15411	Cotiviti	Emergency Services Reimb.- Mbr U713888080	\$ 2,197.23
4/28/2023	15412	Dana Signs	HELMET decals: Lekas, Davis, Gonzalez, Rosenbohm, Maxson	\$ 36.50
4/28/2023	15412	Dana Signs	HELMET decals: Otasu, Puller, Failla, Thorsvold, Corbari, Duda	\$ 57.00
4/28/2023	15413	Eastern Oregon University	910196777: Meredith Tuition	\$ 834.00
4/28/2023	15413	Eastern Oregon University	910217779: Spor Spring Tuition	\$ 2,047.50
4/28/2023	15413	Eastern Oregon University	910227735: Ulm Spring Term Tuition	\$ 2,502.00
4/28/2023	15414	Ed Staub & Sons Petroleum	Fuel	\$ 998.32
4/28/2023	15415	Freightliner Northwest Redmond	Pressure switch 726	\$ 17.94
4/28/2023	15416	Hoyt's Hardware	Hardware for tv mounts in comm hall	\$ 7.40
4/28/2023	15417	InnerTech	Antispam/antivirus and setup of new email accounts	\$ 612.50
4/28/2023	15418	LIFE-ASSIST	EMS ORDER# 54231863	\$ 349.78
4/28/2023	15419	Marketing Umbrella LLC	Retractable Volunteer Banners	\$ 807.00
4/28/2023	15420	MFCP, Inc	Prestomatic Union Tee	\$ 92.71
4/28/2023	15421	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
4/28/2023	15422	Momentum Promo	Embroidery	\$ 112.50
4/28/2023	15423	Pacific Office Automation, Inc	copies/kit - Konica	\$ 134.36
4/28/2023	15423	Pacific Office Automation, Inc	copies/kit - Konica	\$ 128.97
4/28/2023	15424	Phil Drew	Reimb. Supplies for Bike Safety Event	\$ 23.24
4/28/2023	15425	SeaWestern, Inc.	Uniform Pants	\$ 382.02
4/28/2023	15426	Sisters Rental	STIHL CARBIDE RESCUE CHAIN	\$ 395.00
4/28/2023	15427	Smith Rock Electric, LLC	Troubleshoot heat tape issue at Sta 701	\$ 190.00

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/28/2023	15428	Solomon Byles	Res. Vol. Mileage & Food Reimb. - Apr 2023	\$ 350.00
4/28/2023	15429	STRYKER	POWERPRO COT BATTERY	\$ 569.62
4/28/2023	15430	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.67
4/28/2023	15431	Treasure Valley Coffee	water & cooler rental	\$ 221.35
4/28/2023	15432	Wakefield and Associates	Reimb. for pmt made at Fire District	\$ 105.80
4/28/2023	15433	WASHINGTON FAMILY RANCH	USED STRYKER POWERLOAD SYSTEM (775)	\$ 5,000.00
4/28/2023	15433	WASHINGTON FAMILY RANCH	CREDIT FOR PORTION UNANTICIPATED BOARD REPLACEMENT	\$ (1,000.00)
4/28/2023	15433	WASHINGTON FAMILY RANCH	CREDIT FOR SERVICING YL CAMP'S GURNEY	\$ (500.00)
4/28/2023	15434	WCP Solutions	Laundry detergent and toilet paper	\$ 239.63
4/28/2023	15435	ZOLL Medical Corporation	EMW-2021-FG-05203 Fed Share: Monitors SCS RFPD	\$ 1,926.60
4/28/2023	15435	ZOLL Medical Corporation	EMW-2021-FG-05203 Local Share: Monitors SCS RFPD	\$ 101.40
4/28/2023	15436	HRA VEBA Trust	YA527 VEBA Contributions: Puller	\$ 2,000.00
4/28/2023	15436	HRA VEBA Trust	YA527 VEBA Contributions: Ulm	\$ 2,000.00
4/28/2023	15437	CenturyLink	333226873 Phone - Camp Sherman	\$ 59.41
4/28/2023	15438	TDS	8224 60 003 0017578 - Cable Elm	\$ 654.26
4/25/2023	700025	US Bank - Visa	POWER LOAD INSTALL (775)	\$ 1,275.00
4/25/2023	700025	US Bank - Visa	OHA AMBULANCE VEHICLE RENEWAL	\$ 600.00
4/25/2023	700025	US Bank - Visa	OHA AMBULANCE SERVICE RENEWAL	\$ 625.00
4/25/2023	700025	US Bank - Visa	Console name plates for new BK radio install	\$ 228.50
4/25/2023	700025	US Bank - Visa	Electric razor/trimmers for ecg prep	\$ 92.80
4/25/2023	700025	US Bank - Visa	Batteries and label tape	\$ 92.93
4/25/2023	700025	US Bank - Visa	Pelican cases for new SPO2 cables - new Zolls	\$ 59.91
4/25/2023	700025	US Bank - Visa	EMT Training - Schultz	\$ 3,090.00
4/25/2023	700025	US Bank - Visa	Board luncheon - workshop	\$ 89.00
4/25/2023	700025	US Bank - Visa	Craig/USFS business lunch	\$ 56.35
4/25/2023	700025	US Bank - Visa	Donuts for Easter event	\$ 98.84
4/25/2023	700025	US Bank - Visa	Craig: labs/physical	\$ 775.95
4/25/2023	700025	US Bank - Visa	Bulbs for Sta 701	\$ 55.25
4/25/2023	700025	US Bank - Visa	shop vac filters	\$ 44.99
4/25/2023	700025	US Bank - Visa	washing machine cleaner	\$ 8.79
4/25/2023	700025	US Bank - Visa	Fuel for wildfire meeting in Reno	\$ 90.71
4/25/2023	700025	US Bank - Visa	Lodging for wildfire meeting in Reno	\$ 261.64
4/25/2023	700025	US Bank - Visa	Business lunch - Johnson	\$ 45.00
4/25/2023	700025	US Bank - Visa	Laundry detergent	\$ 11.96
4/25/2023	700025	US Bank - Visa	Paper towel holder key	\$ 25.98
4/25/2023	700025	US Bank - Visa	IFC Fire Code plus tabs	\$ 159.99
4/25/2023	700025	US Bank - Visa	Fire hats for prevention/special events	\$ 273.00
4/25/2023	700025	US Bank - Visa	Quarterly RV Dinner	\$ 150.00
4/25/2023	700025	US Bank - Visa	Adobe Pro Subscription Puller	\$ 19.99
4/25/2023	700025	US Bank - Visa	Driver's Seat Foam for 2013 Tahoe	\$ 118.15
4/25/2023	700025	US Bank - Visa	Ulm Spring term books	\$ 450.04
4/25/2023	700025	US Bank - Visa	Postage stamps	\$ 63.00
4/25/2023	700025	US Bank - Visa	Kay retirement gift	\$ 335.00
4/25/2023	700025	US Bank - Visa	Craig: dry erase board and frames	\$ 36.99
4/25/2023	700025	US Bank - Visa	Spor spring term books	\$ 539.94
4/25/2023	700025	US Bank - Visa	EMT renewal Clarke	\$ 55.00
4/25/2023	700025	US Bank - Visa	Easter prizes and candy	\$ 91.90
4/25/2023	700025	US Bank - Visa	Food for RV testing day	\$ 430.90
4/25/2023	700025	US Bank - Visa	Kindergarten roundup supplies/giveaways	\$ 142.42
4/25/2023	700025	US Bank - Visa	Credit for MS 365 cancellation	\$ (2.66)
4/25/2023	700025	US Bank - Visa	Lodging for GFOA conference (should receive credit for cancel)	\$ 530.57
4/25/2023	700025	US Bank - Visa	Parts for 771	\$ 71.99
4/25/2023	700025	US Bank - Visa	Coffee	\$ 165.00
4/25/2023	700025	US Bank - Visa	Clarke PHTLS Book	\$ 65.95
4/25/2023	700025	US Bank - Visa	Fire Corps CPR Supplies	\$ 101.32

*Denotes check signed by Finance Manager & Chief Johnson

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
04/30/2023	1	Amb Rcvbl to Actual	1-00-0-1120	Ambulance Receivables	5,408.36	
04/30/2023	2	Amb Rcvbl to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	2,704.18-
04/30/2023	3	Amb Rcvbl to Actual	1-01-0-41100	Ambulance Revenue	.00	2,704.18-
04/30/2023	4	Transfer from EQ-Res for AFG grant expen	1-00-0-1070	LGIP Acct #4374	242,012.32	
04/30/2023	5	Transfer from EQ-Res for AFG grant expen	4-00-0-1070	Equipment Fund	.00	242,012.32-
04/30/2023	6	Transfer from EQ-Res for Stryker Powerloa	1-00-0-1070	LGIP Acct #4374	6,275.00	
04/30/2023	7	Transfer from EQ-Res for Stryker Powerloa	4-00-0-1070	Equipment Fund	.00	6,275.00-
Total JOURNAL ENTRIES (JE):					<u>253,695.68</u>	<u>253,695.68-</u>

References: 7 Transactions: 7

Grand Totals:

<u>253,695.68</u>	<u>253,695.68-</u>
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Report Criteria:

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

Ambulance Receivable as of April 30, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	231,193.01
Payments received	33,352.52
Adjustments	53,929.37
New Charges	93,214.00
ENDING Ambulance Receivable	<u>237,125.12</u>

Total # of Transports **48**

Adjustments

Medicare/Medicaid	45,688.02
Collection	8,241.35
Bankruptcy/Other Writeoff	-
FireMed	-
Total Adjustments	<u>53,929.37</u>

Outstanding Accounts By Age

CURRENT	132,401.41
31 to 60 days	31,516.68
61 to 90 days	30,919.98
91 to 120 days	11,514.46
OVER 120 days	30,772.59
Total Outstanding as of 04/30/2023	<u>237,125.12</u>

Engine Response Billing as of April 30, 2023

Beginning Engine Response Rec	4,692.50	
Payments received	-	
Adjustments	-	
New Charges	-	
ENDING Engine Response Rec	4,692.50	
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%	

CORRESPONDENCE

None

ADMINISTRATION

Staff Report

#SR-23-7

Issue: New Policy, Book 2 2-1-42 Firefighter-Community Risk & Fire Safety Specialist

Date: May 10, 2023

Initiator: Deputy Chief Tim Craig

Contact Person: Deputy Chief Tim Craig

Background: In November of 2022 the District applied for a grant through the Oregon Office of State Fire Marshal to increase operational capacity and to support fire prevention and community risk reduction functions. The grant was intended to fund one combined FTE that will help supplement line-staffing during times of reduced capacity, and to support the Community Risk & Fire Safety Manager through supervision of Fire Corps activities, and the District's FireWise and wildfire risk assessment programs.

On May 4, 2023 the District was notified that we were awarded the grant. In order to meet the timeline for implementation of the position a new position description needs to be approved. It is the goal of District staff to have the testing process completed and the position hired with a start date of July 1st, 2023.

Since this position will serve in both an operational, and a prevention capacity, the attached position description was built collaboratively by the Deputy Chief of Operations and the Community Risk & Fire Safety Manager.

Recommendation from staff: Staff recommends the Board approve Policy 2-1-42 Firefighter-Community Risk & Fire Safety Specialist.

Possible Motion: Move to approve Book 2 Policy 2-1-42 Firefighter-Community Risk & Fire Safety Specialist position description.

BUDGET IMPACT

None.

DEFINITION

This full-time position supports fire prevention and community education activities with other departments and outside agencies; interprets fire codes, and ensures program compliance with all State and Federal code requirements. Conducts community risk assessments and supports programs to mitigate a broad range of risks. Works collaboratively with other stakeholders to coordinate and streamline delivery of risk reduction programs.

As a member of a fire suppression and life safety team, participates in a team's response to a wide range of emergencies such as fires, medical emergencies, rescues, and other incidents. Operates specialized equipment, apparatus, machinery, and tools. Conducts fire inspection and prevention activities. Mentors and trains volunteer firefighters, including resident volunteers, out-of-district volunteers and community volunteers.

Supervises and manages the activities of the Fire Corps.

SUPERVISION RECEIVED AND EXERCISED

The position is generally supervised by the Division Chief - Community Risk & Fire Safety. When assigned to operational duties, this position reports to the Shift Commander.

The position provides supervision to the Fire Corps and supports the activities of that division.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to the following:**General Fire Fighting and Emergency Response Duties:**

1. Responds to emergency situations and performs fire suppression activities, medical assistance and other specialized rescue activities in a team environment. Works within the chain of command and follows orders, rules, policies, standard operation procedures (SOP's), safety practices, and detailed directions; makes rapid decisions as to appropriate action if required.
2. Operates diverse equipment, such as hoses, breathing apparatus, a variety of hand tools and power equipment, saws, portable fire extinguishers, ventilation equipment, specialized rescue and extrication equipment.
3. Performs hose and ladder evolutions.
4. Assists in routine maintenance and inspection of apparatus, equipment and tools.
5. Participates in fire and other emergency/rescue drills and training; keeps up-to-date on methods, policies and procedures; takes periodic written and practical exams.
6. Participates in the inspection and maintenance of fire hydrants.
7. Teaches basic fire prevention techniques at schools; conducts tours.
8. Assists with maintenance and record keeping of district vehicles.
9. Participates in the maintenance of fire station and grounds.

DATE: 5/9/2023

10. Operates personal computers and medical reporting computers as required.
11. Operates diverse types of apparatus, such as engine, water tenders, and rescue trucks.
12. Performs other related duties as required.

EMS related duties:

(NOTE: The emergency medical service duties listed below are general in nature and are not a detailed description of duties authorized for each certification level.)

1. Performs life-saving initial patient assessment and administers medical treatment, either basic or advanced, as determined by the employee's certification level. May serve as primary care provider.
2. Assesses, initiates, and documents treatment for injured, ill, or infirmed patients.
3. Performs lifting and moving of patients without causing additional injury.
4. Performs vehicle extrication activities.
5. Checks and maintains medic unit equipment and supplies.
6. Operates various equipment such as suction units, cardiac monitor defibrillators, stretchers, medical instruments/supplies and devices, etc.

Prevention related duties:

1. Supports and performs community risk reduction, and fire inspection program activities. This includes planning, organizing, coordinating, directing and evaluating fire prevention inspections, wildfire home risk assessments, regulatory activities, fire safety, accident prevention education, and public education programs.
2. Engage with a wide range of fire service and non-fire service entities to actively promote the concept of enhanced safety from fire, and to encourage collaboration and partnership working of shared ambitions.
3. Assists in management and implementation of program goals and objectives. Supports policies and procedures for community risk reduction services. Provides input on development of risk reduction operational protocols and procedures.
4. Identifies and responds to public issues and concerns; promptly addresses citizen complaints and follows up appropriately.
5. Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the Division Chief.

QUALIFICATIONS**Knowledge of:**

1. Community risk reduction principles and practices.
2. Fire prevention codes, regulations, standards, and inspection techniques.
3. Fire behavior, suppression and control strategies, hazards and techniques, such as control, prevention and extinguishment of various types of fires.

4. Basic rescue techniques and operations
5. Primary and secondary fire search and rescue techniques.
6. Departmental rules, regulations, policies, and procedures; Principles of Incident Command System.
7. Procedures dealing with fire fighting and emergency rescue; station and apparatus resource manuals; emergency driving laws.
8. Firefighter safety and survival practices.
9. Fire & EMS instruction techniques.
10. Radio techniques and procedures.
11. Wildland and interface firefighting principles and procedures.
12. Flammable, hazardous, explosive, toxic materials and building construction for fire protection and fire hazards.
13. Building construction and effects of fire and water on structural stability and integrity.
14. Salvage, overhaul and property conservation techniques.
15. Water distribution systems; electrical systems; alarm system; heating/ventilation systems.
16. Locations including: water mains, building structures, sprinkler systems, topography of land and special hazards in district.
17. Personal computer systems and basic office software.

Ability to:

1. Perform duties assigned at incident site for emergency and non-emergency situations.
2. Rapidly analyze problems and make decisions as appropriate response within scope of orders from company officer.
3. Work effectively with others and as an integral part of fire suppression and emergency response team.
4. Use judgment in operating equipment within defined strategy and procedures; knows how to use equipment in different situations.
5. Prepare for various emergency response situations and handle stressful situations and traumatic incidents.
6. Communicate effectively, verbally and in writing, with a diverse range of people; deal effectively with verbal and physical confrontations.
7. Perform strenuous work under adverse conditions, such as heat, smoke, physical discomfort, confined spaces and various heights and hazardous environments.
8. Prepare and deliver public presentations.
9. Inspect and identify fire and life safety hazards and order necessary corrections.
10. Maintain fitness required for position.
11. Maintain required records.

Mandatory Qualifications at Time of Appointment:

1. Proof of completion of a NFPA Firefighter 1 academy

2. Valid driver license with no disqualifying moving violations
3. Ability to pass department physical abilities test, medical physical conducted by the district's physician, and pre-employment drug screen.

Qualifications Required to Complete Probationary Period:

1. Oregon EMT license
2. ICC Codes Inspector 1
3. NFPA Firefighter 1
4. NFPA Haz-Mat Awareness & Operations
5. NFPA Driver
6. NWCG Firefighter Type 2
7. NIMS ICS 100, 200, 700, & 800

Strongly Preferred Qualification:

1. AS/AAS (or higher) in Fire, EMS or related field
2. Experience in Fire Prevention and/or Community Risk Reduction
3. Operational Fire & EMS Experience
4. Demonstrable Experience in Leadership of Volunteers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.

FIRE CHIEF REPORT

FIRE CHIEF'S REPORT
MONTH-MAY, 2023

I FIRE ACTIVITY STATUS:

No noteworthy fire response in the past 30 days.

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. Shift Commander coordination meeting.
- e. Multiple Oregon Fire Chiefs Legislative Committee meetings.
- f. C4C Community Resiliency-Preparedness presentation.
- g. Sisters Country wildfire coordination meeting.
- h. Wildfire presentation to City of Sisters Council.
- i. OFCA annual conference.
- j. Western Fire Chiefs legislative coordination meeting.
- k. SIEC quarterly meeting and several coordination mtgs.
- l. Central Oregon Fire Defense Board Chief training and pre-season meeting.
- m. Sisters Movie House community discussion "The West is Burning."

IV. SPECIAL PROJECTS UPDATE:

1. We held an orientation session and facility tour for the new Budget Committee members and Tom Herman.
2. We received the OSFM Fire Service Capacity Grant which will provide funding for one full-time employee. The grant has a matching requirement of 10% the first year, 25% year two and 50% on the third year of the grant. We are working on the job description and hiring process at this time. We will ask the Board to approve a job description for the new position at the May meeting.

3. We completed three community presentations this month related to wildfire risk and preparedness. I also wanted to recognize the contribution of Board Secretary/Treasurer Jack McGowan who presented at the C4C Community meeting.
4. We are continuing to focus on completion of the 2022-2023 Board goals for the last quarter of the year.
5. We have hired Angela Linker as an Administrative Assistant to fill Sarah's vacant position. Angela brings a tremendous amount of experience to the position.
6. We are planning to bring a recommendation to update ambulance and administrative fees to the June Board meeting. The fees have not been updated since 2017-ambulance, and 2013-administrative.
7. We have authorized our phone system vendor to order the equipment and install the phone system as soon as possible. I wanted to thank the Board for scheduling a special meeting to make this possible.

V. VOLUNTEER STATUS:

1. We completed the Resident Volunteer testing process and have offered positions to three people for the next school year.

VI. OTHER:

FIRE SAFETY MANAGER REPORT



Fire & Life Safety Manager Report April 2023

Pub Education Report & Fire Corps:

- ISU set up and provided service to the Joint Recruitment Program (RV Selection Process)
- Community Easter Egg Hunt festivities

Public Event Permit Applications Review:

- Sisters Farmers Market (June 4th to September 24th (Sundays)
- Guerrilla Shakespeare Co. – Lear (July 29, 2023)
- Sisters Outdoor Quilt Show (July 8, 2023)
- Sisters Folk Festival
- Central Oregon 500 – June 6th, 2023
- Sisters Harvest Faire – Oct. 7 & 8, 2023
- Rodeo Parade – June 10th, 2023

New Construction Plan Review

- Consultation on new elementary school
- Consultation on Traveler's RV Storage
- Consultation Sisters Airport
- Consult 155 W. Lungren Mill Dr.
- Consult 133 W. Black Crater Ave.
- Consult 153 W. Black Crater Ave.
- Consult 303 E. Adams Ave.
- City of Sisters land use reviews
- 1 County land use reviews

Commercial Business Inspections:

- Community Hall Camp Sherman
- Camp Sherman Store
- Camp Sherman Post Office
- Wizard Falls Fish Hatchery
- Hardtails Inspection (code complaint)

Other Fire Safety & Prevention Duties:

- Fire extinguisher consult – Spoons
- Knox box consult - Sisters Elementary School
- 2 Knox-box lockups

PRESIDENT'S REPORT

OTHER BUSINESS
