



AGENDA

**Notice of Regular Meeting and Budget Hearing of the
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
June 20, 2023 – 5:00 p.m.**

- 1. Open the Budget Hearing**
 - a. Receive any public comment.
 - b. Resolution 2022-2023-012 making appropriations, adopting the budget and imposing/categorizing taxes.
 - c. Close the Budget Hearing.
- 2. Open the Regular Meeting**
- 3. Consent agenda**
 - a. Administrative Summary
 - b. May 2023 Minutes of Regular Meeting
 - c. May 2023 Minutes of Budget Committee Meeting
 - d. Dashboard report
 - 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
 - l. Safety Committee Meeting Minutes
- 4. Correspondence**
 - a. Thank You Letters: Oregon Department of Forestry
- 5. Administration**
 - a. Resolutions:
 - i. 2022-2023-013 Making Budgeted Transfers to Reserve Funds
 - ii. 2022-2023-014 2023 OSFM Wildfire Season Staffing Grant
- 6. President's Report**
 - a. Civil Service Commission Appointment
 - b. Chief Johnson Contract and Salary Discussion
 - c. Fire Chief Recruitment Update
 - i. Job Description Review
- 7. Fire Chief Report**
- 8. Fire Safety Manager report**
- 9. Other business**
 - a. Oaths of Office – Herrmann and Cooper
- 10. Adjourn meeting**



RESOLUTION 2022-2023-012

MAKING APPROPRIATIONS, ADOPTING THE BUDGET AND IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District hereby adopts the Budget for Fiscal Year 2023-2024 General Fund, Employment Reserve Fund, Building Reserve Fund, Equipment Reserve Fund, and Debt Service Fund in the amount of \$9,653,459* now on file at the Deschutes County and Jefferson County Assessor's Office.

MAKING APPROPRIATIONS

General Fund		Employment Reserve Fund	
Administration	\$ 892,021	Reserved for Future Exp	\$ 135,636
Operations	\$2,528,543	PERS Reserved for Future Exp	\$ 500,000
Maintenance	\$ 368,574	Total:	\$ 635,636
Volunteers	\$ 268,076		
Contingency	\$ 547,854	Building Reserve Fund	
Transfers to Reserve Funds	\$ 738,212	Capital Outlay	\$ 250,808
Unappropriated Ending Fund Balance	<u>\$1,498,729</u>	Reserved for Future Exp	<u>\$ 244,681</u>
Total:	\$6,842,010	Total:	\$ 495,489
		Equipment Reserve Fund	
Debt Service Fund		Capital Outlay	\$ 857,622
Debt Service	\$ 216,176	Reserved for Future Exp	\$ 534,070
Unappropriated Ending Fund Balance	<u>\$ 72,456</u>	Total:	\$ 1,391,692
Total:	\$ 288,632		

Total Appropriations, All Funds	\$6,667,887
Total Unappropriated and Reserve Amounts, All Funds	<u>\$2,985,572</u>
TOTAL ADOPTED BUDGET	\$9,653,459* (*amounts with asterisks must match)

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District hereby Imposes the taxes provided for in the adopted budget:

- (1) At the rate per \$1,000 of assessed value of \$2.7317 for operations; and
- (2) In the amount of \$225,182 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2023-2024 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
Permanent Rate..... \$ 2.7317/\$1,000	
General Obligation Bonds.....	\$225,182

The above resolution statements were approved and declared adopted on this 20th day of June 2023.

Julie A. Spor, Clerk of the Board

Administrative Summary for Consent Agenda

May 2023 Data

Minutes - No changes.

Revenue & Expenditure Dashboard Report

- Revenue is tracking at 112% of budget. Expenditures are tracking at 86% of budget. Target goal for end of May is 92%.

Operations Overview Dashboard Report

- EMS responses declined 12.5% over the prior month. Fire responses increased significantly over the prior month.
- There was a total of 124 calls in May.
- A total of 18 7PC's were called in May and move-ups requested by the District decreased to 5 for the month.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$3,888,499.49 at the end of May. The interest rate increased to 3.88%

LGIP --Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$71,654.16.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of May balances with the bank and totals \$67,750.47.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at end of May balances with the bank and totals \$383,093.17. 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 May 31, 2023. Another large payment is expected in June.
- Ambulance revenues are higher than anticipated for this time of the budget cycle at 120%.
- GEMT CCO revenue was deposited in May and is at 103% of budget.
- Interest income is doing well with increased interest rates for the LGIP.
- Grant revenue is at 351% of budget due to a large FEMA SAFER reimbursement as well as the receipt of OSFM Enhanced Capacity grant funds that will be spent over the next three years.

Personnel Services

- Administration, Operations and Maintenance Departments are tracking within budget. Volunteer Department shows at 181% due to SAFER Grant Expenditures. Grant income should offset these amounts. Overall Personnel Services is at 85% of budget.
- Materials and Services are at 88% 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.
- Deferred compensation liability is due to two new employees and a waiting period before deposits can take place in those accounts. It will clear prior to the end of June.
- 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: 15441 to Bradley Neff (Neff Networks). This was a deposit for the new phone system at Station 701. Final payment is made in June.
- Check number: 15442 to Brassroots Training. This is for advanced training for multiple members and is reimbursed under the SAFER grant.
- Check number: 15470 to Stryker. Annual medical device services plus repairs to used gurney unit purchased last month from Washington Family Ranch as well as grant-covered purchases for new Lucas automatic CPR devices. The grant purchases will be reimbursed up to 95% by the AFG grant.
- Check number: 15474 to Vohs Custom Landscaping. Monthly maintenance agreement services plus annual spring cleanup and dump fees, sprinkler startup.
- Check number: 15477 to Brassroots Training. This is for advanced training for multiple members and is reimbursed under the SAFER grant.
- Check number: 15478 to Brian Schultz. Reimbursement to volunteer member who attended accelerated EMT training. This is reimbursed under the SAFER grant.
- Check number: 15479 to Mountain Medical. Payment for firefighter physicals for multiple SAFER volunteers. The majority of these expenses will be reimbursed under the SAFER grant.
- Check number: 15494 to Pacific Fire Apparel. This is for merchandise on hand to re-sell to volunteers/staff and for use for gifts for speakers, etc.
- Check number: 15503 to Black Butte Ranch RFPD. This is a reimbursement to Black Butte Ranch Fire for tuition paid under the SAFER grant and was reimbursed under the SAFER grant.
- Check number: 15504 to Cloverdale RFPD. This is a reimbursement to Cloverdale Fire Department for tuition and LOSAP paid under the SAFER grant and was reimbursed under the SAFER grant.
- Check number: 700026 to US Bank Visa
 - Credit received for Craig firefighter physical/labs that should have been taken care of through BestMed and therefore were reimbursed by them.
 - Flights for new resident volunteers to attend accelerated EMT school in Arizona.
 - Payment for Z21 media marketing plan for months of April/May through the SAFER grant. Will be reimbursed by SAFER grant.
 - Lodging for multiple personnel attending training the The Dalles. Will be reimbursed through the SAFER grant.

****Checks 15503-15525 were signed by Chief Craig and Finance Manager Spor due to Chief Johnson's absence.***

Adjusting Journal Entries

- Entry for ambulance receivables to actual.
- Entries for transfers from Building and Equipment Reserve Funds for phone system and Stryker powerload system.

Ambulance Report - Total of 55 transports for May.

Engine Response Report – No new payments for May and six new charges.



**Minutes of the Board of the Regular Meeting of the Directors and the Local Contract Review Board
of the Sisters-Camp Sherman Rural Fire Protection District
May 16, 2023**

1. **Open the Regular Meeting and Public Hearing.**
 - a. Board President Kristie Miller opened the meeting and public hearing of the Local Contract Review Board at 5:00 p.m.
 - i. Board attending: President Miller, Secretary/Treasurer McGowan and Director Schulz. Board absent: Director Newport and Director Sutton.
 - ii. Staff/guests attending: Chief Johnson, Chief Puller, Finance Mgr./Executive Asst. Spor and Fire Corps member Tom Herrmann.
2. **Public Hearing.** The Public Hearing was for the Board of Directors and Local Contract Review Board to take public comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements. No public was in attendance and no public comments were received.
 - a. ***Resolution 2022-2023-009. Unanimously approved, by Directors present, Resolution 2022-2023-009 as presented. Motion by Director McGowan, Director Schulz second.***
 - b. President Miller closed the hearing and the regular meeting resumed.
3. **Consent Agenda.**
 - a. ***Unanimously approved the Consent Agenda as presented by Directors present. Motion by Director Schulz, Director second.***
 - i. Questions/comments:
 1. Director McGowan inquired about the Financial Dashboard and expenditures being at 77% of target. Chief Johnson explained that staff generally spend less than budgeted.
 2. Director McGowan inquired about check number 15433 to Washington Family Ranch. Chief Johnson explained the District had budgeted to purchase a new gurney during this fiscal year. A used gurney was available through Young Life (Washington Family Ranch) and the District was able to purchase it at a significant discount.
4. **Correspondence.** None.
5. **Administration.**
 - a. **Staff Report SR-23-7 New Policy, Book 2 number 2-1-42.**
 - i. ***Unanimously approved, by Directors present, Staff Report SR-23-7 new job description driven by Oregon Office of State Fire Marshal Enhance Capacity grant award. Motion by Director McGowan, Director Schulz second.***
 - b. **Civil Service Commission Vacancy.**
 - i. Civil Service Commissioner Sheryl McLaughlin is moving out of the area and has resigned from the Commission leaving a vacancy. The Board asked staff to create a press release to send to the Nugget asking for letters of interest from

the public for the Board to consider at the June meeting. Letters should be received by no later than June 15, 2023.

- c. **Resolution 2022-2023-011.** *Unanimously approved, by Directors present, Resolution 2022-2023-011 authorizing the Fire Chief to sign and accept Grant Agreement #2023-OFSCP-013 between the District and the Oregon Office of State Fire Marshal to receive funds in support of activities as defined in the agreement and original grant application. Motion by Director Schulz, Director McGowan second.*
6. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month.
 - a. He added the District responded to a camper fire in the forest just outside of Sisters near the Best Western Ponderosa Lodge. He and Chief Puller have met with the Office of State Fire Marshal as well as Deschutes County Sheriff's Office and contacted the Sisters Ranger District law enforcement officer to investigate the fire. He feels it is an important message to send to the community that these types of fires will be taken very seriously.
 - b. The Oregon State Board of Forestry will be hosting a statewide meeting in the Community Hall on June 7. Chief Johnson to provide a time for the Directors should they wish to attend.
7. **Fire Safety Manager Report.** Chief Puller provided a report and reviewed highlights.
8. **President's Report.**
 - a. President Miller signed contracts for both Western Fire Chiefs Association and Special Districts Association for the Fire Chief Recruitment process. There is a meeting scheduled for May 30 to review the position description with both agencies.
 - b. Chief Johnson has requested a review of his contract for the upcoming renewal. President Miller appointed both Directors McGowan and Schulz to work with the Chief on the review/renewal and report back at the June meeting.
9. **Other Business.** No other business.
10. No further business was discussed and the meeting adjourned at 5:45 p.m.

Respectfully submitted by,

Julie Spor, Clerk of the Board



**Minutes of the Regular Meeting of the
Budget Committee of the Sisters-Camp Sherman Rural Fire Protection District
May 16, 2023 – 3 p.m.
301 South Elm Street, Sisters, Oregon 97759**

1. Board President Kristle Miller called the meeting to order at 3 p.m.
 - a. District Board Attending: President Miller, Vice President Rob Schulz and Secretary/Treasurer McGowan. Absent: Director Newport and Director Sutton.
 - b. District Budget Committee Attending: Jeff Tryens, Daly Haasch (via Zoom), Joel Palanuk, Eric Miller (via Zoom) and Bret Campbell.
 - c. District Staff Attending: Fire Chief Roger Johnson, Finance Manager/Executive Assistant Julie Spor, Deputy Chief Craig (left at 4 p.m.), Division Chief Puller and Fire Corps Member Tom Herrmann.
 - d. Public Attending: None.
2. The Directors, Committee Members and Staff introduced themselves.
3. Receive nominations of Presiding Officer
 - a. *Unanimously appointed Jeff Tryens as the Budget Committee Meeting Presiding Officer. Motion by Director McGowan, Director Schulz second.*
4. Presiding Officer Tryens briefly described the role of the Budget Committee and turned the meeting over to Chief Johnson.
5. Chief Johnson and Finance Manager Spor provided a PowerPoint presentation on the Budget Message, highlights of significant changes and staff recommended changes to the upcoming budget for Fiscal Year 23-24 since the proposed document was sent out.
 - a. Questions/Comments:
 - i. Director McGowan and Chief Johnson explained the strategic decision a few years back the Board of Directors made to help mitigate the escalating PERS rates which included joined the State and Local Government Rate Pool (SLGRP) and creating a side account to maximize grant funds from the State of Oregon to buy down the District's rates.
 - ii. Member Palanuk inquired about the run-time on the generators planned for in the 23/24 proposed budget. Chief Johnson believes they will run for 24-36 hours, but will check. Chief also explained the District's generators are already included in the County plan for fuel support during extended outages.
 - iii. Member Palanuk inquired if the new engine planned for in the 23/24 proposed budget includes all equipment and accessories. Chief Johnson replied that most equipment will be transferred from the current engine going out of service. Chief

also explained the District's stance on purchasing used equipment when possible, in order to save taxpayer money.

- iv. Director McGowan and Chief Johnson briefly talked about the Locust Street training site the District acquired through a land swap several years back. When the District's bond for the main station expires in 2026/27, the District may consider asking the taxpayers to renew the bond in order to continue to build out infrastructure at the training site. A facilities master plan will be updated during this fiscal year that will include plans for the Locust Street Training site.
- v. Member Tryens inquired about whether or not the District completes a five-year budget projection. Both Chief Johnson and Finance Manager Spor replied it is included in the proposed budget document and the plan is reviewed at least twice per year.
- vi. Member Tryens made the following closing comments:
 1. He has spent a lot of time on strategic planning and he feels the District is somewhere between going through the motions and elite in having the goals of the District drive the budget document.
 2. He referenced a typo on slide 11 of the PowerPoint presentation.
- vii. No public was in attendance and therefore no additional questions were received.

6. Motion:

- a. *Unanimously approved by those in attendance, the Proposed Budget Document for Fiscal Year 2023-24 with identified changes outlined in Budget Committee Meeting Agenda number five, and approved taxes for the 2023/24 Fiscal Year at the rate of \$2.7317 per \$1,000 of assessed value for operating purposes and \$225,182 for payment of general obligation bond principal and interest. Motion by President Miller, Member Campbell second.*

7. No other business was discussed.

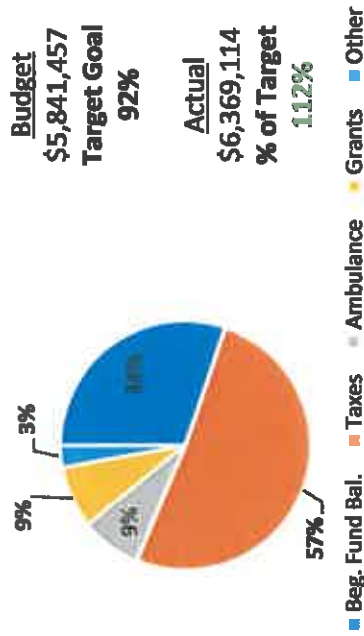
8. The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

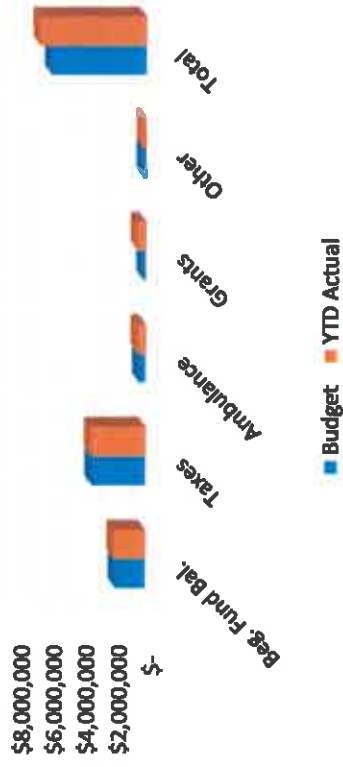
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF MAY 2023

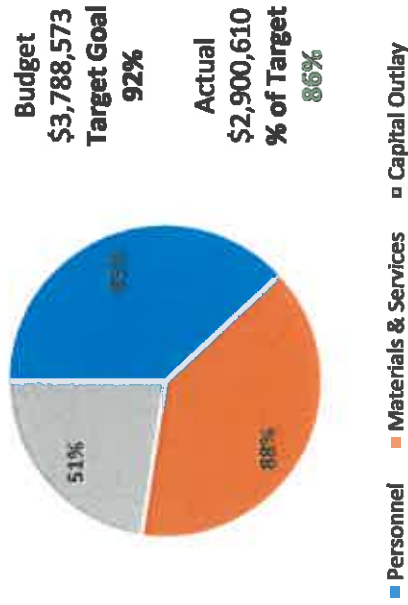
22/23 Actual Revenue as % of Budget



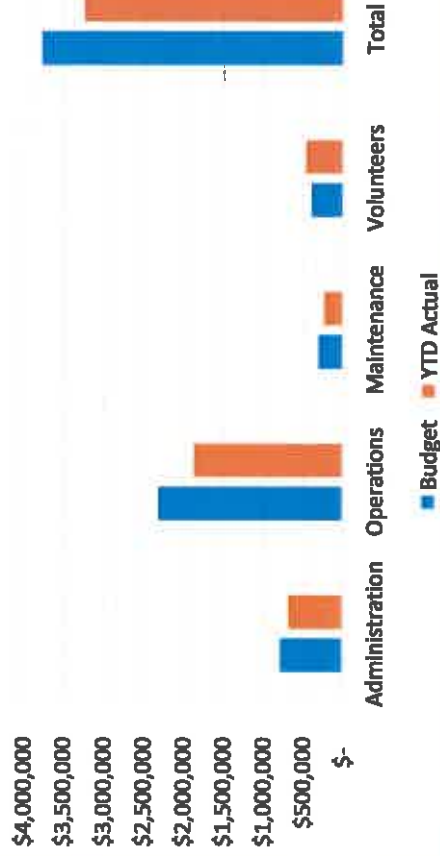
Budget vs. Actual Revenue - Year to Date



22/23 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

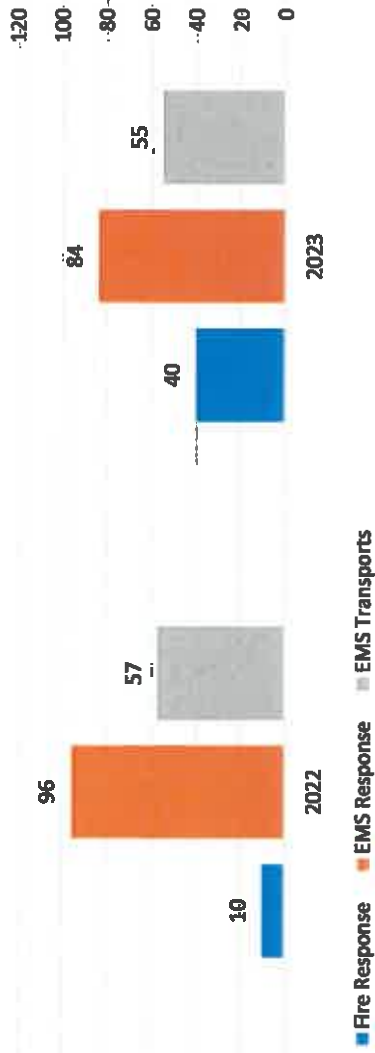


Total Revenue - 3 Years - As of May 31, 2023

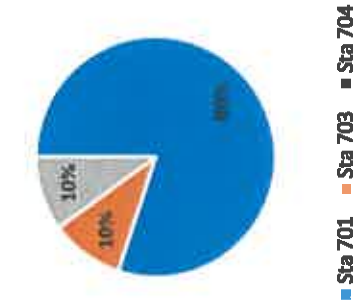


OPERATIONS OVERVIEW - AS OF MAY 31, 2023

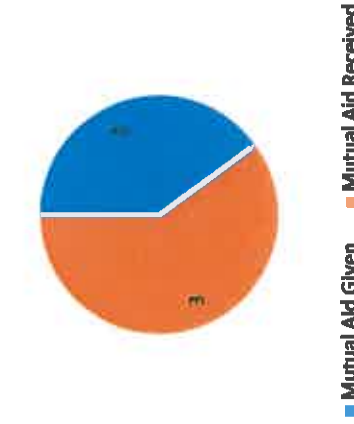
Responses by Type - 3 Years



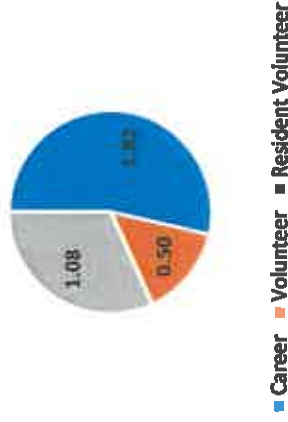
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls
23

Callback Overview
 Personnel Callbacks (7PC's) = 18
 7PC's Staffed with ALS Staffing = 13
 7PC's Staffed with Engine Staffing = 9
 Move-Ups = 5

Ave Personnel on Standby
5.40

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 169700956849

Bank Statement Balance:	489,474.79	Book Balance Previous Month:	427,497.59
Outstanding Deposits:	7,478.02	Total Receipts:	315,303.92
Outstanding Checks:	93,859.64	Total Disbursements:	359,708.34
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	383,093.17	Book Balance:	383,093.17

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
66	7,488.90	104	30.00-	108	19.12			
							Total:	7,478.02

Deposits cleared: 43 items Deposits Outstanding: 3 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	38,089.49	15399	55.00	15504	32,024.50	15520	159.87
2	11,000.80	15419	807.00	15506	541.80	15521	89.00
8	11,000.80-	15454	138.97	15507	803.70	15522	55.00
11	187.70	15477	18,615.00	15509	14.55	15523	405.00
12	187.70-	15483	85.00	15510	197.99	15525	81.82
15192	218.43	15486	322.00	15511	200.00		
15324	185.00	15487	450.00	15518	340.72	Total:	93,859.64

Checks cleared: 122 items Checks Outstanding: 26 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

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

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000178699 01 AB 0.507 000638488707287 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

MUNICIPAL INVESTOR CHECKING Member FDIC
 U.S. Bank National Association Account Number 1-697-0095-8849

Account Summary

	# Items	\$		\$
Beginning Balance on May 1		502,157.86	Interest Paid this Year	147.16
Customer Deposits	1	1,079.58	Number of Days in Statement Period	31
Other Deposits	39	541,331.60		
Other Withdrawals	8	387,782.76		
Checks Paid	112	187,311.49		
Ending Balance on May 31, 2023		\$ 469,474.79		

Customer Deposits

Number	Date	Ref Number	Amount
	May 18	8913672528	1,079.58

Total Customer Deposits \$ **1,079.58**

Other Deposits

Date	Description of Transaction	Ref Number	Amount
May 1	Electronic Deposit From NORIDIAN WAORAK REF=231180070724020Y00 9262326076HCCLAIMPMT1245231760		\$ 7,133.57
May 1	Electronic Deposit From LOYALEHLTH SV9T REF=231200174059950N00 10435758814192343729		666.78
May 2	Electronic Deposit From NORIDIAN WAORAK REF=231210140637830Y00 9262326076HCCLAIMPMT1245231760		666.78
May 3	Electronic Deposit From STRIPE REF=231280091372990N00 1800948598TRANSFER ST-B5H7C0V3F8F7		28.83
May 3	Electronic Deposit From IStream REF=231220129768420N00 000489999914899991		3,994.85
May 4	Electronic Deposit From STRIPE REF=231280091372990N00 1800948598TRANSFER ST-B5H7C0V3F8F7		28.83
May 4	Electronic Deposit From LOYALEHLTH SV9T REF=231240087880880N00 10435758814192343729		121.31
May 8	Electronic Deposit From NORIDIAN WAORAK REF=231180070724020Y00 9262326076HCCLAIMPMT1245231760		666.78
May 8	Electronic Deposit From STRIPE REF=231280091372990N00 1800948598TRANSFER ST-B5H7C0V3F8F7		28.83
May 9	Electronic Deposit From STRIPE REF=231280091372990N00 1800948598TRANSFER ST-B5H7C0V3F8F7		28.83
May 9	Electronic Deposit From LOYALEHLTH SV9T REF=231290035059110N00 10435758814192343729		166.88
May 10	Electronic Deposit From STRIPE REF=231280091372990N00 1800948598TRANSFER ST-B5H7C0V3F8F7		28.83
May 10	Electronic Deposit From LOYALEHLTH SV9T REF=231300027397040N00 10435758814192343729		97.05
May 10	Electronic Deposit From NORIDIAN WAORAK REF=231200174059950N00 10435758814192343729		666.78

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	67,940.72	Book Balance Previous Month:	71,788.75
Outstanding Deposits:	19.12	Total Receipts:	8,025.47
Outstanding Checks:	209.37	Total Disbursements:	12,063.75
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	67,750.47	Book Balance:	67,750.47

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: 16 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

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

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000178705 01 AB 0.507 000638488707293 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

SOLD BUSINESS CHECKING

U.S. Bank National Association
 Account Summary

Account Number 1-536-9523-7070

	# Items	\$	
Beginning Balance on May 1		\$	71,979.00
Other Deposits	13		19,378.97
Other Withdrawals	5		23,417.25-
Ending Balance on May 31, 2023		\$	67,940.72

Other Deposits

Date	Description of Transaction	Ref Number	Amount
May 1	Electronic Deposit From AETNA AS01 REF=231170035683630N00 3066033492HCCLAIMPMT1245231760		\$ 793.23
May 4	Electronic Deposit From PacificSource REF=23129008671200N00 5930245545CREDIT 3077581		1,048.59
May 8	Electronic Deposit From Regence BCBSO - REF=231240118648810N00 1930238155HCCLAIMPMTFEP00001		207.75
May 10	Electronic Deposit From PacificSource REF=23129008671200N00 5930245545CREDIT 3077581		1,048.59
May 11	Electronic Deposit From PacificSource REF=231290084608110N00 3562420416CREDIT 3077581		968.74
May 11	Electronic Deposit From PacificSource REF=231290084611150N00 5930245545CREDIT 3077581		1,843.59
May 15	Electronic Deposit From Regence BCBSO - REF=23121008120200N00 5930238155HCCLAIMPMTFEP00001		1,598.00
May 18	Electronic Deposit From PacificSource REF=23129008671200N00 5930245545CREDIT 3077581		1,048.59
May 22	Electronic Deposit From Regence BCBSO - REF=231380090619530N00 6930238155HCCLAIMPMTPRPMX00001		2,118.08
May 25	Electronic Deposit From PacificSource REF=231430086659550N00 2930245545CREDIT 3077581		2,180.84
Total Other Deposits			\$ 19,378.97

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
May 12	Analysis Service Charge	1200000000	\$ 128.51-
May 25	Electronic Withdrawal To PAYCHEX EIB REF=231440155891410N00 1161124166INVOICE X02363000015043		187.70-

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	71,654.16	Book Balance Previous Month:	70,753.34
Outstanding Deposits:	.00	Total Receipts:	900.62
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	71,654.16	Book Balance:	71,654.16

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 May 31, 2023

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

Oregon LGIP

Opening Balance	70,753.34
Purchases	900.82
Redemptions	0.00

Closing Balance	\$71,654.16
Dividends	234.96

Asset Summary

	May 31, 2023	April 30, 2023
Oregon LGIP	71,654.16	70,753.34
Total	\$71,654.16	\$70,753.34



Account Statement - Transaction Summary

For the Month Ending May 31, 2023

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

Asset Summary			
		May 31, 2023	April 30, 2023
Oregon LGIP		3,888,499.49	3,779,712.91
Total		\$3,888,499.49	\$3,779,712.91

Oregon LGIP	
Opening Balance	3,779,712.91
Purchases	493,330.00
Redemptions	(384,543.42)

Closing Balance	\$3,888,499.49
Dividends	12,819.54

LAW 2,698,291.08 +
 ENPL 295,106.88 +
 BLDB 124,306.37 +
 TRMP 770,795.16 +
 BALBND 3,888,499.49 *

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		04/30/2023 (04/23) Balance	.00 *	.00 *	2,790,407.25
CR	15	LGIP Redemption/Purchase Fees		.20-	
CR	17	LGIP Accrual Income Dividend Reinvestment	12,819.54		
CR	5	Deschutes County Property Tax Collection	10,598.57		
CR	12	Jefferson County Property Tax Collection	825.45		
CRUS	51	Txfr from LGIP to Checking: Bills/Payroll		150,000.00-	
JE	4	Txfr from BLDG RF for Phone System Deposit	4,975.00		
JE	6	Txfr from EQ RF for Stryker Powerload System Purch	28,865.47		
		05/31/2023 (05/23) Period Totals and Balance	57,884.03 *	150,000.20- *	2,688,291.08

Number of transactions: 7 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	57,884.03	150,000.20-	92,116.17-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
	04/30/2023 (04/23)	Balance	.00 *	.00 *	295,108.88
	05/31/2023 (05/23)	Period Totals and Balance	.00 *	.00 *	295,108.88

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EMPLOYMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
		04/30/2023 (04/23) Balance	.00 *	.00 *	129,281.37
JE		5 Txfr from BLDG RF for Phone System Deposit		4,975.00-	
		05/31/2023 (05/23) Period Totals and Balance	.00 *	4,975.00- *	124,306.37
Number of transactions: 1 Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total BUILDING RESERVE FUND:			<u>.00</u>	<u>4,975.00-</u>	<u>4,975.00-</u>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070 Equipment Fund					
		04/30/2023 (04/23) Balance	.00 *	.00 *	564,917.41
CR	2	Txfr from Op Acct to EQRF AFG Grant Reimb.	234,543.22		
JE	7	Txfr from EQ RF for Stryker Powerload System Purch		28,665.47-	
		05/31/2023 (05/23) Period Totals and Balance	234,543.22 *	28,665.47- *	770,795.16

Number of transactions: 2 Number of accounts: 1

Debit	Credit	Proof
234,543.22	28,665.47-	205,877.75

Total EQUIPMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
	04/30/2023 (04/23)	Balance	.00 *	.00 *	.00
	05/31/2023 (05/23)	Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
Total REVENUE:				
		.00	.00	.00
Number of transactions: 10	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:				
		292,427.25	183,640.67-	108,786.58

Report Criteria:

Actual amounts

All accounts

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

Account Number	Account Title	2021-22 Prior YTD Actual	Current Period Actual	Current YTD Actual	2022-23 Current Year Budget	Bal Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	8,706.81	9,082.29	3,311,397.52	3,240,174.00	71,223.52	102%
1-01-0-40200	Property Taxes-Prior	1,583.47	2,341.18	46,752.79	50,000.00	3,247.21-	94%
1-01-0-41100	Ambulance Revenue	48,520.58	44,088.74	467,364.07	390,000.00	77,364.07	120%
1-01-0-41110	GEMT Ambulance Revenu	.00	5,265.00	41,365.00	40,000.00	1,365.00	103%
1-01-0-41200	Other Fees for Service	140.00	385.00	16,427.99	11,715.00	4,712.99	140%
1-01-0-42100	Fire Med Subscriptions	1,087.50	787.50	12,087.50	15,000.00	2,912.50-	81%
1-01-0-43100	Interest Income	2,086.34	12,895.59	103,185.42	15,000.00	88,185.42	688%
1-01-0-44100	Grant Revenue	.00	120,870.78	530,543.00	151,095.00	379,448.00	351%
1-01-0-44200	Donations Received	.00	110.00	25,195.46	10,000.00	15,195.46	252%
1-01-0-44300	Conflagration Income	.00	.00	18,562.25	50,000.00	31,437.75-	37%
1-01-0-45000	Misc Revenue	50,028.00	38.00-	11,472.86	10,100.00	1,372.86	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:		112,132.68	195,568.08	6,564,682.15	5,841,457.00	723,225.15	112%
GENERAL FUND Revenue Total:		112,132.68	195,568.08	6,564,682.15	5,841,457.00	723,225.15	112%
Net Total GENERAL FUND:		112,132.68	195,568.08	6,564,682.15	5,841,457.00	723,225.15	112%

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:	431,373.24	42,075.91	483,765.94	542,208.00	58,442.06	89%
	Total OPERATIONS DEPARTMENT:	1,830,553.77	145,287.06	1,745,038.39	2,126,183.00	381,144.64	82%
	Total MAINTENANCE DEPARTMENT:	17,217.82	1,799.43	8,398.84	27,264.00	18,865.16	31%
	Total VOLUNTEERS DEPARTMENT:	111,755.10	50,590.00	120,238.53	66,290.00	53,948.53	181%
	GENERAL FUND Expenditure Total:	2,190,899.93	239,752.40	2,357,441.67	2,761,945.00	404,503.33	85%
	Net Total GENERAL FUND:	2,190,899.93-	239,752.40-	2,357,441.67-	2,761,945.00-	404,503.33-	85%
	Net Grand Totals:	2,190,899.93-	239,752.40-	2,357,441.67-	2,761,945.00-	404,503.33-	85%

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:	170,878.28	9,757.75	188,376.34	217,154.00	28,777.66	87%
	Total OPERATIONS DEPARTMENT:	98,782.45	7,742.21	125,071.37	183,284.00	58,212.63	68%
	Total MAINTENANCE DEPARTMENT:	170,278.78	18,301.33	218,052.43	264,504.00	48,451.57	82%
	Total VOLUNTEERS DEPARTMENT:	158,517.87	74,983.40	345,318.05	328,305.00	17,013.05-	105%
	GENERAL FUND Expenditure Total:	598,457.38	110,784.69	876,818.19	993,247.00	116,428.81	88%
	Net Total GENERAL FUND:	598,457.38-	110,784.69-	876,818.19-	993,247.00-	116,428.81-	88%
	Net Grand Totals:	598,457.38-	110,784.69-	876,818.19-	993,247.00-	116,428.81-	88%

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:	10,823.57	.00	10,821.20	10,665.00	63.80	99%
	GENERAL FUND Expenditure Total:	15,997.84	.00	16,887.20	33,361.00	16,493.80	51%
	Net Total GENERAL FUND:	15,997.84-	.00	16,887.20-	33,361.00-	16,493.80-	51%
	Net Grand Totals:	15,997.84-	.00	16,887.20-	33,361.00-	16,493.80-	51%

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	2,888,291.08	
1-00-0-1080	US BANK OPERATING ACCT	67,760.47	
1-00-0-1081	US BANK OPERATING ACCT 2022	383,093.17	
1-00-0-1099	PETTY CASH	113.70	
1-00-0-1103	NOTE RECEIVABLE	45,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	210,275.61	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(105,299.97)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,061.89	
	TOTAL ASSETS		<u><u>3,354,285.95</u></u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2150	PERS LIABILITY	981.38	
1-00-0-2155	DEFERRED COMPENSATION LIABILIT	2,130.82	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	255.97	
1-00-0-2180	MISCELLANEOUS LIABILITY	180.00	
1-00-0-2250	DEFERRED REVENUE	37,738.69	
	TOTAL LIABILITIES		41,286.86

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	3,313,535.09	
	BALANCE - CURRENT DATE	<u>9,154,476.09</u>	
	TOTAL FUND EQUITY		<u>3,313,019.09</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>3,354,285.95</u></u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		295,106.88
	TOTAL ASSETS		<u>295,106.88</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	(417,730.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3600	RETAINED EARNINGS	417,730.00	
	REVENUE OVER EXPENDITURES - YTD	<u>295,106.88</u>	
	BALANCE - CURRENT DATE		<u>712,836.88</u>
	TOTAL FUND EQUITY		<u>295,106.88</u>
	TOTAL LIABILITIES AND EQUITY		<u>295,106.88</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2023

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		124,308.37
	TOTAL ASSETS		<u>124,308.37</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>124,308.37</u>	
	BALANCE - CURRENT DATE		<u>438,676.37</u>
	TOTAL FUND EQUITY		<u>124,308.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>124,308.37</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2023

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND		770,795.16
	TOTAL ASSETS		<u>770,795.16</u>
<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	<u>770,795.16</u>	
	BALANCE - CURRENT DATE		<u>3,062,728.16</u>
	TOTAL FUND EQUITY		<u>770,795.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>770,795.16</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2023

DEBT SERVICE FUND

<u>ASSETS</u>			
7-00-0-1030	BOND TAX REVENUE LGIP	71,654.16	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		<u><u>75,401.86</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
7-00-0-2250	DEFERRED REVENUE	2,678.72	
	TOTAL LIABILITIES		<u>2,678.72</u>
<u>FUND EQUITY</u>			
7-00-0-3120	DEBT SERVICE FUND	(270,826.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	270,276.00	
	REVENUE OVER EXPENDITURES - YTD	73,073.14	
	BALANCE - CURRENT DATE		<u><u>343,349.14</u></u>
	TOTAL FUND EQUITY		<u><u>72,723.14</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>75,401.86</u></u>

Check Register - May 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
5/9/2023	15439	Ace Hardware, Inc.	Gorilla glue	\$ 4.22
5/9/2023	15439	Ace Hardware, Inc.	Shower door repair - 701	\$ 6.43
5/9/2023	15439	Ace Hardware, Inc.	FSM supplies - key tags for knox box keys	\$ 18.38
5/9/2023	15439	Ace Hardware, Inc.	Ear muff repair parts	\$ 2.75
5/9/2023	15439	Ace Hardware, Inc.	Traeger pellets - Sta 701	\$ 19.99
5/9/2023	15440	Bi-Mart Corporation	Supplies for conflag kits	\$ 21.28
5/9/2023	15440	Bi-Mart Corporation	Station supplies 703	\$ 35.97
5/9/2023	15440	Bi-Mart Corporation	Apparatus supplies Sta 703	\$ 7.88
5/9/2023	15441	Bradley Neff	Deposit New Phone System Per Quote	\$ 4,975.00
5/9/2023	15442	Brassroots Training	NFPA Apparatus Equippd w/Aerial Device Training	\$ 9,855.00
5/9/2023	15443	Brayden Klosterman	Per Diem: Classes Art of reading smoke, Irons ready and nozzle forward	\$ 220.00
5/9/2023	15443	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - May 2023	\$ 350.00
5/9/2023	15444	Cameron Building Maintenance, Inc.	Janitorial services - Admin Bldg Sta 701	\$ 375.00
5/9/2023	15445	Cascade Fire Equipment	Dual Complaint Wildland Pants - Puller	\$ 224.50
5/9/2023	15445	Cascade Fire Equipment	Dual Complaint Uniform Pants - Puller	\$ 205.00
5/9/2023	15446	Caselle, Inc.	Contract support charges 06/2023	\$ 354.00
5/9/2023	15447	CEC, INC	electric - Camp Sherman	\$ 195.05
5/9/2023	15448	Central Oregon Com College	820311855 Byles Tuition	\$ 1,019.00
5/9/2023	15448	Central Oregon Com College	820300295 Clarke Tuition	\$ 2,009.25
5/9/2023	15448	Central Oregon Com College	820320479 Dickenson Tuition	\$ 3,298.50
5/9/2023	15448	Central Oregon Com College	820296343 Jones Tuition	\$ 347.25
5/9/2023	15448	Central Oregon Com College	820314087 Klosterman Tuition	\$ 2,407.25
5/9/2023	15449	City of Sisters	Water-Elm	\$ 223.86
5/9/2023	15449	City of Sisters	Water - Locust	\$ 23.22
5/9/2023	15450	Crook County Fire & Rescue	HSFA Cards	\$ 240.00
5/9/2023	15451	Cruz Jones	Res. Vol. Mileage & Food Reimb. - May 2023	\$ 350.00
5/9/2023	15452	DMV	dmv record Check	\$ 12.00
5/9/2023	15453	Ed Staub & Sons Petroleum	Fuel	\$ 1,086.31
5/9/2023	15453	Ed Staub & Sons Petroleum	Propane - Camp Sherman (334.6 gal)	\$ 665.85
5/9/2023	15453	Ed Staub & Sons Petroleum	Propane - Elm (271.8 gal)	\$ 486.52
5/9/2023	15454	Flowers By Deanna	Flowers for awards banquet	\$ 47.97
5/9/2023	15454	Flowers By Deanna	Stiker Flowers - Get well!	\$ 91.00
5/9/2023	15455	Freightliner Northwest Redmond	724 power steering repair	\$ 221.77
5/9/2023	15456	Grant Dickenson	Per Diem for class: Art of reading smoke, Irons ready and nozzle forward	\$ 220.00
5/9/2023	15456	Grant Dickenson	Reimb for EMS license fee	\$ 55.00
5/9/2023	15457	Hoyt's Hardware	Shower door repair	\$ 8.71
5/9/2023	15458	ID123 Inc.	Annual Premium plan for ID software	\$ 350.00
5/9/2023	15459	L.N. Curtis and Sons	Structure boots - SAFER	\$ 1,437.02
5/9/2023	15459	L.N. Curtis and Sons	Particulate hoods - SAFER	\$ 727.93
5/9/2023	15460	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
5/9/2023	15461	Momentum Promo	Ladies 1/4 Zip and Screen Printed Tees	\$ 1,756.80
5/9/2023	15462	Municipal Emergency Services, Inc.	Structure helmet - SAFER	\$ 2,390.00
5/9/2023	15462	Municipal Emergency Services, Inc.	Structure helmet	\$ 956.00
5/9/2023	15462	Municipal Emergency Services, Inc.	Structure helmet - Exterior only	\$ 717.00
5/9/2023	15463	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 30.04
5/9/2023	15463	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 47.13
5/9/2023	15463	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 29.00
5/9/2023	15463	Norco Medical Supply, Inc.	FUEL SURCHARGE	\$ 2.49
5/9/2023	15464	Nugget Newspaper, LLC	Ad - Office Asst.	\$ 24.50
5/9/2023	15465	Pacific Office Automation, Inc	copies/kit - Konica	\$ 255.09
5/9/2023	15465	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 70.24
5/9/2023	15466	Paladin Background Screening	Criminal history checks: Nelson, Hereford, Trotter	\$ 72.00
5/9/2023	15466	Paladin Background Screening	Criminal history check: Otasu/Beller	\$ 71.00
5/9/2023	15467	Quill	Post-It Sign Here Flags	\$ 34.95
5/9/2023	15468	Republic Services	Disposal services - Elm	\$ 34.38
5/9/2023	15468	Republic Services	Disposal services - Buffalo	\$ 18.46
5/9/2023	15469	Solomon Byles	Per Diem classes: Art of Reading Smoke, Irons Ready and Nozzle Forward	\$ 220.00
5/9/2023	15470	STRYKER	ANNUAL STAIR CHAIR PM SERVICE	\$ 305.00
5/9/2023	15470	STRYKER	ANNUAL POWER LOAD PM SERVICE	\$ 487.00
5/9/2023	15470	STRYKER	ANNUAL GURNEY PM SERVICE	\$ 130.00
5/9/2023	15470	STRYKER	775 POWERLOAD PM/REPAIR OF USED UNIT	\$ 487.00
5/9/2023	15470	STRYKER	ANNUAL GURNEY PM SERVICE	\$ 305.00
5/9/2023	15470	STRYKER	ANNUAL GURNEY PM SERVICE	\$ 305.00
5/9/2023	15470	STRYKER	ANNUAL STAIR CHAIR PM SERVICE	\$ 85.00
5/9/2023	15470	STRYKER	ANNUAL GURNEY PM SERVICE	\$ 45.00
5/9/2023	15470	STRYKER	775 POWERLOAD PM/REPAIR OF USED UNIT	\$ 305.00
5/9/2023	15470	STRYKER	775 POWERLOAD PM/REPAIR OF USED UNIT	\$ 258.85
5/9/2023	15470	STRYKER	GURNEY REPAIR PARTS & LABOR	\$ 269.85
5/9/2023	15470	STRYKER	ANNUAL GURNEY PM SERVICE	\$ 130.00
5/9/2023	15470	STRYKER	775 POWERLOAD PM/REPAIR OF USED UNIT	\$ 2,562.30
5/9/2023	15470	STRYKER	YOUNG LIFE GURNEY PM/REPAIR (POWERLOAD PURCHASE)	\$ 563.85
5/9/2023	15470	STRYKER	GURNEY REPAIR PARTS & LABOR	\$ 219.53
5/9/2023	15470	STRYKER	GURNEY REPAIR PARTS & LABOR	\$ 160.00
5/9/2023	15470	STRYKER	LUCAS 3 CPR COMPRESSION DEVICE	\$ 33,402.38
5/9/2023	15470	STRYKER	LUCAS 2 DEVICE TRADE-IN CREDIT	\$ (10,000.00)

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
5/9/2023	15471	Terminix	Pest Control Services - Camp Sherman	\$ 96.00
5/9/2023	15472	Tonkon Torp	Legal Fees: Matter 037672-00001	\$ 2,934.00
5/9/2023	15473	Van Handel Automotive, Inc.	2014 Tahoe backup sensor replacement	\$ 802.57
5/9/2023	15474	Vohs Custom Landscaping	General Maintenance plus spring cleanup	\$ 4,249.10
5/9/2023	15475	WRIGHT FORD INC	Serpentine Belt replacement	\$ 250.00
5/9/2023	15475	WRIGHT FORD INC	Coolant Reservoir (771, 775, 776) spare	\$ 441.63
5/9/2023	15476	ZOLL Medical Corporation	EMS ORDER# WEB207214	\$ 98.30
5/9/2023	15476	ZOLL Medical Corporation	ACCUVENT CABLE	\$ 358.00
5/9/2023	15476	ZOLL Medical Corporation	EMS ORDER# WEB207214	\$ 148.68
5/15/2023	15477	Brassroots Training	NFPA Apparatus Equipped w/a Pump Course: 17 students	\$ 18,615.00
5/15/2023	15478	Brian Schultz	Reimb. expenses EMT Boot Camp	\$ 2,043.50
5/15/2023	15478	Brian Schultz	Reimb. Fieldprint fingerprinting fee for EMT School	\$ 58.75
5/15/2023	15479	Mountain Medical	FF Physicals: McLean, Maxson, Needham, Spivey, Rosenbohm, Hereford	\$ 7,095.00
5/15/2023	15480	Neuromusculoskeletal Center of the	Drug screen: Hereford, Needham, Nelson, Trotter	\$ 244.00
5/15/2023	15481	Roy Dean	Reimb. Lodging for NFPA PIO Training	\$ 236.37
5/15/2023	15482	Zachary Lelkas	Reimb. Duty Boots Purchase	\$ 350.00
5/18/2023	15483	Alpine Internet Solutions	Professional Hosting - June 2023	\$ 85.00
5/18/2023	15484	BOUND TREE MEDICAL, LLC.	1000cc LR IV SOLUTION (12/CASE)	\$ 146.16
5/18/2023	15484	BOUND TREE MEDICAL, LLC.	1000cc LR IV SOLUTION (12/CASE)	\$ 150.48
5/18/2023	15485	Central Oregon Media Group LLC	Subscription Annual	\$ 432.95
5/18/2023	15486	CLOVERDALE VOLUNTEER FIREFIGHTER ASSOC	Half of Prevention Supplies Giveaway end of school event	\$ 322.00
5/18/2023	15487	Doug Green	Cell Phone Reimb - 9 mos.	\$ 450.00
5/18/2023	15488	East Cascade	monitor fee ELM.301.1391459.V10 06/01/2023-08/31/2023	\$ 285.20
5/18/2023	15489	Ernest Halcon	Reimb. Food for RV Interviews	\$ 30.54
5/18/2023	15489	Ernest Halcon	Reimb. purchase for ISU	\$ 33.98
5/18/2023	15490	Julia Spor	Annual Cell Phone Reimb. 22/23	\$ 600.00
5/18/2023	15491	Local Government Law Group, P.C.	Legal - Personnel	\$ 494.00
5/18/2023	15492	MFCP, Inc	Power steering hoses for PS pump replacement on 724	\$ 209.77
5/18/2023	15493	Momentum Promo	Embroidered Apparel	\$ 22.50
5/18/2023	15494	Pacific Fire Apparel	701/704 Merch for District Sale	\$ 1,295.00
5/18/2023	15495	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 5.11
5/18/2023	15496	Patrick Burke	Reimb. Supplies purchased for 771	\$ 14.58
5/18/2023	15497	Pony Express, Inc.	Shipping for turnout repairs	\$ 17.03
5/18/2023	15497	Pony Express, Inc.	Annual awards mailed to recipients	\$ 24.16
5/18/2023	15497	Pony Express, Inc.	Shipping for simulator return	\$ 22.52
5/18/2023	15498	Quill	Safety pins	\$ 6.49
5/18/2023	15498	Quill	Toner and index cards	\$ 138.48
5/18/2023	15499	Sisters Rental	Batteries for 723	\$ 719.80
5/18/2023	15500	STRYKER	FLOOR PLATE & BATTERY FOR 775 POWER LOAD	\$ 926.09
5/18/2023	15501	Systems Design	EMS Billing & Postage April	\$ 1,083.66
5/18/2023	15502	WCP Solutions	White folding towels, sponges, hand soap	\$ 190.38
5/18/2023	15502	WCP Solutions	Hand Soap	\$ 35.70
5/18/2023	15502	WCP Solutions	Laundry detergent	\$ 84.53
5/18/2023	15503	Black Butte Ranch RFPD	Reimb. tuition paid under SAFER Grant	\$ 11,024.50 *
5/18/2023	15503	Black Butte Ranch RFPD	Reimb. backgrounds under SAFER Grant	\$ 130.00 *
5/18/2023	15504	Cloverdale RFPD	Reimb. LOSAP under SAFER Grant	\$ 6,000.00 *
5/18/2023	15504	Cloverdale RFPD	Reimb. tuition paid under SAFER Grant	\$ 26,024.50 *
5/18/2023	15505	L.N. Curtis and Sons	Turn outs - SAFER	\$ 15,216.78 *
5/25/2023	15506	AFLAC	AFLAC	\$ 270.90 *
5/25/2023	15506	AFLAC	AFLAC	\$ 270.90 *
5/25/2023	15507	AT&T MOBILITY	287297124283 - Mobile and Data Service	\$ 803.70 *
5/25/2023	15508	Avion Water Co Inc.	Water-703	\$ 28.61 *
5/25/2023	15509	BOUND TREE MEDICAL, LLC.	EMS MEDICATION ORDER# 39580512	\$ 14.55 *
5/25/2023	15510	Brayden Klosterman	Reimb. Structure Boots Purchased	\$ 197.99 *
5/25/2023	15511	CSTS	Camp Sherman Disposal Fees	\$ 200.00 *
5/25/2023	15512	Ed Staub & Sons Petroleum	Fuel	\$ 2,298.13 *
5/25/2023	15513	Energpect Medical Solutions, LLC	Adult CPR Mannequins	\$ 1,524.90 *
5/25/2023	15513	Energpect Medical Solutions, LLC	Adult CPR Mannequin internal AED adapters	\$ 166.44 *
5/25/2023	15513	Energpect Medical Solutions, LLC	Infant CPR Mannequin airways	\$ 111.13 *
5/25/2023	15513	Energpect Medical Solutions, LLC	QCPR SkillGuide	\$ 402.90 *
5/25/2023	15513	Energpect Medical Solutions, LLC	QCPR SkillGuide extension cable	\$ 56.10 *
5/25/2023	15513	Energpect Medical Solutions, LLC	AED TRAINING PADS (FIRE CORPS)	\$ 198.57 *
5/25/2023	15513	Energpect Medical Solutions, LLC	PHILIPS AED BATTERY	\$ 134.69 *
5/25/2023	15513	Energpect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 143.16 *
5/25/2023	15514	Ernest Halcon	Reimb. supplies purchased for Big Saturday Drill	\$ 154.05 *
5/25/2023	15515	Hughes Fire Equipment, Inc.	724 Power Steering Pump	\$ 745.87 *
5/25/2023	15515	Hughes Fire Equipment, Inc.	724 PS Pump gasket	\$ 55.93 *
5/25/2023	15515	Hughes Fire Equipment, Inc.	724 PS Reservoir gasket	\$ 27.91 *
5/25/2023	15516	InnerTech	IT Services plus new backup device	\$ 815.77 *
5/25/2023	15517	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06 *
5/25/2023	15518	Pacific Office Automation, Inc	copies/kit - Konica	\$ 340.72 *
5/25/2023	15519	SDIS	Admin Health Insurance	\$ 5,190.67 *
5/25/2023	15519	SDIS	Admin Life, ST/LTD	\$ 219.81 *
5/25/2023	15519	SDIS	Operations Health Insurance	\$ 16,371.62 *
5/25/2023	15519	SDIS	Operations Life, ST/LTD	\$ 659.43 *
5/25/2023	15519	SDIS	Ins/Disability - Orthodontia pass through	\$ 98.16 *

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
5/25/2023	15520	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.67 *
5/25/2023	15521	Terminix	Pest control services - Camp Sherman	\$ 89.00 *
5/25/2023	15522	Thornton Brown	Refund Social Security Tax Withheld on August Payroll	\$ 55.00 *
5/25/2023	15523	WFCA: The Daily Dispatch	Employment Ad: OSFM Enhanced Capacity Grant	\$ 405.00 *
5/25/2023	15524	WRIGHT FORD INC	771 Brake Pads	\$ 126.91 *
5/25/2023	15525	ZOLL Medical Corporation	PEDI PADZ II - AED PLUS PEDS DEFIB ELECTRODES	\$ 81.82 *
5/25/2023	700026	US Bank - Visa	Active 911 subscription for new volunteers	\$ 30.96
5/25/2023	700026	US Bank - Visa	Paper towels for kitchens	\$ 79.96
5/25/2023	700026	US Bank - Visa	AA batts for AED trainers	\$ 16.49
5/25/2023	700026	US Bank - Visa	Kitchen range knob replacement	\$ 15.17
5/25/2023	700026	US Bank - Visa	Meals FDIC: Craig/Duda	\$ 425.42
5/25/2023	700026	US Bank - Visa	Lodging fdic: Craig/Duda	\$ 884.52
5/25/2023	700026	US Bank - Visa	Halx wildland boots Craig	\$ 299.00
5/25/2023	700026	US Bank - Visa	Lunches: RV Interview Day	\$ 146.05
5/25/2023	700026	US Bank - Visa	Credit for Craig FF Physical Labcorps	\$ (775.95)
5/25/2023	700026	US Bank - Visa	New RV Flights/Ins for EMT School	\$ 2,160.51
5/25/2023	700026	US Bank - Visa	Lunches for Blg Saturday Drill	\$ 199.06
5/25/2023	700026	US Bank - Visa	Charge cords for temp cell phones	\$ 53.96
5/25/2023	700026	US Bank - Visa	Business lunch: Craig/Myers/Ellison	\$ 35.75
5/25/2023	700026	US Bank - Visa	Central Oregon Radiology: Craig FF Physical	\$ 86.00
5/25/2023	700026	US Bank - Visa	Lunches for Prescribed Burn Assistance	\$ 128.80
5/25/2023	700026	US Bank - Visa	743 hose reel	\$ 30.65
5/25/2023	700026	US Bank - Visa	Water and snacks	\$ 163.85
5/25/2023	700026	US Bank - Visa	724 Power steering repair	\$ 320.09
5/25/2023	700026	US Bank - Visa	724 Power Steering Repair	\$ 76.92
5/25/2023	700026	US Bank - Visa	Knee pads for Nozzle Forward class	\$ 14.46
5/25/2023	700026	US Bank - Visa	Passport nametags	\$ 121.35
5/25/2023	700026	US Bank - Visa	Baby wipes for 721	\$ 2.19
5/25/2023	700026	US Bank - Visa	MRE's for wildland season	\$ 132.49
5/25/2023	700026	US Bank - Visa	Business lunches	\$ 51.08
5/25/2023	700026	US Bank - Visa	Supplies for budget books	\$ 76.42
5/25/2023	700026	US Bank - Visa	Puller Visa: Z21 SAFER Media Marketing	\$ 4,500.00
5/25/2023	700026	US Bank - Visa	Step ladder for smoke alarms	\$ 190.65
5/25/2023	700026	US Bank - Visa	Smoke alarms	\$ 119.99
5/25/2023	700026	US Bank - Visa	Lodging: PIO Class Thorsvold	\$ 219.90
5/25/2023	700026	US Bank - Visa	Food for budget committee/board meetings	\$ 180.00
5/25/2023	700026	US Bank - Visa	Adobe pro subscriptions: Puller/Linker	\$ 39.98
5/25/2023	700026	US Bank - Visa	New RV welcome baskets	\$ 272.30
5/25/2023	700026	US Bank - Visa	Laminating supplies	\$ 63.02
5/25/2023	700026	US Bank - Visa	Sisters Coffee and filters	\$ 403.50
5/25/2023	700026	US Bank - Visa	Lodging multiple vols: Training in the Dalles	\$ 1,089.70
5/25/2023	700026	US Bank - Visa	Westburg: FF Physical tests	\$ 81.00

* Denotes checks signed by Finance Manager & Chief Officer

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
05/31/2023	1	Amb Rvbl to Actual	1-00-0-1120	Ambulance Receivables	.00	28,849.51-
05/31/2023	2	Amb Rvbl to Actual	1-00-0-1160	Allowance for Uncollectible Am	13,424.76	
05/31/2023	3	Amb Rvbl to Actual	1-01-0-41100	Ambulance Revenue	13,424.75	
05/31/2023	4	Txfr from BLDG RF for Phone System Dep	1-00-0-1070	LGIP Acct #4374	4,975.00	
05/31/2023	5	Txfr from BLDG RF for Phone System Dep	3-00-0-1070	Bldg Fund	.00	4,975.00-
05/31/2023	6	Txfr from EQ RF for Stryker Powerload Sys	1-00-0-1070	LGIP Acct #4374	28,865.47	
05/31/2023	7	Txfr from EQ RF for Stryker Powerload Sys	4-00-0-1070	Equipment Fund	.00	28,865.47-

Total JOURNAL ENTRIES (JE):

60,489.98 60,489.98-

References: 7 Transactions: 7

Grand Totals:

60,489.98 60,489.98-

Report Criteria:

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

Ambulance Receivable as of May 31, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	238,137.12
Payments received	57,513.49
Adjustments	73,494.02
New Charges	103,146.00
ENDING Ambulance Receivable	210,275.61

Total # of Transports **55**

Adjustments

Medicare/Medicaid	73,186.53
Collection	(1,080.00)
Bankruptcy/Other Writeoff	1,387.49
FireMed	-
Total Adjustments	73,494.02

Outstanding Accounts By Age

CURRENT	109,277.63
31 to 60 days	32,365.26
61 to 90 days	10,045.56
91 to 120 days	20,389.23
OVER 120 days	38,197.93
Total Outstanding as of 05/31/2023	210,275.61

Engine Response Billing as of May 31, 2023

Beginning Engine Response Rec	4,692.50	
Payments received	-	
Adjustments	-	
New Charges	1,870.00	
ENDING Engine Response Rec	6,562.50	
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	19	
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	\$	4,990.00
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	23%	



Sisters-Camp Sherman Rural Fire Protection District
“Protecting Life and Property through Quality Service”

**Minutes of the Safety Committee of the
Sisters-Camp Sherman Rural Fire Protection District
May 16, 2023**

1. Chief Craig called the meeting to order at 10:15 a.m.
 - a. Attending: Julie Spor, Angela Linker, Fire Medic Ward (via Zoom), Captain Myers (via Zoom), Fire Corps Tom Herrmann and Deputy Chief Craig. Absent: Lt. Clarke and Fire Medic Frutos.
2. **Minutes Review.** The April minutes were not completed prior to this meeting and will be forwarded for review prior to the June meeting.
3. **Accidents/Injuries.** None.
4. **Old Business.**
 - a. Chief Craig provided an update on firefighter physicals. The District is still on hold with Best Med while Crook County Fire works with them on a protocol for the fire service.
5. **Other Business.**
 - a. Member Tom Herrmann will likely be elected to the Board of Directors tonight and will need to step down from Fire Corps and this committee. Julie will check with Phil Drew to see if he's interested in taking Tom's place as a Fire Corps representative.
6. Next meeting is scheduled for June 20 at 10:16 a.m.

No further business was discussed, and the meeting adjourned.

Respectfully submitted,

Julie Spor



Oregon

Tina Kotek, Governor

Department of Forestry

State Forester's Office
2600 State Street
Salem, OR 97310-1336
503-945-7200
FAX 503-945-7212
www.oregon.gov/ODF

April 17, 2023

Chief Roger Johnson
Sisters – Camp Sherman RFPD
301 S. Elm St
Sisters, OR 97759

Chief Johnson,

I wanted to take a moment to express my gratitude to the Sisters – Camp Sherman RFPD and staff, on behalf of the Oregon Department of Forestry, cadre and the students that attended S-390 at your facility. The recent Wildland Fire Behavior Calculations S-390 course conducted at your headquarters community hall was a great success, primarily due to the partnership between the Oregon Department of Forestry and Sisters – Camp Sherman RFPD.

The facility is great for learning, networking, and camaraderie amongst the fire service community. The amenities provided were top notch and we felt welcome and embraced. Your staff were available and offered up any help needed to assist with the courses success.

I'd like to give special thanks to Tim Craig for spearheading our use of your facility and being my go-to, as we made arrangements and set up plans to put on this valuable course.

Sincerely,

A handwritten signature in blue ink that reads "Bob Arnsmeier".

Bob Arnsmeier
Oregon Department of Forestry
Training Coordinator – Southern Oregon Area
1758 NE Airport Rd
Roseburg, OR 97470



Resolution 2022-2023-013

- I. **Topic:** Making 2022/2023 Budgeted Transfers **Date:** June 20, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** General Fund, Employment Reserve, Building Reserve, Equipment Reserve
- IV. **Contact Person:** Chief Johnson

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds to be transferred from the General Fund in the 2022-2023 Fiscal Year; and

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District Board of Directors authorizes these transfers; and

WHEREAS, funds are available in the General Fund account for these transfers;

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

Authorizes the transfer of \$122,623 into the Employment Reserve Fund; \$80,450 into the Building Reserve Fund; and \$312,183 into the Equipment Reserve Fund from the General Fund.

DATED the 20th day of June 2023.

The above resolution statements were approved and declared adopted on this 20th day of June 2023.

Julie A. Spor, Clerk of the Board



Resolution 2022-2023-014

- I. **Topic:** 2023 OSFM Wildfire Season ("WFS") Staffing Grant **Date:** June 20, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** General Fund
- IV. **Contact Person:** Fire Chief Roger Johnson

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District was awarded a 2023 OSFM Wildfire Season ("WFS") Staffing Grant through the Oregon Office of State Fire Marshal; and

WHEREAS, the grant is pursuant to the Oregon Legislative Regular Session, Senate Bill 762 ("SB762") dated 2021 and appropriated general funds for wildfire response; and

WHEREAS, the grant award was unanticipated and therefore not included in the Fiscal Year 2022-2023 Budget; and

WHEREAS, the project-specific grant funds are expected to be received in the Fiscal Year 2022/2023 General Fund Grant Revenue line item; and

WHEREAS, the grant funds will be expended through the General Fund Operations Department for Enhanced Staffing in the FY 2023/2024 budget as allocated for additional operations staffing expenses and per the Grant Agreement.

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

Authorize the Fire Chief to sign the Grant Agreement number 2023-WFS-146 to receive unanticipated grant revenue in the amount of \$35,000 from the Oregon Office of State Fire Marshal in the Fiscal Year 2022/2023.

Resolution adopted by majority vote of the Board of Directors on this 20th day of June 2023.

Julie Spor, Clerk of the Board

RCVD 6-9-23 PC# _____
ACCT # _____
CAPT INITIALS _____
CHIEF INITIALS _____

Bret A. Campbell
15175 Windigo Trail, Sisters, OR 97759
(240) 463-7610

June 9, 2023

Chuck Newport, President
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
301 South Elm Street
PO Box 1509
Sisters, OR 97759

Re: Sisters-Camp Sherman Fire District: Civil Service Commission Application

Dear Mr. Newport:

I am writing to express my interest in serving on the Sisters-Camp Sherman Fire District Civil Service Commission. Currently I am serving as a volunteer member of the District's Budget Committee. In the short time that I have been involved with the Budget Committee, the professionalism of the District's staff and the quality of its operations has motivated me to look for more opportunities to support the District and its important mission.

I believe that I have the necessary qualifications to serve on the Commission. In my professional capacity as an attorney, I advise clients on regulatory compliance issues, including by developing policies and procedures to ensure federal and state requirements are met. Attention to detail and official timelines are fundamental to this work. In my pro bono legal work, I have assisted veterans in obtaining benefits from the U.S. Department of Veterans Affairs for their service-connected injuries. This involves navigating procedural and substantive requirements to ensure a successful outcome, which is experience that could benefit the Commission and the District as they operate within the Civil Service Rules.

From a personal standpoint, I would be excited and honored to be a member of the Commission and support an organization that is so critical to the health and safety of our community. Thank you in advance for your consideration of my application.

Best regards,



Bret Campbell

POSITION SUMMARY

The Fire Chief is the executive administrative officer for the district responsible for directing and coordinating the effective management and efficient functioning of all aspects of a modern fire district, operating a combination volunteer/career fire service model. Within limits established by the State, the Fire Chief shall have complete authority over the organization, its government and discipline, and shall be the final authority in the assignment of personnel

POSITION PURPOSE

Provide leadership and vision to the members of Sisters – Camp Sherman RFPD; be a good steward of the District’s resources; and assure excellent service is provided to the residents and visitors of the Sisters – Camp Sherman RFPD.

SUPERVISION RECEIVED

The Fire Chief works under the general guidance of the Board of Directors. The Fire Chief receives general administrative direction from the Board of Directors within established goals, budget, and boundaries set by District policy, and all applicable laws.

SUPERVISION EXERCISED

The Fire Chief supervises the department’s staff, including all full and part-time employees and volunteers in all aspects of district operations. The Fire Chief will delegate supervision of volunteers through District structure.

ESSENTIAL FUNCTIONS/MAJOR ASSIGNMENTS

The following examples do not include all of the tasks that the employee may be expected to perform. This list is not to be construed as a detailed, all-encompassing description, but rather a representative listing of the essential functions and responsibilities of the Fire Chief’s position.

- Provide leadership and vision to the members of Sisters–Camp Sherman RFPD; be a good steward of the district’s resources; and assure excellent service is provided to the residents and visitors of the Sisters–Camp Sherman RFPD.
- Exercise independent judgment in carrying out district policy, programs, and orders and, in the best interest of the district, to hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any district personnel as needed.
- Provide for the supervision of the overall operation and planning of the district; including fire prevention, fire suppression, training programs, station and equipment maintenance, district purchasing, and administration to ensure maximum service to the community.
- Determine fire problems, levels and types of services rendered by the district; analyze and develop plans to ensure adequate fire protection for the district.

- Prepare and present the annual budget to the Board of Directors and tracks all budget expenditures and revenues for compliance with applicable federal, state, and local laws.
- Attend all Board of Directors meetings, budget meetings, and other special meetings as required; make such recommendations to the Board of Directors concerning the affairs of the district, as necessary.
- Determine the overall organization of the fire department and prescribe the necessary duties, qualifications, and functions of various firefighting and EMS positions to maintain that organization properly.
- Enhance public relations and collaboration with the district's residents and businesses; neighboring agencies; elected officials; and county, state and federal administrators and other cooperators.
- Develop District rules, procedures, and policies for the district for submission to the Board of Directors for review; interpret, maintain, and administer regulations, rules, guidelines, policies, procedures, and resolutions as set by the Board of Directors.
- Maintain the District disciplinary policy, handle grievances, and oversee conduct and general behavior of personnel and volunteers and shall be responsible for all personnel functions of the district including hiring, evaluating, training, disciplining, and terminating subordinate employees.
- Prescribe action or issue such orders not specifically mentioned in the standard operation guidelines and policies which in their opinion is urgently necessary to ensure the welfare and safety of the general public.
- Prepare and present reports and records as necessary to properly document District activities and comply with applicable federal, state, and local laws and makes available to the public usual and customary information concerning the district's operation, as necessary.
- Oversee and coordinate the development of key strategic programs and priorities for the district.

Secondary Functions:

- May be required to respond to major emergencies and direct activities at the scene.
- May be required to respond to emergency medical calls and render care within their scope of training
- Perform such other and further duties as from time to time may be directed to be performed by resolution or motion of the Board of Directors.
- Attend administrative level conferences, schools, and seminars related to enhancement of the position and the district to deliver effective fire and life safety services to the public.
- May represent the district by active participation and membership in state, national, and international organizations as authorized by the Board of Directors.
- May represent the district by participation and membership in local service organizations as required.
- All other duties as assigned.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Working knowledge of the incident command system
- Demonstrated knowledge of Federal guidelines pertaining to public fire protection, and public administration, and fire related criminal activities.
- Must be able to be bondable and insurable under the laws of the State of Oregon
- Demonstrate the ability to understand the intent and value of statutes, ordinances, policies, rules, regulations, standard operating procedures, and directives.
- Ability to create documents, spreadsheets, and databases.
- Skill in and ability to develop, implement, and administer a fire district budget per Oregon Law
- Skill and ability with obtained by having a background in EMS sufficient enough to manage an EMS transport system and manage certified employees.
- Demonstrated ability to work with volunteer personnel, routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each through a history of administrative work with a district.
- Ability in wildland urban interface firefighting and command.
- Experience with ambulance billing or the supervision of ambulance billing personnel.
- Thorough knowledge of all aspects of firefighting, EMS, and emergency scene tactics.
- Knowledge of principles of policies, procedures, and standard operating guidelines.
- Ability to implement and formulate written and oral instructions, plans, memoranda, and orders.
- Proven skill and ability to supervise employees and volunteers.
- Knowledge of hazardous materials and hazardous materials release response.
- Ability to interpret codes, ordinances, and applicable laws.
- Ability to exercise independent judgment in the supervision of personnel, equipment, training programs and public relations.
- Must be able to pass a comprehensive background investigation.
- Must be able to meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

EDUCATION, EXPERIENCE AND CERTIFICATION/LICENSURE

Required

Education, Licenses, Certifications

- Bachelor's degree in Fire Science Administration or equivalent
- Minimum of five years' experience as a line officer or above in a paid or volunteer department

- Experience as a chief officer with a volunteer or combination volunteer / career fire department.
- Previous management / supervisory experience and/or management training beyond minimum requirements.
- Graduate of the National Fire Academy Executive Fire Officer Program and/or Chief Fire Officer Designee.
- Oregon DPSST Certification for Firefighter 2, or ability to obtain.
- Current certification at the EMT-B level or higher

Other Requirements

- Possession of or ability to obtain a valid Oregon driver license.
- Residence within the Sisters community is desired; Established residence location outside of Fire District may be approved.

Working Conditions/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 to finger, 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 ten pounds and occasionally move up to one hundred and fifty 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.

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.

Tools and Equipment used

Emergency medical units, fire apparatus, fire pumps, hoses and other firefighting equipment, ladders, medical aid equipment, radios, pagers, personal computers, and phones

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

FIRE CHIEF'S REPORT
MONTH-JUNE, 2023

I. FIRE ACTIVITY STATUS:

We had our first in county task force mobilization in 2023 for a fire on the Warm Springs Indian Reservation.

II. NOTEWORTHY OPERATIONAL EVENTS:

Emergency response activity was busy during rodeo weekend with more responses for visitors than contestants. Staff also responded to a bicycle accident on the closed portion of Hwy 242 during rodeo weekend. Personnel used a rope system and stokes basket to help rescue an injured patient who crashed over a steep hill.

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 5th Tuesday social gathering.
- c. Oregon Fire Chiefs Association board meeting.
- d. Shift Commander coordination meeting.
- e. Multiple Oregon Fire Chiefs Legislative Committee meetings.
- f. Sisters Country wildfire coordination meeting.
- g. Oregon Department of Forestry Board open house and presentation.
- h. Kiwanis Foundation Board meeting.
- i. Kiwanis Buckeroo Breakfast fundraiser.
- j. Rumberger grant thank you recognition ceremony.
- k. Attended OFCA Fire Service Day at the Capital
- l. Attended open house and Department of Public Safety Standards and Training for the new agency Director.

IV. SPECIAL PROJECTS UPDATE:

1. We have received one application for the vacant Civil Service position.
2. We received the OSFM Fire Service Capacity Grant which will provide funding for one full-time employee. We have completed the interview process and have made a contingent job offer to one of the candidates.

3. We hosted the Oregon Board of Forestry community meeting at the fire station in June. I facilitated a panel discussion related to smoke management and prescribed fire.
4. We are continuing to focus on completion of the 2022-2023 Board goals for the last quarter of the year.
5. We are planning to bring a recommendation to update ambulance and administrative fees to the July Board meeting. The fees have not been updated since 2017-ambulance, and 2013-administrative.
6. Our phone system has been replaced and all systems are working well at this time.
7. Outdoor debris burning is closed for the season.
8. We hosted a thank you recognition ceremony for the Rumberger Foundation which donated funds to purchase equipment for the fire district.
9. We hosted a pre-season wildfire meeting and training for the three local structural agencies, USFS and ODF. The Fire Corps prepared dinner for all attendees.

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 & Life Safety Manager Report

May 2023

Pub Education Report & Fire Corps:

- **ISU Events**
 - Show and Tell for Rumberger Grant
 - Provided Lunch for Fire Academy Training
 - 5th Tuesday Dinner – May 30th, BBR
- **CPR Trainings**
 - 3 classes taught
 - 34 people certified
- **Community AED**
 - No report
- **Blood Pressure Screenings**
 - 14
- **Wildfire Home Safety Assessments**
 - 1 Assessment performed
 - Taught Assessment class to Junipine Acres HOA
- **FireFree**
 - For the month of June FireFree is happening with the Transfer station accepting yard debris for free
- **FireWise Communities**
 - Tollgate Event May 23rd
- **Smoke Alarm Installations**
 - 1
- **Fire Station Tours**
 - 1 Tour with 7 kids
- **Special Events**
 - No report
- **Address Signs**
 - No report
- **Child Safety Seats**
 - 4

Training - 5 Fire Corp members attended Wildfire Home Protection Strategies Class

Public Event Permit Applications Review:

- Oregon Trall Gravel Grinder 6/21-25/23
- Rehearsal Dinner – Creekside Park 6/24/2023
- Ham Radio Field Day – 6/23/23

New Construction Plan Review:

- 40-unit building on Trinity Way
- Propane Tank location review
- Sunset Meadow apartments
- 130 E. Cascade Ave. Mixed-use building

Alarm Sprinkler Final:

- 455 W. Three Peaks Dr.

Commercial Business Inspections:

- Re-Inspection The Lodge
- Sisters Elementary School Inspection
- Sisters Middle School Inspection
- Sisters High School Inspections
- Wellspring Daycare Inspection

Other Fire Safety & Prevention Duties:

- Information request
- 4 Land Use request review
- 2 Addressing review
- Knoxbox consult - 690 W. Three Peaks Dr.
- Knoxbox consult – 793 N Curtis Ct.
- Knoxbox consult – 68457 Three Creeks Rd.
- 6 Knox-box lockups.
- Wildland Fire Presentation to City of Sisters Planning Commission

Fire Investigations:

- Motorhome fire off of 100 road



OATH OF OFFICE

I, Tom Herrmann, do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Sisters-Camp Sherman Fire District, and that I will faithfully discharge the duties of Director according to the best of my ability, so help me God.

TOM HERRMANN, DIRECTOR

SUBSCRIBED AND SWORN TO BEFORE ME THIS 20TH DAY OF JUNE 2023.

NOTARY PUBLIC FOR OREGON

MY COMMISSION EXPIRES: _____



OATH OF OFFICE

I, Rodney Cooper, do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Sisters-Camp Sherman Fire District, and that I will faithfully discharge the duties of Director according to the best of my ability, so help me God.

RODNEY COOPER, DIRECTOR

SUBSCRIBED AND SWORN TO BEFORE ME THIS 20TH DAY OF JUNE 2023.

NOTARY PUBLIC FOR OREGON

MY COMMISSION EXPIRES: _____