



AGENDA

Notice of Regular Meeting of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District September 19, 2023 – 5:00 p.m.

- 1. Open the Regular Meeting**
- 2. Consent agenda**
 - a. Administrative Summary**
 - b. August 2023 Minutes of Regular Meeting**
 - c. Dashboard report**
 - d. Bank statement and reconciliations**
 - e. Operating fund summaries**
 - f. Balance sheets**
 - g. Check register**
 - h. Adjusting Journal Entries**
 - i. Ambulance Receivables**
 - j. Engine Response Report**
 - k. Safety Committee Minutes**
 - l. Updates to Old Business**
- 3. Correspondence**
 - a. Oregon Secretary of State Audits Division**
- 4. Administration**
 - a. Staff Reports:**
 - i. Staff Report SR-23-9 Ambulance User Fee and Emergency Sign Fee Updates**
 - b. Resolutions:**
 - i. Resolution 2023-2024-002 – Ward Separation Payout**
 - ii. Resolution 2023-2024-003 – EMS Equipment Purchases**
 - iii. Resolution 2023-2024-004 – Update to District Ordinance 2006-2007-100**
 - iv. Resolution 2023-2024-005 – Update to District Ordinance 2006-2007-101**
- 5. President's Report**
 - a. Fire Chief Compensation Package**
 - b. OFDDA Oregon Fire Service Conference**
- 6. Fire Chief Report**
 - a. Fire Season Wrap-Up**
 - b. Audit Exit Interview**
- 7. Fire Safety Manager report**
- 8. Other business**
- 9. Adjourn meeting**

CONSENT AGENDA

Administrative Summary for Consent Agenda

August 2023 Data

Minutes – No changes or additions.

Revenue & Expenditure Dashboard Report

- Target goal for this period is 17% of budgeted revenue and expenditures. Revenue is at 42% of budget. Expenditures are tracking at 18% of budget, but this is expected this time of the year due to one-time payments such as VEBA and worker's compensation that are due during the first part of each fiscal year. This should level back out as we work our way through the fiscal year.

Operations Overview Dashboard Report

- EMS responses increased 5% over last month. There were seven fire responses in August.
- There was a total of 140 calls in August.
- A total of 19 7PC's were called in August and move-ups requested by the District totaled six 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 \$3,504,641.93 at the end of August. The interest rate increased to 4.42%

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$70,055.45.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of August balances with the bank and totals \$38,850.30.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at end of August balances with the bank and totals \$133,311.10.

Operating Fund Summaries

Revenue

- Tracking normally. Nothing to report.

Expenditures

- Certain one-time payments are due the first of the fiscal year which put the actual expenditures slightly over the goal in certain departments. Examples are Worker's Compensation in the Administration Department, or Data Management for the Operations Department. Those percentages of actual versus budget will even out as we move through the budget year.

Balance Sheets

- Insurance disability/liability balance is due to Ward orthodontia overpayment and will be refunded since he's now separated service from the District.
- Miscellaneous liabilities are due to employee pass-through donations to various groups (Honor Guard, Community Assistance Fund, etc.).

Check Register

- **Check number: 15725 to AFLAC.** These are employee pass-through payments for AFLAC insurance. Three payments were made in August for June, July and August premiums due to a billing issue.
- **Check number: 15764 to Jeff Puller.** This was related to Chief Puller's medical physical and the medical facility billing him directly for a portion of the physical.
- **Check number: 15770 to Pacific Power Group.** During a power outage the generator didn't automatically power back off when the power came back on. Pacific Power came out to troubleshoot and identify needed repairs.
- **Check number: 15783 to AT&T Mobility.** This check was for adding equipment to Station 704 for Internet service to replace Sureline Broadband service previously used at Station 704.
- **Check numbers: 15787 to L.N. Curtis and Sons.** This is for personal protective equipment (turnouts) for multiple volunteers.
- **Check number: 15799 to SDIS.** This is an employee pass-through payment for continuation of health insurance coverage after his separation from the District.
- **Check number: 15809 to HRA VEBA Trust.** This check is for the annual health reimbursement account deposits for eligible employees as a part of the District's benefits package.

Adjusting Journal Entries

- Entry for ambulance receivables to actual.

Ambulance Report - Total of 61 transports for August.

Engine Response Report – Two new payments for August and three new charges.



**Minutes of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
August 15, 2023**

1. **Open the Regular Meeting.**
 - a. Board President Kristie Miller opened the meeting at 5 p.m.
 - i. Board attending: President Miller, Vice President Schulz, Secretary/Treasurer McGowan, Director Herrmann and Director Cooper.
 - ii. Staff/guests attending: Chief Johnson, Chief Craig, Finance Mgr./Executive Asst. Spor, Chief Puller and Fire Medic Frutos.
2. **Consent Agenda.**
 - a. ***Unanimously approved the Consent Agenda as presented. Motion by Director McGowan, Director Schulz second.***
 - i. Questions/comments:
 1. Director McGowan inquired about check number 700028 to US Bank and in particular what type of water rescue gear was purchased. Chiefs Johnson and Craig believe it is for personal floatation devices.
 2. Director McGowan inquired about the over 120-day accounts on the Ambulance Report. Julie will review with Systems Design and follow-up via email to the Directors after the meeting.
3. **Administration.**
 - a. **Staff Report:** SR-23-8 Authorization to expend reserve funds for a replacement pumper.
 - i. ***Unanimously approved Staff Report SR-23-8 and corresponding Resolution 2023-2024-001. Motion by Director Herrmann, Director Cooper second.***
 1. Director McGowan inquired about the length of build-time for the new engine and if this is a normal length or if this is something we'll have to consider for future purchasing plans. Chief Craig replied build times and supply chain issues will be something to consider in the future. Chief Johnson recognized Chief Craig and the committee for their work on the bid process and for soliciting feedback from department members during the project.
4. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month including new fire activity around the State. Highlights include:
 - a. Nationally we are at a preparedness level three out of five, which is pretty good.
 - b. Oregon is at a preparedness level 4.
 - c. Lightning is forecast in Oregon through Sunday and the fire risk modeling from the Office of State Fire Marshal is showing two to four new large fire starts possible over the next week. Chief Provided a review of current large fires in Oregon to include the Flat Rock, Bedrock and Lookout Fires.
 - d. Oregon acquired five Cal Fire task forces and they are pre-positioned in Oregon now in the Willamette Valley.

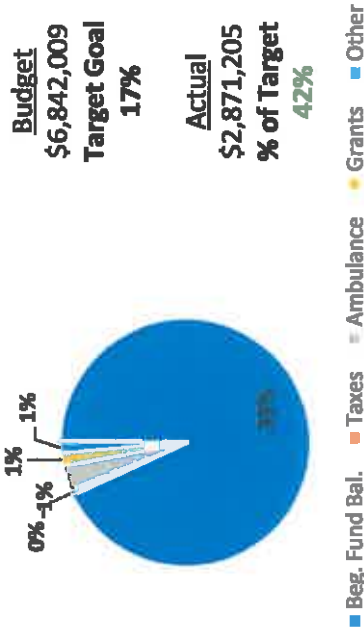
- e. OSFM has their emergency operations center set up.
 - f. Overall, there is a lot of risk in the State right now with fires.
 - g. He also highlighted Redmond Fire and Rescue for sending over their foam truck during our recent call with the tanker fire on Highway 126.
5. **Fire Safety Manager Report.** FSM Puller provided an overview of his report. Highlights include:
- a. Fire Corps is still doing a lot of projects. Three community AEDs were installed in July.
 - b. Chief Puller has coordinated with OSFM on wildfire home safety assessments. Now when a citizen goes to OSFM's website to request a wildfire home safety assessment in our area, it will direct them to our site for the work.
 - c. Chief Puller and Chief Johnson provided an overview of the District's role in the proposed cold weather shelter on Barclay Drive. This is a politically sensitive topic in the community right now. The District's role is strictly fire and life safety. We will lean on the OSFM for fire code compliance.
6. **Other Business.**
- a. Director McGowan asked if the "Other Business" agenda item could be expanded to include updates on prior topics discussed at meetings. He asked for updates on the following:
 - i. Fraud status from last fiscal year. Julie replied that all fraud charges had been returned to the District and any new attempts on the old US Bank account have been thwarted with the security measures added to the account last year. The old account is still open while Systems Design works to transition all of the District's payors to the new account. This is a long process, but hopefully wrapping up soon. The security measures in place on the new US Bank account are working well.
 - ii. UK Exchange. Chief Craig replied that we had four firefighters from Hampshire and Isle of Wight Fire and Rescue Services visiting in late July to early August. Director McGowan inquired about whether or not we will continue the program and if it's a good value. Chief Craig replied that the District is seeing good value from the program and he feels we will continue to fund it.
7. No further business was discussed and the meeting adjourned at 5:38 p.m.

Respectfully submitted by,

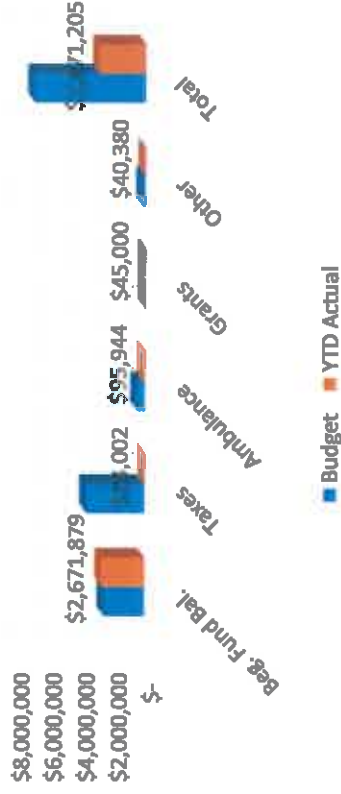
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF AUGUST 2023

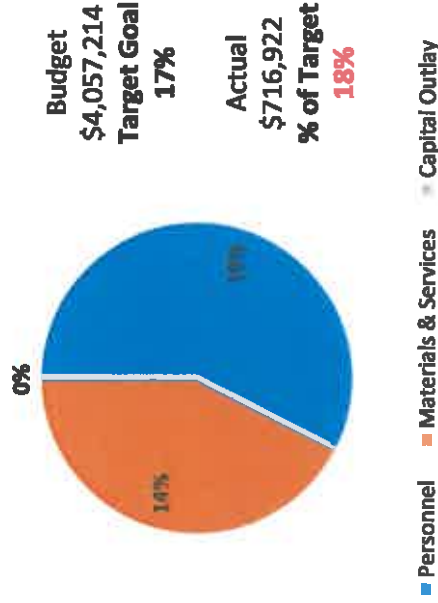
23/24 Actual Revenue as % of Budget



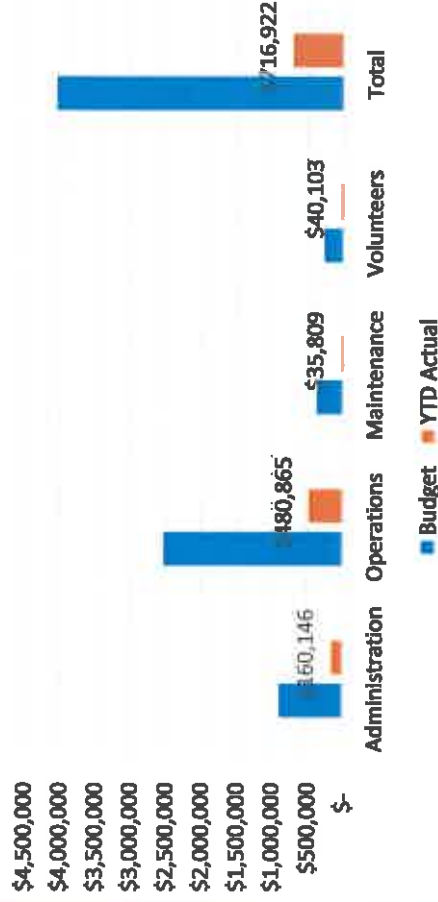
Budget vs. Actual Revenue - Year to Date



23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

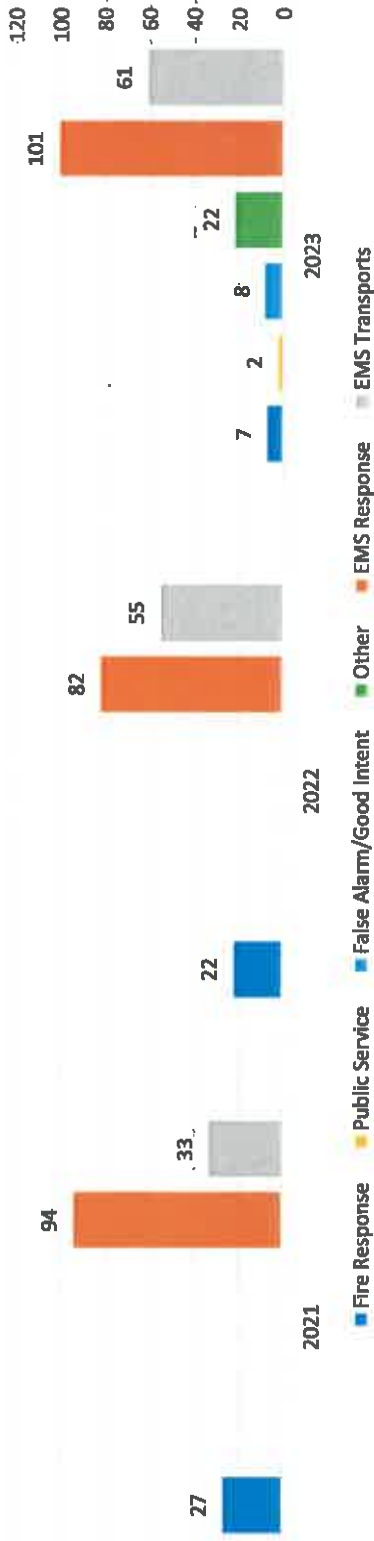


Total Revenue - 3 Years
As of August 31, 2023

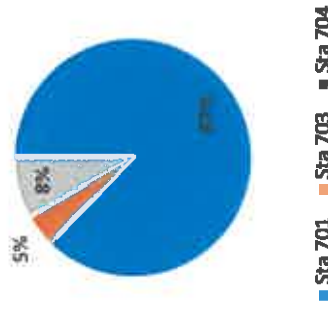


OPERATIONS OVERVIEW - AS OF AUGUST 31, 2023

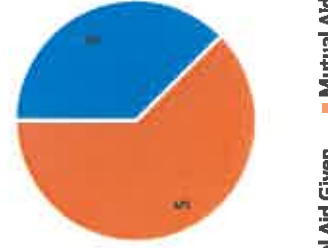
Responses by Type - 3 Years



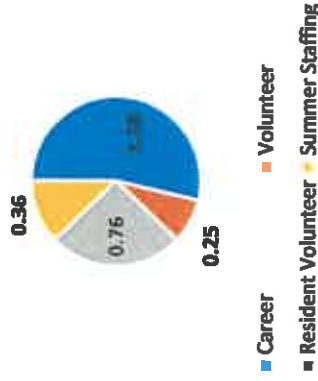
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls
26

Callback Overview
 Personnel Callbacks (7PC's) = 19
 7PC's Staffed with ALS Staffing = 14
 7PC's Staffed with Engine Staffing = 10
 Move-Ups = 6

Ave Personnel on Standby
2.14

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 189700858849

Bank Statement Balance:	266,860.14	Book Balance Previous Month:	123,245.04
Outstanding Deposits:	.00	Total Receipts:	379,775.07
Outstanding Checks:	133,549.04	Total Disbursements:	369,709.01
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	133,311.10	Book Balance:	133,311.10

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 55 Items Deposits Outstanding: 0 Items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	46,197.37	15773	582.13	15803	1,800.00	15810	350.00
15192	218.43	15788	29.41	15804	1,444.24	15811	2,421.97
15715	15.46	15793	25.99	15805	14,489.85	15812	155.01
15744	85.00	15796	159.68	15806	1,718.91	15813	43.96
15754	150.00	15800	656.03	15807	650.00	15814	20.77
16760	57.00	15801	270.90	15808	33.96	15815	350.00
15772	60.97	15802	395.00	15809	61,167.00		
						Total:	133,549.04

Checks cleared: 111 Items Checks Outstanding: 27 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



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

3233 TRN 6480 S Y ST01

Business Statement

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



000184167 01 AB 0.537 000838546750792 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 Aug 1		145,355.70	Interest Paid this Year	246.42
Customer Deposits	4	4,379.20	Number of Days in Statement Period	31
Other Deposits	48	380,395.88		
Other Withdrawals	5	157,824.07-		
Checks Paid	99	105,446.37-		
Ending Balance on Aug 31, 2023		\$ 266,860.14		

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Aug 3	8913083622	1,025.00		Aug 17	8912872504	500.00
	Aug 18	8613662050	2,754.20		Aug 24	8913425568	100.00
			Total Customer Deposits	\$			4,379.20

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Aug 1	Electronic Deposit From NORIDIAN WAORAK REF=232120144850410Y00	9262326076HCCLAIMPMT1245231760	\$ 627.45
Aug 2	Electronic Deposit From NORIDIAN WAORAK REF=232130108685028Y00	9262326076HCCLAIMPMT1245231760	613.85
Aug 2	Electronic Deposit From IStream REF=232130166565830N00	00048999914899991	4,979.81
Aug 3	Electronic Deposit From PacificSource REF=232130136849020N00	2830245545CREDIT 3077581	3,533.04
Aug 3	Electronic Deposit From PacificSource REF=232130136839010N00	2830245545CREDIT 3077581	3,533.04
Aug 4	Electronic Deposit From STRIPE REF=232160108915660N00	1600948899TRANSFER ST-MINNBABA509Z	88.24
Aug 4	Electronic Deposit From LOYALEHLTH SV9T REF=232160066404000N00	10435758818886407815	97.05
Aug 7	Electronic Deposit From STRIPE REF=232160097122070N00	1600948899TRANSFER ST-F663E3H1V6T7	242.45
Aug 7	Electronic Deposit From NORIDIAN WAORAK REF=232160080926200Y00	9262326076HCCLAIMPMT1245231760	1,152.79
Aug 7	Electronic Deposit From Regence BCBSO REF=232160078473660N00	1930238155HCCLAIMPMTFEPFR0001	5,886.00
Aug 8	Electronic Deposit From OR DHS HP MMIS REF=232190150030570N00	9300A10020HCCLAIMPMT00000004360148	217.48
Aug 8	Electronic Deposit From LOYALEHLTH SV9T REF=232160066404000N00	10435758818886407815	186.31
Aug 9	Electronic Deposit From IStream REF=232200124058240N00	00048999914899991	2,940.74
Aug 10	Electronic Deposit From STRIPE REF=232160119875240N00	1600948899TRANSFER ST-K2X9S4W1A237	18.12

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	38,850.30	Book Balance Previous Month:	53,889.74
Outstanding Deposits:	.00	Total Receipts:	14,867.82-
Outstanding Checks:	.00	Total Disbursements:	171.82
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	38,850.30	Book Balance:	38,850.30

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 1 items Checks Outstanding: 0 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:
Aug 1, 2023
through
Aug 31, 2023

Page 1 of 1



000184094 01 AB 0.537 000638546750729 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

GOLD BUSINESS CHECKING Member FDIC
U.S. Bank National Association Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Aug 1			53,889.74
Other Deposits	1		839.36
Other Withdrawals	2		15,678.80-
Ending Balance on Aug 31, 2023		\$	38,850.30

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Aug 21	Electronic Deposit REF=232300115597640N00	From SAMARITAN ADVANT 1930860860HCCLAIMPMT123002012020732	\$ 839.36
Total Other Deposits			\$ 839.36

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Aug 14	Analysis Service Charge	1400000000	\$ 171.62-
Aug 23	Electronic Withdrawal: REF=232340155309830N00	To OREGONGROWINPLAN 3550010000ACH-DEBIT62301220P0007270	15,507.18-
Total Other Withdrawals			\$ 15,678.80-

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Aug 14	53,718.12	Aug 21	54,357.48	Aug 23	38,850.30

Balances only appear for days reflecting change.

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		07/31/2023 (07/23) Balance	.00 *	.00 *	2,109,429.29
CR	36	LGIP ACH Redemption Fees		.05-	
CR	38	LGIP ACH Redemption Fees		.05-	
CR	40	Accrual Income Div Reinvestment	13,988.35		
CR	1	Deschutes County Property Tax Distribution	4,436.88		
CR	7	Jefferson County Property Tax Distribution	1,940.32		
CRUS	28	Txfr from LGIP for Aug Payroll		175,000.00-	
CRUS	48	Transfer from LGIP for Bills		160,000.00-	
		08/31/2023 (08/23) Period Totals and Balance	20,365.53 *	325,000.10- *	1,804,794.72

Number of transactions: 7 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	20,365.53	325,000.10-	304,634.57-

◇

LGIP 1,804,794.72 +
 EMPLOY 417,729.88 +
 BUILDING 199,781.37 +
 EQUIP. 1,082,335.96 +
 Bal Excl. 3,504,641.93 *

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		07/31/2023 (07/23) Balance	.00 *	.00 *	417,729.88
		08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	417,729.88

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				
		07/31/2023 (07/23) Balance	.00 *	.00 *	199,781.37
		08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	199,781.37

Number of transactions: 0 Number of accounts: 1

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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070		Equipment Fund			
	07/31/2023 (07/23)	Balance	.00 *	.00 *	1,082,335.96
	08/31/2023 (08/23)	Period Totals and Balance	.00 *	.00 *	1,082,335.96

Number of transactions: 0 Number of accounts: 1

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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total REVENUE:		<u>.00</u>	<u>.00</u>	<u>.00</u>
Number of transactions: 7	Number of accounts: 5	<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:		<u>20,365.53</u>	<u>325,000.10-</u>	<u>304,634.57-</u>

Report Criteria:

Actual amounts

All accounts

Account.Account number = "10001070","20001070","30001070","40001070","50001070","60001075"



Account Statement - Transaction Summary

For the Month Ending August 31, 2023

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

Oregon LGIP

Operating Balance	3,809,276.50
Purchases	20,365.53
Redemptions	(325,000.10)

Asset Summary

	August 31, 2023	July 31, 2023
Oregon LGIP	3,504,641.93	3,809,276.50
Total	\$3,504,641.93	\$3,809,276.50

Closing Balance	\$3,504,641.93
Dividends	13,988.35

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)

August 31, 2023

Account: 70001030

Bank Account Number: 153895237351

Bank Statement Balance:	70,055.45	Book Balance Previous Month:	69,507.62
Outstanding Deposits:	.00	Total Receipts:	547.83
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	70,055.45	Book Balance:	70,055.45

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 August 31, 2023

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

Oregon LGIP

Opening Balance	69,507.62
Purchases	547.83
Redemptions	0.00

Asset Summary

Oregon LGIP	August 31, 2023	July 31, 2023
	70,055.45	69,507.62
Total	\$70,055.45	\$69,507.62

Closing Balance	\$70,055.45
Dividends	261.71

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Current Year Budget	Bal Remaining +/-	% Collected
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	.00	.00	.00	3,556,994.00	3,556,994.00-	.00
1-01-0-40200	Property Taxes-Prior	4,905.86	6,370.59	18,002.10	50,000.00	31,997.90-	36%
1-01-0-41100	Ambulance Revenue	41,917.98	48,183.94	95,944.25	450,000.00	354,055.75-	21%
1-01-0-41110	GEMT Ambulance Revenu	.00	.00	.00	40,000.00	40,000.00-	.00
1-01-0-41200	Other Fees for Service	2,700.00	1,575.00	3,948.75	11,856.00	7,907.25-	33%
1-01-0-42100	Fire Med Subscriptions	1,237.50	1,713.75	2,388.75	15,000.00	12,611.25-	16%
1-01-0-43100	Interest Income	3,791.88	14,017.95	27,710.61	75,000.00	47,289.39-	37%
1-01-0-44100	Grant Revenue	.00	.00	45,000.00	40,500.00	4,500.00	111%
1-01-0-44200	Donations Received	.00	1,245.00	5,044.21	10,000.00	4,955.79-	50%
1-01-0-44300	Conflagration Income	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	471.09	295.20	1,287.53	10,100.00	8,812.47-	13%
1-01-0-49990	Beginning Working Capital	.00	.00	2,871,879.19	2,532,559.00	139,320.19	106%
Total GENERAL FUND REVENUE:		55,024.31	73,401.43	2,871,205.39	6,842,009.00	3,970,803.61-	42%
GENERAL FUND Revenue Total:		55,024.31	73,401.43	2,871,205.39	6,842,009.00	3,970,803.61-	42%
Net Total GENERAL FUND:		55,024.31	73,401.43	2,871,205.39	6,842,009.00	3,970,803.61-	42%

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	124,331.65	62,879.34	149,870.99	640,279.00	490,408.01	23%
	Total OPERATIONS DEPARTMENT:	406,431.91	245,823.33	418,413.66	2,336,517.00	1,918,103.34	18%
	Total MAINTENANCE DEPARTMENT:	1,801.88	2,147.63	3,159.88	28,775.00	23,615.12	12%
	Total VOLUNTEERS DEPARTMENT:	10,118.49	.00	.00	17,872.00	17,872.00	.00
	GENERAL FUND Expenditure Total:	542,683.91	310,850.30	571,444.53	3,021,443.00	2,449,998.47	19%
	Net Total GENERAL FUND:	542,683.91-	310,850.30-	571,444.53-	3,021,443.00-	2,449,998.47-	19%
	Net Grand Totals:	542,683.91-	310,850.30-	571,444.53-	3,021,443.00-	2,449,998.47-	19%

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	10,958.98	4,667.23	10,275.00	251,742.00	241,467.00	4%
	Total OPERATIONS DEPARTMENT:	28,649.79	18,581.77	62,451.50	192,025.00	129,573.50	33%
	Total MAINTENANCE DEPARTMENT:	24,547.13	22,455.61	32,648.72	341,799.00	309,150.28	10%
	Total VOLUNTEERS DEPARTMENT:	28,112.53	23,965.65	40,102.61	250,205.00	210,102.49	16%
	GENERAL FUND Expenditure Total:	90,168.43	69,670.46	145,477.73	1,035,771.00	890,293.27	14%
	Net Total GENERAL FUND:	90,168.43-	69,670.46-	145,477.73-	1,035,771.00-	890,293.27-	14%
	Net Grand Totals:	90,168.43-	69,670.46-	145,477.73-	1,035,771.00-	890,293.27-	14%

**SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2023**

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	1,804,794.72	
1-00-0-1080	US BANK OPERATING ACCT	38,850.30	
1-00-0-1081	US BANK OPERATING ACCT 2022	133,311.10	
1-00-0-1099	PETTY CASH	417.88	
1-00-0-1103	NOTE RECEIVABLE	40,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	240,321.22	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(120,322.78)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,061.89	
	TOTAL ASSETS		<u>2,192,434.31</u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2180	INSURANCE/DISABILITY LIABILITY	12.49	
1-00-0-2180	MISCELLANEOUS LIABILITY	400.00	
1-00-0-2250	DEFERRED REVENUE	37,738.89	
	TOTAL LIABILITIES		38,151.18

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	(6,842,010.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	6,842,010.00	
	REVENUE OVER EXPENDITURES - YTD	2,154,283.13	
	BALANCE - CURRENT DATE	<u>8,996,293.13</u>	
	TOTAL FUND EQUITY		<u>2,154,283.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,192,434.31</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		417,729.88
	TOTAL ASSETS		<u>417,729.88</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	(635,636.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	635,636.88	
	REVENUE OVER EXPENDITURES - YTD	<u>417,729.00</u>	
	BALANCE - CURRENT DATE		<u>1,053,365.88</u>
	TOTAL FUND EQUITY		<u>417,729.88</u>
	TOTAL LIABILITIES AND EQUITY		<u>417,729.88</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2023

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		199,781.37
	TOTAL ASSETS		<u>199,781.37</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
3-00-0-3120	BUILDING RESERVE	(485,489.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3800	RETAINED EARNINGS	485,489.00	
	REVENUE OVER EXPENDITURES - YTD	<u>199,781.37</u>	
	BALANCE - CURRENT DATE		<u>685,270.37</u>
	TOTAL FUND EQUITY		<u>199,781.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>199,781.37</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2023

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	1,082,335.98	
	TOTAL ASSETS		1,082,335.98

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(1,391,692.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	1,391,692.00	
	REVENUE OVER EXPENDITURES - YTD	1,082,335.98	
	BALANCE - CURRENT DATE	2,474,027.98	
	TOTAL FUND EQUITY		1,082,335.98
	TOTAL LIABILITIES AND EQUITY		1,082,335.98

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2023

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	70,056.45	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		73,803.15

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	2,878.72	
	TOTAL LIABILITIES		2,878.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(288,633.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	288,633.00	
	REVENUE OVER EXPENDITURES - YTD	71,124.43	
	BALANCE - CURRENT DATE	359,757.43	
	TOTAL FUND EQUITY		71,124.43
	TOTAL LIABILITIES AND EQUITY		73,803.15

Check Register - August 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/2/2023	15725	AFLAC	AFLAC	\$ 270.90
8/2/2023	15725	AFLAC	AFLAC	\$ 270.90
8/2/2023	15725	AFLAC	AFLAC	\$ 270.90
8/2/2023	15726	CEC, INC	electric - Elm Street	\$ 1,705.10
8/2/2023	15726	CEC, INC	electric - buffalo	\$ 126.18
8/2/2023	15726	CEC, INC	electric - Camp Sherman	\$ 98.40
8/2/2023	15727	Central Oregon Com College	820300295: Clarke Summer Tuition	\$ 549.00
8/2/2023	15728	CenturyLink	3332226873 - Telephone Camp Sherman	\$ 59.42
8/2/2023	15729	City of Sisters	04-6332-00 Elm St.	\$ 348.16
8/2/2023	15729	City of Sisters	Water Locust Street Training	\$ 0.85
8/2/2023	15730	Cody Martin	Reimb. Bag Check Fees for AZ EMT School	\$ 60.00
8/2/2023	15730	Cody Martin	Res. Vol. Mileage & Food Reimb. - July 2023	\$ 350.00
8/2/2023	15731	Jessa Hocker	Res. Vol. Mileage & Food Reimb. - July 2023	\$ 350.00
8/2/2023	15732	Momentum Promo	Embroidery Martin/Trotter	\$ 90.00
8/2/2023	15732	Momentum Promo	Embroidery Otasu	\$ 45.00
8/2/2023	15733	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 157.10
8/2/2023	15733	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 30.04
8/2/2023	15733	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 35.17
8/2/2023	15734	Northwest Safety Clean	Alterations to turn out coats	\$ 283.18
8/2/2023	15735	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 304.50
8/2/2023	15736	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 70.24
8/2/2023	15737	Paladin Background Screening	Background: Greder	\$ 30.00
8/2/2023	15738	Quill	Copy Paper	\$ 189.96
8/2/2023	15739	Richard McMurtrey	Reimburse emergency services overpayment	\$ 1,217.09
8/2/2023	15740	Sisters Rental	726 K12 SAW SERVICE/REPAIR	\$ 184.83
8/2/2023	15741	TDS	8224 60 003 0017578 - Cable Elm	\$ 654.46
8/17/2023	15742	911 Supply	OR Corp Activity Tax Pass-Through	\$ 1.12
8/17/2023	15742	911 Supply	Job Shirts for Stock	\$ 1,301.38
8/17/2023	15742	911 Supply	5.11 S/S Polos	\$ 621.52
8/17/2023	15742	911 Supply	Uniforms: Job Shirt, Polos, Parka and Belt	\$ 91.62
8/17/2023	15742	911 Supply	Polos - Puller	\$ 114.65
8/17/2023	15742	911 Supply	Uniforms: Job Shirt, Polos, Parka and Belt	\$ 45.81
8/17/2023	15743	Ace Hardware, Inc.	Replacement plug for 791's power drop	\$ 17.47
8/17/2023	15743	Ace Hardware, Inc.	745 Stainless Hardware	\$ 30.86
8/17/2023	15743	Ace Hardware, Inc.	Paint for hydrant boards	\$ 8.59
8/17/2023	15743	Ace Hardware, Inc.	Vehicle Supplies	\$ 13.40
8/17/2023	15743	Ace Hardware, Inc.	701 Fixed Compressor	\$ 50.59
8/17/2023	15743	Ace Hardware, Inc.	701 Fixed Compressor	\$ 8.44
8/17/2023	15743	Ace Hardware, Inc.	724 supplies	\$ 30.00
8/17/2023	15743	Ace Hardware, Inc.	Halyard supplies	\$ 3.67
8/17/2023	15743	Ace Hardware, Inc.	Keys for murphy bed closets and markers for 701 hydrant bollards	\$ 30.44
8/17/2023	15744	Alpine Internet Solutions	Professional hosting and management - September	\$ 85.00
8/17/2023	15745	Angela Linker	Cell phone reimbursement 2/12	\$ 50.00
8/17/2023	15745	Angela Linker	Mileage Reimbursement - District errands	\$ 11.14
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	795 battery nuts	\$ 26.59
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	771 oil filter	\$ 35.17
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	771 Air filter	\$ 105.23
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	771 battery /c core fee	\$ 323.90
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	BATTERY TERMINAL PROTECTOR	\$ 15.38
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	Terminal protectors	\$ 7.38
8/17/2023	15746	Baxter Auto Parts Inc, Auto Parts	BATTERY Core credit	\$ (32.00)
8/17/2023	15747	BI-Mart Corporation	703 apparatus supplies	\$ 13.78
8/17/2023	15747	BI-Mart Corporation	703 station supplies	\$ 3.99
8/17/2023	15748	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 85031611	\$ 105.87
8/17/2023	15749	Cameron Building Maintenance, Inc.	Janitorial services - July 2023 plus addtl comm hall cleaning	\$ 550.00
8/17/2023	15750	Cascade Fire Equipment	Wildland pant - Dual compliant	\$ 1,051.39
8/17/2023	15750	Cascade Fire Equipment	Dual Complaint Uniform Pants	\$ 205.00
8/17/2023	15750	Cascade Fire Equipment	Wildland pant (womens cut) - Dual compliant	\$ 310.00
8/17/2023	15750	Cascade Fire Equipment	Dual Complaint Uniform Pants women's cut	\$ 620.00
8/17/2023	15750	Cascade Fire Equipment	Wildland shirts	\$ 150.00
8/17/2023	15750	Cascade Fire Equipment	Dual Complaint Uniform Pants women's cut	\$ 325.20
8/17/2023	15750	Cascade Fire Equipment	Craig Dual Compliant WL Pants	\$ 428.71
8/17/2023	15751	Caselle, Inc.	Contract support charges 09/2023	\$ 354.00
8/17/2023	15752	Central Oregon Garage Door, Inc.	Commercial Service - Sta 701	\$ 162.00
8/17/2023	15752	Central Oregon Garage Door, Inc.	Service Call - 704	\$ 364.50
8/17/2023	15753	CLIA LABORATORY PROGRAM	CLINICAL LABORATORY FEE (2 YEARS)	\$ 180.00

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/17/2023	15754	COFCA	Membership Dues 2023 - RJ	\$ 150.00
8/17/2023	15755	Crook County Fire & Rescue	AHA HS FA-CPR eCard supply	\$ 2,400.00
8/17/2023	15755	Crook County Fire & Rescue	AHA BLS Provider eCard supply	\$ 180.00
8/17/2023	15755	Crook County Fire & Rescue	AHA BLS Instructor eCard	\$ 20.00
8/17/2023	15756	Cruz Jones	Res. Vol. Mileage & Food Reimb. -Aug 2023	\$ 350.00
8/17/2023	15757	DMV	dmv record Check	\$ 6.00
8/17/2023	15758	East Cascade	Alarm Monitoring Services 09/01/23-11/30/23	\$ 293.33
8/17/2023	15759	Ed Staub & Sons Petroleum	Fuel	\$ 1,465.18
8/17/2023	15760	Flowers By Deanna	Flowers - Lange	\$ 57.00
8/17/2023	15761	Freightliner Northwest Redmond	721 parts-Coolant leak repair	\$ 17.94
8/17/2023	15761	Freightliner Northwest Redmond	721 parts-Coolant leak repair	\$ 71.80
8/17/2023	15761	Freightliner Northwest Redmond	721 parts-Coolant leak repair	\$ 675.33
8/17/2023	15762	Hoyt's Hardware	building supplies	\$ 6.90
8/17/2023	15763	InnerTech	IT Services and remote assistance	\$ 362.20
8/17/2023	15764	Jeff Puller	Reimb. Expenses related to pre-employment medical physical	\$ 1,323.16
8/17/2023	15765	Les Schwab Warehouse Center	REAR TIRES FOR 744	\$ 2,518.28
8/17/2023	15766	LIFE-ASSIST	EMS SUPPLY ORDER# 56230809	\$ 24.50
8/17/2023	15766	LIFE-ASSIST	EMS SUPPLY ORDER# 56230809	\$ 68.52
8/17/2023	15766	LIFE-ASSIST	Norepinephrine	\$ 22.00
8/17/2023	15766	LIFE-ASSIST	EMS ORDER# 57234704	\$ 1,923.36
8/17/2023	15767	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
8/17/2023	15768	Momentum Promo	Embroidery Lord	\$ 112.50
8/17/2023	15768	Momentum Promo	Embroidery	\$ 14.00
8/17/2023	15769	OFSOA	Membership Dues Spor 2023/24	\$ 40.00
8/17/2023	15770	Pacific Power Group, LLC	Troubleshoot and repair Sta 701 generator	\$ 2,238.31
8/17/2023	15770	Pacific Power Group, LLC	Generator troubleshoot and repair 701	\$ 870.53
8/17/2023	15771	Pony Express, Inc.	Box for shipping 731 foldatank back for warranty repair	\$ 28.00
8/17/2023	15771	Pony Express, Inc.	Patches sent to uniform vendor for Class A prep	\$ 13.81
8/17/2023	15771	Pony Express, Inc.	Shipping for turnout repairs	\$ 45.00
8/17/2023	15771	Pony Express, Inc.	Shipping Class A Jackets Puller/Ellison	\$ 17.04
8/17/2023	15771	Pony Express, Inc.	Shipping for PPE L.N. Curtis	\$ 21.19
8/17/2023	15771	Pony Express, Inc.	Shipping TO Repairs	\$ 18.70
8/17/2023	15771	Pony Express, Inc.	Budgets shipped to County Clerk and Uniform shipping	\$ 27.34
8/17/2023	15772	Quill	UK Exchange: Gift bags for welcome gifts	\$ 60.97
8/17/2023	15773	SeaWestern, Inc.	Otasu Uniform pants	\$ 384.02
8/17/2023	15773	SeaWestern, Inc.	Otasu Uniform pants	\$ 198.11
8/17/2023	15774	Solomon Byles	Res. Vol. Mileage & Food Reimb. July 2023	\$ 350.00
8/17/2023	15775	Sweeney Plumbing, Inc.	Drain repair in Comm. Hall women's restroom	\$ 155.00
8/17/2023	15776	Systems Design	EMS billing and postage - July 2023	\$ 1,221.48
8/17/2023	15777	Temp-Rite Mechanical	Thermostat repair - Comm. Hall	\$ 212.00
8/17/2023	15778	Treasure Valley Coffee	water and cooler rental	\$ 275.95
8/17/2023	15779	WCP Solutions	White folding towels	\$ 85.73
8/17/2023	15779	WCP Solutions	Laundry detergent	\$ 167.37
8/17/2023	15780	WRIGHT FORD INC	776 MAF Sensor	\$ 125.35
8/17/2023	15780	WRIGHT FORD INC	776 Throttle Body Assembly	\$ 330.51
8/17/2023	15780	WRIGHT FORD INC	776 Throttle Body gasket	\$ 17.48
8/17/2023	15780	WRIGHT FORD INC	Crankcase Filters (771, 775, 776)	\$ 301.85
8/17/2023	15781	ZOLL Medical Corporation	CPR STAT PADZ (8/CASE)	\$ 537.00
8/23/2023	15782	911 Supply	Nametape for Parka - Gonzalez	\$ 18.10
8/23/2023	15783	AT&T MOBILITY	Wireless Services and 704 InternetAcct: 287297124283	\$ 1,803.13
8/23/2023	15783	AT&T MOBILITY	Wireless Services: 287297124283	\$ 848.80
8/23/2023	15784	Avion Water Co Inc.	Water-703	\$ 28.98
8/23/2023	15785	David Ward	Meals - Lookout Fire Conflagration	\$ 161.05
8/23/2023	15785	David Ward	Fuel - Lookout Fire Conflagration	\$ 159.88
8/23/2023	15786	James Schwartz	Reimb. for parts picked up at O'Reilly for District	\$ 29.41
8/23/2023	15787	L.N. Curtis and Sons	Particulate hoods	\$ 631.22
8/23/2023	15787	L.N. Curtis and Sons	Turnouts: SAFER Vols Snow, Gonzalez, Davis, Corbari	\$ 11,207.50
8/23/2023	15788	Lesley Truman Designs	Career Jackets: Ulm, Otasu and Burke (replacement)	\$ 448.18
8/23/2023	15788	Lesley Truman Designs	Challenge Coin Design	\$ 225.00
8/23/2023	15789	LIFE-ASSIST	FIRE CORPS SUPPLIES FOR 1ST AID CLASSES	\$ 145.35
8/23/2023	15790	Miss Sew-It-All	Seamstress Services	\$ 235.00
8/23/2023	15790	Miss Sew-It-All	PPE repairs	\$ 45.00
8/23/2023	15791	Momentum Promo	Embroidery: Puller and stock sweatshirts	\$ 161.00
8/23/2023	15791	Momentum Promo	Herrmann Director Shirt	\$ 38.03
8/23/2023	15792	Municipal Emergency Services, Inc.	Wildland shelter pack	\$ 1,076.98
8/23/2023	15793	Quill	Post-It pop-up notes	\$ 25.99
8/23/2023	15794	SDIS	Admin Health Insurance	\$ 6,421.70

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/23/2023	15794	SDIS	Operations Health Insurance	\$ 16,212.31
8/23/2023	15794	SDIS	Inns/Disability - Orthodontia/Linker pass through less Brown Credit	\$ 915.65
8/23/2023	15795	STRYKER	STRYKER POWERPRO COT BATTERY	\$ 546.31
8/23/2023	15796	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.68
8/23/2023	15797	TermInk	Pest control services - 701	\$ 96.00
8/23/2023	15798	WCP Solutions	Credit for product returned	\$ (30.70)
8/23/2023	15798	WCP Solutions	White folding towels	\$ 43.30
8/23/2023	15798	WCP Solutions	Laundry detergent and bleach	\$ 199.56
8/23/2023	15798	WCP Solutions	White folding towels	\$ 43.30
8/23/2023	15798	WCP Solutions	Can liners	\$ 40.95
8/23/2023	15798	WCP Solutions	Bath tissue and can liners	\$ 117.19
8/25/2023	15799	SDIS	D-Ward Pass Through COBRA Payment 09/23	\$ 2,251.15
8/30/2023	15800	911 Supply	Lord - Responder Parka	\$ 207.50
8/30/2023	15800	911 Supply	Polois and Job Shirts - Martin	\$ 189.19
8/30/2023	15800	911 Supply	Puller - Job Shirt	\$ 81.00
8/30/2023	15800	911 Supply	Nametapes and Job Shirts - Misc.	\$ 169.34
8/30/2023	15800	911 Supply	Nametape Lord	\$ 9.00
8/30/2023	15801	AFLAC	AFLAC	\$ 270.90
8/30/2023	15802	Alpine Internet Solutions	Content Plan for September	\$ 395.00
8/30/2023	15803	Campbell Clarke	Res. Vol. Mileage & Food Reimb. July-Sept	\$ 1,800.00
8/30/2023	15804	CEC, INC	electric - Elm Street	\$ 1,365.15
8/30/2023	15804	CEC, INC	electric - buffalo	\$ 79.09
8/30/2023	15805	David Ward	Final Payroll Inc. Holiday/Vacation Payouts	\$ 14,489.85
8/30/2023	15806	Ed Staub & Sons Petroleum	Fuel	\$ 1,718.91
8/30/2023	15807	Five Pine Lodge & Conference	2023-24 Awards Banquet Deposits	\$ 650.00
8/30/2023	15808	Hoyt's Hardware	Hardware for fleet fold-a-tank mods	\$ 68.72
8/30/2023	15808	Hoyt's Hardware	Credit for unused hardware return	\$ (34.76)
8/30/2023	15809	HRA VEBA Trust	YA527 VEBA Contributions	\$ 14,000.00
8/30/2023	15809	HRA VEBA Trust	YA527 VEBA Contributions	\$ 47,167.00
8/30/2023	15810	Jessa Hocker	Res. Vol. Mileage & Food Reimb. - August 2023	\$ 350.00
8/30/2023	15811	LIFE-ASSIST	EMS SUPPLY ORDER# 58233535	\$ 880.66
8/30/2023	15811	LIFE-ASSIST	EMS SUPPLY ORDER# 58233689	\$ 869.68
8/30/2023	15811	LIFE-ASSIST	EMS SUPPLY ORDER# 58233689	\$ 35.24
8/30/2023	15811	LIFE-ASSIST	EMS SUPPLY ORDER# 58232575	\$ 636.39
8/30/2023	15812	Pacific Office Automation, Inc	copies/kit - Konica	\$ 155.01
8/30/2023	15813	Quill	Plastic yearly dividers	\$ 43.96
8/30/2023	15814	Republic Services	Disposal Services - Buffalo	\$ 20.77
8/30/2023	15815	Solomon Byles	Res. Vol. Mileage & Food Reimb. - August 23	\$ 350.00
8/30/2023	700029	US Bank - Visa	LIFT STRUTS, 741 COMPARTMENTS	\$ 63.62
8/30/2023	700029	US Bank - Visa	LIFT STRUTS, 745 COMPARTMENTS	\$ 57.80
8/30/2023	700029	US Bank - Visa	HOCKER EMT APPLICATION FEE (OHA)	\$ 110.00
8/30/2023	700029	US Bank - Visa	HOCKER FINGERPRINT FEE FOR EMT LICENSE	\$ 58.75
8/30/2023	700029	US Bank - Visa	GAS SPRINGS & HARDWARE (745)	\$ 128.68
8/30/2023	700029	US Bank - Visa	Gas strut for 741 ladder	\$ 23.37
8/30/2023	700029	US Bank - Visa	Flasher for 745	\$ 12.50
8/30/2023	700029	US Bank - Visa	Streamlight	\$ 69.73
8/30/2023	700029	US Bank - Visa	Utebox LED Upgrade	\$ 55.45
8/30/2023	700029	US Bank - Visa	Membership: Institution of Fire Engineers - Craig	\$ 187.00
8/30/2023	700029	US Bank - Visa	Business lunch: Chief Craig/Cruz Jones	\$ 41.40
8/30/2023	700029	US Bank - Visa	Lunches UK Exchange	\$ 83.29
8/30/2023	700029	US Bank - Visa	LED Flashlights	\$ 447.93
8/30/2023	700029	US Bank - Visa	Structure Hood	\$ 146.88
8/30/2023	700029	US Bank - Visa	Teamworks - staff training	\$ 99.00
8/30/2023	700029	US Bank - Visa	Light bulbs	\$ 183.77
8/30/2023	700029	US Bank - Visa	Closet hangers for PPE	\$ 13.96
8/30/2023	700029	US Bank - Visa	Closet hangers for PPE	\$ 35.14
8/30/2023	700029	US Bank - Visa	Business lunches (2) : Johnson	\$ 123.31
8/30/2023	700029	US Bank - Visa	Sports drinks for apparatus	\$ 31.16
8/30/2023	700029	US Bank - Visa	Fingerprinting: Lord EMT	\$ 58.75
8/30/2023	700029	US Bank - Visa	Garment bag for Class A Uniform	\$ 41.15
8/30/2023	700029	US Bank - Visa	Nametags: Puller	\$ 19.98
8/30/2023	700029	US Bank - Visa	Nametags: Lord, Ast, Otasu, Burke, Frutos, Millar, Ulm, Meredith, Harrison	\$ 164.83
8/30/2023	700029	US Bank - Visa	Nametags: Duda, Myers, Liming, Ward, Hocker, Martin, Wallace	\$ 69.93
8/30/2023	700029	US Bank - Visa	Car Seats - ODOT Grant	\$ 915.21
8/30/2023	700029	US Bank - Visa	Fire Hats - Prevention/Special Event Giveaways	\$ 1,480.82
8/30/2023	700029	US Bank - Visa	Fire Corps Annual BBQ Supplies	\$ 306.87
8/30/2023	700029	US Bank - Visa	Quarterly RV Dinner	\$ 194.40

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/30/2023	700029	US Bank - Visa	Cooper Board Training	\$ 35.00
8/30/2023	700029	US Bank - Visa	Nametags	\$ 22.19
8/30/2023	700029	US Bank - Visa	Ulm Class A Pants	\$ 13.15
8/30/2023	700029	US Bank - Visa	COSHA Conference - Drew	\$ 230.00
8/30/2023	700029	US Bank - Visa	Adobe Subscriptions: Linker/Puller	\$ 39.98
8/30/2023	700029	US Bank - Visa	Foil sticker badges for event giveaways	\$ 190.00
8/30/2023	700029	US Bank - Visa	Lodging Lord - AZ EMT Training	\$ 57.90
8/30/2023	700029	US Bank - Visa	Bags for UK Exchange Gifts	\$ 23.30
8/30/2023	700029	US Bank - Visa	GFOA Dist. Bud Award App Fee	\$ 345.00
8/30/2023	700029	US Bank - Visa	Craig Birthday Celebration	\$ 73.73
8/30/2023	700029	US Bank - Visa	Replacement Microwave Downstairs Kitchen	\$ 427.00
8/30/2023	700029	US Bank - Visa	UPS Backup for Server Backup Device	\$ 55.00
8/30/2023	700029	US Bank - Visa	Meals for Mtn View Road Fire	\$ 324.00
8/30/2023	700029	US Bank - Visa	Coffee	\$ 147.00

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
08/31/2023	1	Amb Rvbl to Actual	1-00-0-1120	Ambulance Receivables	1,834.64	
08/31/2023	2	Amb Rvbl to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	917.32-
08/31/2023	3	Amb Rvbl to Actual	1-01-0-41100	Ambulance Revenue	.00	917.32-
Total JOURNAL ENTRIES (JE):					1,834.64	1,834.64-
References: 3 Transactions: 3						
Grand Totals:					1,834.64	1,834.64-

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Ambulance Receivable as of August 31, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	239,232.46
Payments received	47,266.62
Adjustments	68,734.62
New Charges	117,090.00
ENDING Ambulance Receivable	240,321.22

Total # of Transports **61**

Adjustments

Medicare/Medicaid	68,238.62
Collection	-
Bankruptcy/Other Writeoff	(4.00)
FireMed	500.00
Total Adjustments	68,734.62

Outstanding Accounts By Age

CURRENT	171,220.37
31 to 60 days	8,119.82
61 to 90 days	12,688.95
91 to 120 days	8,632.00
OVER 120 days	39,660.08
Total Outstanding as of 08/31/2023	240,321.22

Engine Response Billing as of August 31, 2023

Beginning Engine Response Rec	5,912.50	
Payments received	650.00	
Adjustments	-	
New Charges	1,131.25	
ENDING Engine Response Rec	6,393.75	
Total # Billed in 2019/20		7
Total # Billed in 2020/21		12
Total # Billed in 2021/22		3
Total # Billed in 2022/23		20
Total # Billed in 2023/24	4	
Total Billed 2019/20	\$	2,437.50
Total Billed 2020/21	\$	2,700.00
Total Billed 2021/22	\$	1,275.00
Total Billed 2022/23	\$	3,420.00
Total Billed in 2023/24	\$	-
Total Received 2019/20	\$	1,125.00
Total Received 2020/21	\$	2,550.00
Total Received 2021/22	\$	250.00
Total Received 2022/23	\$	1,777.50
Total Received 2023/24	\$	650.00
2019/20 % Collected		46%
2020/21 % Collected		94%
2021/22 % Collected		20%
2022/23 % Collected		52%
2023/24 % Collected to Date	57%	



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
August 15, 2023

1. Chief Craig called the meeting to order at 10:33 a.m.
 - a. Attending Angela Linker, Captain Myers (via Zoom), Fire Medic Frutos (via Zoom), Phil Drew Fire Corps and Deputy Chief Craig. Absent: Lt. Clarke and Fire Medic David Ward.
2. **Minutes Review.** There was no meeting in July for lack of attendance.
3. **Accidents/Injuries.** 792 Chevy Pickup hit a bollard. Wheels were turned hard right when parked and when person attempted to move the vehicle was not aware that the wheels were turned hard to the right and the vehicle hit the bollard. Extensions have been added to the bollards to help with visibility. Parking protocols have been reviewed. Damage is estimated at approximately \$4500. Waiting to hear back from insurance company on whether we process a claim or pay for it directly.
4. **New Business.** COSHA Conference Sept 25-26,2023. Chief Craig suggested Phil Drew attend. Angela to help him get registered.
5. **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.
6. **Other Business.**
 - a. Next meeting is scheduled for Sept 19, 2023 at 10:15 a.m.

No further business was discussed, and the meeting adjourned at 10:41am

Respectfully submitted,

Angela Linker

301 South Elm Street, PO Box 1509
Sisters, Oregon 97759
Phone 541-549-0771 Fax 541-549-1343

**UPDATES TO OLD BUSINESS
9/19/2023 MEETING**

1. Check number 7000028 to US Bank from the July board packet included the following gear:
 - a. Personal floatation devices (6)
 - b. Orange safety whistles (6)
 - c. Rope rescue throw bags 75' (6)
 - d. Co-Pilot Knives (6)
 - e. Carabiners (10)
 - f. Helmets (6)

2. Update on balance of over 120 outstanding accounts on the ambulance report from the July meeting:
 - a. A/R department at Systems Design was struggling with staffing issues.
 - b. Several large balance tickets heading to collections soon that were older than usual due to return mail and re-starting the clock when a new address was found.
 - c. Difficulty with following up with a few payors due to access to their individual patient portal systems. We have been working with the enrollments team to help them gain access to those portals to help with follow-up.
 - d. No major smoking guns on the larger than normal balance, but they are now watching it more closely. We will monitor going forward.

CORRESPONDENCE

August 1, 2023

BOARD OF DIRECTORS
SISTERS CAMP SHERMAN RFPD
P O BOX 1509
SISTERS, OR 97759

The May election is complete and some of you are new to your official positions. Welcome! And many more of you are returning officials who have been serving your local government for quite some time. Thank you.

We are providing this letter to remind you of your responsibilities as a fiduciary of your local government.

As a governing official, you are a trustee of the local government and must exercise due diligence and oversight to ensure the local government is well-managed and its financial situation remains sound. As a trustee, you also carry some responsibility to ensure compliance with certain laws, rules, and grant or loan covenants.

Municipal Audit Law provides instructions for reports local governments are required to submit annually to the Secretary of State. Annual reporting is important for ensuring local governments are transparent and accountable to the public.

Under Municipal Audit Law (ORS 297.405-297.990), financial reports must be filed each year with the Oregon Audits Division. These annual filings must be filed either 90 or 180 days after fiscal year end and require a response to any findings reported by the independent auditor within 30 days of filing. Failure to file annual reports could result in dissolution.

Other areas of responsibility include the following:

1. Government Ethics for Public Officials – ORS 244¹
2. Public meetings and public records law – ORS 192
3. Local budget law – ORS 294
4. Procurement and contracting – ORS Chapters 279A-C
5. Deposit and Investment of public funds – ORS Chapters 294 and 295

RCVD 8/7/23^{AM} PO# _____
ACCT# _____
CAPT INITIALS _____
CHIEF INITIALS _____

¹ ORS – Oregon Revised Statutes

More information and resources to help you understand and comply with these statutes can be found on our website: sos.oregon.gov/muniofficial

Please contact our office if you have questions or wish to discuss any of the responsibilities or requirements outlined in this letter or on the linked site. Your role as a government official is an important one to ensure needed services are available and we appreciate your willingness to serve in this capacity.

A handwritten signature in black ink, appearing to read "Amy John", with a horizontal line extending to the right.

Amy John, CPA
Municipal Program Manager
Oregon Audits Division

ADMINISTRATION



Staff Report #SR-23-5

Issue: Ambulance User Fee and Emergency Sign Fee Updates

Date: September 19, 2023

Initiator: Finance Manager/Executive Assistant Spor

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

Background: The Sisters-Camp Sherman Fire District implemented a basic life support (BLS) transport model last year, which allows a BLS ambulance crew to transport non-emergent patients to the hospital leaving critical advanced life support (ALS) medical crews in-District for more serious emergency calls.

During the implementation of this program, staff reviewed ambulance user fees and worked with its outside billing company (Systems Design) to determine any impacts this program might have on the ambulance revenue stream. Staff reviewed the rates of each of the Oregon agencies that work with Systems Design, as well as polled all the Central Oregon agencies who provide ambulance services to compare rates. After this review, it was determined that increasing the BLS billing rate to match the ALS rate would be in the District's best interest. It was also determined that increases to the ALS rate would be appropriate while updating the Ordinance. It should be noted that 73% of the patients transported by ambulance are either Medicare or Medicaid patients who are not impacted by ambulance rate increases.

The last increase to ambulance user fees was in 2017.

Other fees included in the District's Ordinances were also reviewed and Fire Corps volunteers have recommended an increase to the emergency address signs due to rising costs of materials.

Recommendation from staff: Staff recommends the Board approve Resolutions 2023-2024-004 and 2023-2024-005 updating District Ordinances 2006-2007-100 and 2006-2007-101.

Possible Motion: Motion to adopt Resolutions 2023-2024-004 and 2023-2024-005 as presented.

BUDGET IMPACT

Ambulance revenues should increase due to increased ALS and BLS rates, but will be largely dependent upon payor mix of patients transported. Increased fees only increase revenue when billing a commercial payor. Medicare/Medicaid pay the same capped rate regardless and they are the payor on the vast majority of our calls.



Resolution 2023-2024-002

- I. **Topic:** Ward Separation Payout **Date:** September 19, 2023
II. **Initiator:** Julie Spor, Clerk of the Board
III. **Fund:** Employment Reserve Fund
IV. **Contact Person:** Chief Johnson

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2023-24 Fiscal Year for unanticipated costs from the Employment Reserve Fund; and

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District received the resignation of Engineer/Medic David Ward, and per District policy is required to compensate for accrued vacation; and

WHEREAS, the District has prepared and paid out the final payroll expenses for David Ward's employment and wishes to reclass the accrued vacation payout to the Reserved for Future Expenditure account in the Employment Reserve Fund;

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

Authorize the expenditure of funds from the Employment Reserve Fund for payment of vacation payout expenses related to the separation in an amount not to exceed \$17,080 as outlined below and as budgeted in Reserved for Future Expenditure:

1. 524.35 hours of accrued vacation at the rate of \$30.09	\$15,777.69
2. Employer paid deferred compensation on payout at 6.2%	978.22
3. Medicare taxes on payout at 1.45%	228.78
4. Employer paid Paid Leave Oregon tax at 0.6%	<u>94.67</u>
Total Employment Reserve Fund Expenditure	\$17,079.36

Resolution adopted by majority vote of the Board of Directors on this 19th day of September 2023.

Julie Spor, Clerk of the Board



Resolution 2023-2024-003

- I. **Topic:** EMS Equipment Purchases **Date:** September 19, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Equipment Reserve Fund
- IV. **Contact Person:** Deputy Chief Craig

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2023-24 Fiscal Year for final purchases related to a FEMA Assistance to Firefighters Grant;

And;

WHEREAS, the District is making final equipment purchases authorized by the grant as per District Purchase Order #5576 and whereas invoices will be due and payable out of the Equipment Reserve Fund as follows:

- Federal Share = \$5,313.91
- Local Share = \$1,099.38 (includes 5% match and non-grant funded expenses)

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

Authorize the expenditure of funds from the Equipment Reserve Fund for payment of expenses related to FEMA AFG Grant #EMW-2021-FG-05203 as outlined in the grant award letter for amounts not to exceed \$6,413.29 as listed above.

Resolution adopted by majority vote of the Board of Directors on this 19th day of September 2023.

Julie Spor, Clerk of the Board



Resolution 2023-2024-004

- I. **Topic:** Update to District Ordinance 2006-2007-100 **Date:** September 19, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** None
- IV. **Contact Person:** Chief Johnson/Julie Spor

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection adopted Ordinance 2006-07-100 on April 17, 2007 adopting fee changes related to ambulance and emergency fees;

And;

WHEREAS, the District is authorized to adjust the ambulance cost schedule from time to time, as necessary, to recover its reasonable expenses pursuant to ORS 478.310; and

WHEREAS, District staff has researched and completed a survey of Central Oregon emergency service rates and recommends updates to the fee schedule as outlined in a fourth revision to Ordinance 2006-07-100 as presented;

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

Approve the changes to Ordinance No. 2006-07-100 as presented and authorize staff to file the revised Ordinance as outlined in ORS 198.560.

Resolution adopted by majority vote of the Board of Directors on this 19th day of September 2023.

Julie Spor, Clerk of the Board

SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT
ORDINANCE NO. 2006-07-100 Adopted April 17, 2007
First Revision February 2009
Second Revision May 21, 2013
Third Revision April 18, 2017
Fourth Revision September 19, 2023

An Ordinance Adopting Fee Changes for Ordinance No. 100 Ambulance and
Emergency Fees

Section 1 Purpose

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The Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District has determined it is reasonable and appropriate to enact and impose a cost recovery mechanism to collect the cost of providing specific emergency services to users of these services.

Section 2 Definitions

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1) Emergency Services – For the purpose of this Ordinance, any response to an incident involving fire apparatus and personnel including ambulance response to medical emergencies and hazardous materials.

2) Emergencies – Incidents involving either Code 1 or Code 3 engine and ambulance responses to ambulance calls, fluid spills at motor vehicle accident scenes, traffic control and scene safety, and/or rescue services.

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Section 3 Cost Recovery Imposed

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A cost recovery charge is established as follows and pursuant to ORS 198.510 to 198.600 a fee created under the authority of this section may not exceed the cost to the District of providing this service.

The Board may adjust the ambulance cost schedule from time to time, as necessary, to recover its reasonable expenses pursuant to ORS 478.310.

1) Ambulance Rates:

Advanced Life Support	\$14,580.00
Basic Life Support.....	\$1,380.00
Mileage Charge (per patient loaded mile).....	\$290.00
Extrication or Engine Company Response (out of District residents only)	
First hour billed at this rate, additional hours at \$150.00/hr.....	\$250.00
Medical Treatment/No Transport	\$250.00
Convalescent Transport.....	\$250.00
Convalescent Mileage Charge (per patient loaded mile)	\$290.00
Non-Emergency Ambulance Standby/Rental (per hour).....	\$100.00

Personnel Cost per District Salary Schedule & OSFM rates.

2) Response In Unprotected Areas Outside of Fire District

The Fire Chief and the ~~Department-District~~ are authorized to extinguish uncontrolled fires burning in unprotected areas outside of the boundaries of the District whenever such fires threaten life or property. The Fire Chief or the Chief's designee is authorized to employ the same means and resources in unprotected areas as are used to extinguish similar fires within the District. The District is authorized to recover its reasonable expenses pursuant to ORS 478.310, including equipment and labor costs.

For these instances, the Sisters-Camp Sherman Fire District shall utilize the current Oregon State Fire Marshal Standardized Cost Schedule from the Oregon Fire Service Mobilization Plan. For all non-mutual aid responses (excluding ambulance response outside the district), personnel costs shall be billed at the current rate for each individual including benefit costs.

In any situation where circumstances warrant special consideration, the Fire Chief or his/her designee shall determine the final decision/disposition.

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Section 4 Collection

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- 1) The cost recovery charge is immediately due and payable. Arrangements for billing must be made at the time of service and are due within 30 days of the first billing.
- 2) If the invoice is not paid, it shall be subject to the District's regular collection procedures. (Policy 2-9-1)

Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this ~~18th day of April 2017~~ 19th day of September, 2023.

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~~/s/ Chuck Newport~~

~~Chuck Newport, Presiding Officer~~ Kristie

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~~Miller, Board President~~

Ayes: 0

Nays: 0

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ATTEST:

~~/s/ Donald Boyd~~

~~Donald Boyd, Secretary~~ Jack McGowan, Secretary/Treasurer

SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT
ORDINANCE NO. 2006-07-100 Adopted April 17, 2007
First Revision February 2009
Second Revision May 21, 2013
Third Revision April 18, 2017
Fourth Revision September 19, 2023

**An Ordinance Adopting Fee Changes for Ordinance No. 100 Ambulance and
Emergency Fees**

Section 1 Purpose

The Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District has determined it is reasonable and appropriate to enact and impose a cost recovery mechanism to collect the cost of providing specific emergency services to users of these services.

Section 2 Definitions

1) Emergency Services – For the purpose of this Ordinance, any response to an incident involving fire apparatus and personnel including ambulance response to medical emergencies and hazardous materials.

2) Emergencies – Incidents involving either Code 1 or Code 3 engine and ambulance responses to ambulance calls, fluid spills at motor vehicle accident scenes, traffic control and scene safety, and/or rescue services.

Section 3 Cost Recovery Imposed

A cost recovery charge is established as follows and pursuant to ORS 198.510 to 198.600 a fee created under the authority of this section may not exceed the cost to the District of providing this service.

The Board may adjust the ambulance cost schedule from time to time, as necessary, to recover its reasonable expenses pursuant to ORS 478.310.

1) Ambulance Rates:

Advanced Life Support	\$1,800.00
Basic Life Support.....	\$1,800.00
Mileage Charge (per patient loaded mile).....	\$20.00
Extrication or Engine Company Response (out of District residents only)	
First hour billed at this rate, additional hours at \$150.00/hr.....	\$250.00
Medical Treatment/No Transport	\$250.00
Convalescent Transport.....	\$250.00
Convalescent Mileage Charge (per patient loaded mile)	\$20.00
Non-Emergency Ambulance Standby/Rental (per hour).....	\$100.00

Personnel Cost per District Salary Schedule & OSFM rates.

2) Response in Unprotected Areas Outside of Fire District

The Fire Chief and the District are authorized to extinguish uncontrolled fires burning in unprotected areas outside of the boundaries of the District whenever such fires threaten life or property. The Fire Chief or the Chief's designee is authorized to employ the same means and resources in unprotected areas as are used to extinguish similar fires within the District. The District is authorized to recover its reasonable expenses pursuant to ORS 478.310, including equipment and labor costs.

For these instances, the Sisters-Camp Sherman Fire District shall utilize the current Oregon State Fire Marshal Standardized Cost Schedule from the Oregon Fire Service Mobilization Plan. For all non-mutual aid responses (excluding ambulance response outside the district), personnel costs shall be billed at the current rate for each individual including benefit costs.

In any situation where circumstances warrant special consideration, the Fire Chief or his/her designee shall determine the final decision/disposition.

Section 4 Collection

- 1) The cost recovery charge is immediately due and payable. Arrangements for billing must be made at the time of service and are due within 30 days of the first billing.
- 2) If the invoice is not paid, it shall be subject to the District's regular collection procedures. (Policy 2-9-1)

Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this 19th day of September, 2023.

Kristie Miller, Board President

Ayes: ____

Nays: ____

ATTEST:

Jack McGowan, Secretary/Treasurer



Resolution 2023-2024-005

- I. **Topic:** Update to District Ordinance 2006-2007-101 **Date:** September 19, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** None
- IV. **Contact Person:** Chief Johnson/Julie Spor

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection adopted Ordinance 2006-07-101 on April 17, 2007 adopting fee changes related to administrative fees of the District;

And;

WHEREAS, the District is authorized to adjust the administrative cost schedule from time to time, as necessary, to recover its reasonable expenses pursuant to ORS 478.310; and

WHEREAS, District staff recommends updates to the fee schedule as outlined in a fourth revision to Ordinance 2006-07-101 as presented;

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

Approve the changes to Ordinance No. 2006-07-101 as presented and authorize staff to file the revised Ordinance as outlined in ORS 198.560.

Resolution adopted by majority vote of the Board of Directors on this 19th day of September 2023.

Julie Spor, Clerk of the Board

SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT
ORDINANCE NO. 2006-2007-101 – Adopted April 17, 2007
First Revision February 2009
Second Revision May 21, 2013
Third Revision September 19, 2023

An Ordinance Adopting Changes to Ordinance No. 101 for Administrative Fees

WHEREAS, ORS 478.410(4) authorizes a District to create fees for any services provided by the District; and

WHEREAS, the fees established by this ordinance have been evaluated by the District directors and the Directors have determined that they do not exceed the cost to the District of providing the services; and

WHEREAS, the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District has determined it is reasonable and appropriate to adopt a cost recovery mechanism to collect the cost of providing administrative services to the users of such services; and

WHEREAS, ORS 192.440(3)(a) authorizes a public body to establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, or a fee to reimburse the public body for the cost of time spent by an attorney to review the public records,

THEREFORE, BE IT ORDAINED that the Sisters-Camp Sherman Rural Fire Protection District does hereby adopt Ordinance 2006-07-101, which provides reasonable administrative fees to reimburse the District for the costs incurred regarding building rental rates, fire prevention section rates and public record rates.

Section 1 – Definitions

~~A. A.~~ **False Alarms/Needless Calls.** Emergency calls for service involving alarm sounding, sprinkler alarms, and telephone alarms which are not founded.

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Section 2 – Administrative Fee Rate Schedule

An administrative fee schedule is adopted. The Board may adjust this fee schedule by resolution or ordinance from time to time as it deems necessary to recover its reasonable expenses, pursuant to ORS 478.410(3). Fees may be waived or adjusted at the discretion of the Fire Chief for non-profit organizations and events.

~~A. A.~~ **Building Rental Rates:**

Community Room/per day	\$25-\$300
Cleaning Deposit	\$150
Cleaning Fee/per day (non-refundable) (based on type of use)	\$ 75 or actual expense

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~~B. B.~~ **Fire Prevention Section Rates:**

Address Signs (each, installed)	\$30
Site Plan Review	\$125
False Alarm Response Fee (per occurrence)	\$100

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The Fire Chief shall make a determination that the alarm is false. Standards for determining whether an alarm is false include the following:

1. Whether or not the alarm is founded;
2. And how frequently the District must respond to false alarms at the same location

C. Public Records Rates:

Public Records/ for the first page (\$.25/page thereafter)	\$5
Certified Copies/per page, in addition to public records rate).....	\$5
Copies of Maps or other Non-Standard Documents\$.25 per page for standard sizes (8 ½ x 11, 8 ½ x 14 and 11x17) other sizes at Actual Cost	
Research Fees/per hour, if longer than 15 minutes	\$35
Sound Recordings	\$20

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Pursuant to ORS 192.440, District may include the cost of time spent by an attorney in reviewing the public records request. For all fees greater than \$25, the District will provide a written estimate of the amount to the requestor before fulfilling the public records request.

Pursuant to ORS 192.440, the District may furnish copies without charge or at a substantially reduced fee if the District determines that a waiver or reduction of fees is in the public interest.

Section 3 – Collection

A. A The fee is immediately due and payable prior to the producing of records. Arrangements for billing must be made at the time of service and are due within 30 days of the first billing.

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B. B If the invoice is not paid, it shall be subject to the District's regular collection procedure (Policy ~~2-43-1.062-9-1~~).

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Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this ~~24th 16th~~ day of ~~May~~ ~~September~~ 20~~23~~ ~~13~~.

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~~/s/ Chuck Newport~~

~~Chuck Newport, Presiding Officer~~ ~~Kristie Miller,~~

Board President

Ayes: 4

Nays: 0

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ATTEST:

~~/s/ Donald Boyd~~

~~Donald Boyd, Secretary~~

Jack McGowan, Secretary

Certification of Copy

I hereby certify that the foregoing ordinance is a true and correct copy of the original ordinance on file with Sisters-Camp Sherman Rural Fire Protection District.

Presiding Officer

Title: _____

Ordinance No. 2006-07-101

**SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT
ORDINANCE NO. 2006-2007-101 – Adopted April 17, 2007
First Revision February 2009
Second Revision May 21, 2013
Third Revision September 19, 2023**

An Ordinance Adopting Changes to Ordinance No. 101 for Administrative Fees

WHEREAS, ORS 478.410(4) authorizes a District to create fees for any services provided by the District; and

WHEREAS, the fees established by this ordinance have been evaluated by the District directors and the Directors have determined that they do not exceed the cost to the District of providing the services; and

WHEREAS, the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District has determined it is reasonable and appropriate to adopt a cost recovery mechanism to collect the cost of providing administrative services to the users of such services; and

WHEREAS, ORS 192.440(3)(a) authorizes a public body to establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, or a fee to reimburse the public body for the cost of time spent by an attorney to review the public records,

THEREFORE, BE IT ORDAINED that the Sisters-Camp Sherman Rural Fire Protection District does hereby adopt Ordinance 2006-07-101, which provides reasonable administrative fees to reimburse the District for the costs incurred regarding building rental rates, fire prevention section rates and public record rates.

Section 1 – Definitions

- A. **False Alarms/Needless Calls.** Emergency calls for service involving alarm sounding, sprinkler alarms, and telephone alarms which are not founded.

Section 2 – Administrative Fee Rate Schedule

An administrative fee schedule is adopted. The Board may adjust this fee schedule by resolution or ordinance from time to time as it deems necessary to recover its reasonable expenses, pursuant to ORS 478.410(3). Fees may be waived or adjusted at the discretion of the Fire Chief for non-profit organizations and events.

A. Building Rental Rates:

Community Room/per day	\$25-\$300
Cleaning Deposit	\$150
Cleaning Fee/per day (non-refundable) (based on type of use)	\$ 75 or actual expense

B. Fire Prevention Section Rates:

Address Signs (each, installed)	\$30
Site Plan Review	\$125
False Alarm Response Fee (per occurrence)	\$100

The Fire Chief shall make a determination that the alarm is false. Standards for determining whether an alarm is false include the following:

1. Whether or not the alarm is founded;
2. And how frequently the District must respond to false alarms at the same location

C. Public Records Rates:

Public Records/ for the first page (\$.25/page thereafter)	\$5
Certified Copies/per page, in addition to public records rate).....	\$5
Copies of Maps or other Non-Standard Documents\$.25 per page for standard sizes (8 1/2 x 11, 8 1/2 x 14 and 11x17) other sizes at Actual Cost	
Research Fees/per hour, if longer than 15 minutes	\$35
Sound Recordings	\$20

Pursuant to ORS 192.440, District may include the cost of time spent by an attorney in reviewing the public records request. For all fees greater than \$25, the District will provide a written estimate of the amount to the requestor before fulfilling the public records request.

Pursuant to ORS 192.440, the District may furnish copies without charge or at a substantially reduced fee if the District determines that a waiver or reduction of fees is in the public interest.

Section 3 – Collection

- A. The fee is immediately due and payable prior to the producing of records. Arrangements for billing must be made at the time of service and are due within 30 days of the first billing.
- B. If the invoice is not paid, it shall be subject to the District’s regular collection procedure (Policy 2-9-1).

Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this 19th day of September 2023.

Kristie Miller, Board President

Ayes: _____
Nays: _____

ATTEST:

Jack McGowan, Secretary

Certification of Copy

I hereby certify that the foregoing ordinance is a true and correct copy of the original ordinance on file with Sisters-Camp Sherman Rural Fire Protection District.

Presiding Officer

Title: _____

PRESIDENT'S REPORT

Come celebrate 74 years with us!

We look forward to seeing you at OFDDA's largest training and networking event of the year in beautiful Seaside, Oregon!

MEALS & REFRESHMENTS

Conference registration includes continental breakfast Thursday through Saturday, lunch on Thursday and Friday, daily break refreshments, and Sponsor Appreciation Night appetizers. Guest meals may be purchased separately.

CANCELLATIONS

All cancellations and refund requests must be received **in writing** via fax, email or mail by Monday, October 16, 2023, to be legible for a full refund. Cancellations received after October 16, 2023, are non-refundable; however, substitutions are encouraged and incur no additional fees.

RECOGNITION, CERTIFICATES & CHANCES TO WIN

- Districts that bring all five board members to the conference will receive special recognition.
 - For each OFDDA business meeting you attend, receive one ticket for a chance to win a complimentary 2024 Oregon Fire Service Conference registration.
- Turn in your conference evaluation form and vendor passport at the end of the Conference for your chance to win a prize! *Must be present to win.*

2023 Oregon Fire Service Conference Lodging

Best Western Plus Ocean View Resort	Starting at \$100*	503-738-3334	Book by 10/2/23 for special rate
Rivertide Suites	Starting at \$121* <i>includes breakfast</i>	503-717-1100	Book by 10/2/23 for special rate
Holiday Inn Express & Suites	Starting at \$121* <i>includes breakfast</i>	503-717-8000	Book by 10/1/23 for special rate

Be sure to mention OFDDA for the negotiated rate!

****Please confirm taxes, resort fees, and cancellation policies with each lodging facility***



2023 Oregon Fire Service Conference Schedule

(subject to change)

THURSDAY, NOVEMBER 2

- 7:00 a.m. – 5:00 p.m.** Registration Desk Open
- 7:00 - 8:15 a.m.** Continental Breakfast
- 8:15 – 9:00 a.m.** **Opening Ceremonies/Memorial**
- 9:00 – 9:45 a.m.** *Keynote Address*
- 9:45 – 10:00 a.m.** Break
- 10:00—11:30 a.m.** **CONCURRENT SESSIONS:**
1. Ballot Measure Boot Camp, Liz Loomis (Liz Loomis Public Affairs)
 2. What to Expect From an OSHA Consultation, Peter Kimbrel (OSHA)
- 11:30—12:30 p.m.** **OFDDA Business Meeting & Budget Workshop**
- 12:30—1:30 p.m.** LUNCH & Vendor/Sponsor Introductions
- 1:30—3:00 p.m.** **CONCURRENT SESSIONS**
1. Collective Bargaining, Chief Ben Stange (Polk Co. 1)
 2. First Responder Mental Health & Wellness, Tim Dietz (Behavioral Wellness Resources), Chaplain Kenton Johnson (Clackamas Fire), and Chaplain Chris Wade (City of Hillsboro).
- 3:00—3:15 p.m.** Break
- 3:15—4:45 p.m.** **CONCURRENT SESSIONS:**
1. Measuring Emergency Service Delivery Performance, Eric Gemmill (Analytics and Intelligence Manager, Fire & Life Safety Education, OSFM)
 2. Engaging Your Community Through Social Media, Izak Hamilton (Clackamas Fire)

*Join Us from 5:00-7:00 pm for
Vendor/Sponsor Appreciation Night including
BLACK JACK & CARNIVAL GAMES*

FAMILY FRIENDLY EVENT—All are Welcome!

Light hors d'oeuvres and cash bar available (soda, beer, wine). Network with exhibitors and colleagues while enjoying local food, beverages, and an entertaining evening of blackjack and other games!



2023 Oregon Fire Service Conference Schedule

(subject to change)

FRIDAY, NOVEMBER 3

- 7:00 a.m. - 5:00 p.m. Registration Desk Open
- 7:00 - 8:15 a.m. Continental Breakfast
- 8:15 - 9:45 a.m. **CONCURRENT SESSIONS:**
1. Change and Transition, Cheryl Johnson (Illinois Valley Fire)
 2. Budget Law for Special Districts, Melanie Curler (Oregon Dept. of Revenue)
- 9:45 - 10:00 a.m. Break
- 10:00 - 11:30 a.m. **CONCURRENT SESSIONS:**
1. Cooperative Service Agreements, Chief Mike Duyck (ret'd) & Chief Roger Johnson (Sisters-Camp Sherman)
 2. Board Member Duties & Responsibilities 101, Carolyn Connelly (Local Government Law Group)
- 11:30 a.m. - 12:30 p.m. **OFDDA Business Meeting & Elections**
- 12:30 - 1:30 p.m. LUNCH & Awards Ceremony
- 1:30 - 3:30 p.m. **GENERAL SESSION:** SDAO Presentation
- 3:15 - 4:00 p.m. Round Table Facilitated Discussions

SATURDAY, NOVEMBER 4

- 7:00 a.m. - 12:00 p.m. Registration
- 7:00 - 8:15 a.m. Continental Breakfast
- 8:15 - 9:45 a.m. **GENERAL SESSION:** Understanding BOLI Law to Keep Your District's Volunteer/Intern/Junior Firefighter Programs in Compliance, Jeff Burgess (Training and Development Specialist II, BOLI)
- 9:45 - 10:00 a.m. Break—**Silent Auction Closes**
- 10:00 a.m. - 11:30 a.m. **CONCURRENT SESSIONS:**
1. Igniting Your Best Self, Cheryl Johnson (Illinois Valley Fire)
 2. Volunteer Recruitment & Retention, Jennifer Motherway (KLB LLC) & Matt Aalto (Estacada Fire)
- 11:30 a.m. **Conference Concludes**—Turn In Evaluations, Collect Silent Auction Items, and perhaps win fabulous prizes...



CONFERENCE REGISTRATION FORM

2023 Oregon Fire Service Conference

Register online at www.ofdda.com or complete the registration form below. Fax your completed form to 503-364-9919 or email it to laureal@ofdda.com.

Name & Title: _____
 Agency/District: _____
 Email Address: _____ Cell: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____

First Time Conference Attendee? Yes No First Year Director? Yes No

REGISTRATION FEE SCHEDULE

	By 10/16	After 10/16	
Member*: Full-Conference	<input type="checkbox"/> \$ 350	<input type="checkbox"/> \$ 400	
Member*: Single-Day	<input type="checkbox"/> \$ 175	<input type="checkbox"/> \$ 200	Which Day(s): _____
Nonmember: Full-Conference	<input type="checkbox"/> \$ 400	<input type="checkbox"/> \$ 450	
Nonmember: Single-Day	<input type="checkbox"/> \$ 200	<input type="checkbox"/> \$ 225	Which Day(s): _____

Group Discount—Save 10% on five FULL CONFERENCE registrations 10% Discount _____

Registration Fee Subtotal _____
 Guest Meals # of breakfasts X \$25.00 _____
 # of lunches X \$37.00 _____
 Total Registration plus Guest Meals _____

**Member price applies to any personnel who serve or are employed by an agency that is a current OFDDA member. Please contact the OFDDA office at 800-223-9708 if you need to confirm membership.*

Dietary Restrictions—Please note any dietary restrictions for you and/or your guest: _____

PAYMENT OPTIONS Check enclosed Bill agency listed above Send me a link for credit card payment

CONCURRENT SESSION SELECTIONS (Please indicate all sessions you plan to attend):

THURSDAY, NOVEMBER 2— I will be attending:

10:00 a.m.	<input type="checkbox"/> Ballot Measure Boot Camp	OR	<input type="checkbox"/> What to Expect From an OSHA Consultation
1:30 p.m.	<input type="checkbox"/> Collective Bargaining	OR	<input type="checkbox"/> First Responder Mental Health & Wellness
3:15 p.m.	<input type="checkbox"/> Measuring Service Delivery	OR	<input type="checkbox"/> Engaging Your Community Through Social Media
Evening	<input type="checkbox"/> Vendor/Sponsor Appreciation Night	OR	<input type="checkbox"/> Not Attending

FRIDAY, NOVEMBER 3—I will be attending:

8:15 a.m.	<input type="checkbox"/> Change & Transition	OR	<input type="checkbox"/> Budget Law for Special Districts
10:00 a.m.	<input type="checkbox"/> Cooperative Service Agreements	OR	<input type="checkbox"/> Board Member Duties & Responsibilities 101

SATURDAY, NOVEMBER 4—I will be attending:

10:00 a.m.	<input type="checkbox"/> Igniting Your Best Self	OR	<input type="checkbox"/> Volunteer Recruitment & Retention
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All cancellations and refund requests must be made in writing via fax, email, or mail. Cancellations received on or before October 16, 2023, are fully refundable. Cancellations received after October 16, 2023, are non-refundable; substitutions are encouraged and incur no additional fees.



2023 OREGON FIRE SERVICE CONFERENCE SCHOLARSHIP APPLICATION

The 2023 Oregon Fire Service Conference scholarship covers one conference registration fee for conference events, three breakfasts, two lunches, vendor night refreshments, and conference breaks. Lodging is the responsibility of the attendee. Up to five scholarships may be awarded. Scholarship applicant **must be affiliated with an OFDDA member district** to be eligible.

Submit your completed scholarship application to the OFDDA office by **September 18, 2023**.

MAIL: OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919

EMAIL: mandy@ofdda.com

REMEMBER to make your lodging reservations by October 1.

APPLICANT NAME: _____

DISTRICT/DEPARTMENT: _____

APPLICANT'S POSITION WITHIN THE DISTRICT/DEPARTMENT (e.g. board member, chief, etc.):

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Is your district currently an OFDDA member? (required) Yes No Unknown

Have you or a member of your district previously attended the Oregon Fire Service Conference?

Yes No Don't Know

Are any other representatives from your district/department planning to attend this year's Oregon

Fire Service Conference? Yes (# attending _____) No Don't Know

Number of career staff positions in your district/department _____

Number of volunteer staff positions in your district/department _____

District/Department budget for current fiscal year _____

If you have any questions about this application, please contact
Laureal Williams at laureal@ofdda.com or 800-223-9708.



2023 OREGON FIRE SERVICE CONFERENCE
OFDDA BRUCE WILLIAMS SCHOLARSHIP FUND
SCHOLARSHIP APPLICATION
W. Bruce Williams Scholarship Fund Assists Small Districts

Submit your completed scholarship application to the OFDDA office by **September 18, 2023**
 Scholarship awards will be made by **September 25, 2023.**

MAIL: OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919
EMAIL: mandy@ofdda.com



Bruce Williams

On February 26, 2006, the fire service lost a valued and trusted servant with the passing of Bruce Williams, member of the SDAO Legislative Committee and former OFDDA Board Member. He was 73.

In his memory, Bruce's family and OFDDA established the "W. Bruce Williams Scholarship Fund, Honoring our Fire Service Volunteers in Rural Communities." The purpose of the Fund is to provide tuition and travel/lodging expenses for fire district personnel in Oregon to attend conferences and receive training.

REMEMBER to make your lodging reservations by October 1 (depending on lodging location).

Scholarship applicants will be notified via phone or email.

To be eligible, your agency must have a total annual assessed valuation in the **lower 25 percent** of fire districts as determined by the Oregon Department of Revenue. Please contact the OFDDA office to determine if your district qualifies.

APPLICANT NAME: _____

DISTRICT: _____

APPLICANT'S POSITION WITHIN THE DISTRICT (e.g. board member, chief, etc.):

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Is your district currently an OFDDA member? Yes No Unknown

Indicate number for your district: Career staff positions _____ Volunteer staff _____

District budget for current fiscal year: \$ _____

If you have any questions about this application, please contact Laurel Williams at laureal@ofdda.com or 800-223-9708.

FIRE CHIEF'S REPORT

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

I. FIRE ACTIVITY STATUS:

There are no local fires on the landscape but weather and fuel conditions still support the possibility of a large-scale fire. Increasing winds on 9-13 and 9-14 resulted in increased fire behavior on the Anvil Fire East of Port Orford. Two structural task forces were mobilized on 9-13 to the region.

II. NOTEWORTHY OPERATIONAL EVENTS:

Units Deployed to the Tyee Fire Complex and other Central Oregon units responded to a conflagration in Hermiston in the past 30 days. There are no Central Oregon units deployed at this time.

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. State Interoperability Executive Council meeting.
- f. Multiple meetings with the State Fire Marshal regarding HB 2522 implementation.
- g. Or-Alert meetings.
- h. Meeting with Sisters City Manager Jordan Wheeler
- i. Multiple Oregon Fire Chiefs legislative coordination meetings
- j. Central Oregon Fire Chiefs meeting.
- k. Western Fire Chiefs wildfire policy meeting.
- l. OR-Alert governance committee meeting.
- m. Local insurance agents ISO website coordination meeting.
- n. Sisters Country wildfire coordination meeting.
- o. Sisters fire officers meeting.
- p. Oregon Statewide Communication Interoperability Plan (SCIP) mtg.
- q. Weekly State Fire Defense Board Chief calls.

IV. SPECIAL PROJECTS UPDATE:

1. We continue to have increased staffing as a result of the Office of State Fire Marshal staffing grant. Resident Volunteer Firefighters return to classes at COCC on September 25th.
2. The order for the new fire engine has been placed.
3. I am in the process of transitioning some of my statewide committee responsibilities to others. Deschutes County Commissioner Tony Debone has taken over my position as the Vice Chair of the Statewide Interoperability Commission. I will still serve on the board in a non-leadership position through my retirement date.
4. We are beginning to focus on Board goals for the coming fiscal year. We held a meeting with local insurance agents to gather input about ISO enhancements to our website. We also scheduled meetings for our employee retention and communications work groups. We are also focusing on updating our organizational policies. Our goal is to update at least 28 policies this year.
5. I met with the City of Sisters City Manager to provide an overview of the services the district offers as well as discussing emerging issues that may impact the organizations.

V. VOLUNTEER STATUS:

We have a new volunteer recruit academy starting September 18th with five new volunteers.

VI. OTHER:

SISTERS CAMP SHERMAN RFPD
FYE 06/30/2023
POST FIELDWORK MEMORANDUM

To: Roger Johnson, Tim Craig and Julie Spor
From: Pauly Rogers and Co., P.C.
Date: August 25, 2023

We'd like to thank you and your staff for the time and effort put into getting this year's audit process started. This summary provides a timeline for the audit, and a list of our preliminary findings.

YOUR AUDIT TEAM

Roy Rogers	Managing Partner	RoyR@rascpas.com
Michael Aloï	Sr. Compliance Manager	MichaelA@rascpas.com
Tracy Jones	Compliance Manager	TracyJ@rascpas.com
Nicole Darcy	Associate	NicoleD@rascpas.com
Kathy Marsh	Associate	KathleenM@rascpas.com

AUDIT COMPLETION TIMELINE

<u>Audit Agenda Item</u>	<u>Date</u>
Completion of fieldwork	August 25, 2023

AUDIT FINDINGS AND RECOMMENDATIONS

- | | <u>Finding Type</u> |
|--|----------------------------|
| 1 Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. More specifically, the finance manager has unlimited access to the general ledger and the accounts payable system. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. We recommend that the Board continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity (employee honesty) insurance coverage to compensate for this risk. | Best Practice |
| 2 Administrative assistant receives cash, creates batches, and has the ability to deposit the batches to the bank. We recommend that the batch listing be reviewed by an individual outside of the revenue receipt process and their review be documented with a signature and dated. We understand there is a review of the deposit listing but no evidence of this review has been found. | Best Practice |
| 3 In reviewing the fidelity (employee honesty) insurance coverage we found that the District often carries cash and investment balances well above the coverage amount. We recommend that the Board examine this exposure risk and make a determination as to the amount of coverage they feel is prudent in regard to their oversight. | Best Practice |
| 4 An integral part of internal controls is the monitoring of financial activities by those charged with governance (the Board). This can be accomplished by asking specifically designed questions to senior staff, by reviewing basic financial statements and projections and by comparing financial results to pre-established benchmarks. While the Board participates in the budget adoption process, receives staff prepared basic financial statements, and completes quarterly financial questionnaires with staff, these only partially fulfill the monitoring process. We recommend that the Board continue to articulate their monitoring practices and record in the minutes when those activities occur. | Best Practice |
| 5 The District has contracted with a service provider for accounting (billing) services, which does not have an SSAE 18 report or internal control report covering their operations and IT controls. We recommend the board regularly evaluate this risk of the potential liability from any billing or confidential information which might become public and consider having the vendor provide insurance coverage to the District. | Best Practice |

FINDINGS KEY

Material Weakness - a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Significant Deficiency - a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Exit Comment - a finding or deficiency less severe than a significant deficiency yet still important enough to merit attention by management.

Best Practice - a method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark

FIRE SAFETY MANAGER REPORT



Fire & Life Safety Manager Report

September 2023

Pub Education Report & Fire Corps:

- **ISU Events / Responses**
 - 8/3/2023 First Response to a Wildland incident where they were able to provide food, water, and shade for firefighters during the incident.
 - Provided dinner for Summer Fire Corps get-together
- **CPR Training**
 - 16 students certified
- **Community AED**
 - No report
- **Blood Pressure Screenings**
 - 11 (1 referred to their doctor)
- **Wildfire / Home Safety Assessments**
 - 3 Assessments
- **Smoke / Carbon Monoxide Alarm Installations**
 - 2
- **Fire Station Tours**
 - No Report
- **Special Events**
 - Country Fair participation
- **Address Signs**
 - 6
- **Child Safety Seats**
 - No clinics this month
 - Purchased new car seats with a grant through ODOT

Public Event Permit Applications Review:

- **Sisters Annual Fresh Hop Festival, 9/23/2023**

New Construction Plan Review:

- Sunset Meadows Subdivision

Alarm Sprinkler Final:

- 690 W. Three Peaks Dr.

Commercial Business Inspections:

- Sisters Inn and Suites Re-inspection
- Hola! – Camp Sherman – Re-inspection
- Suttle Lake Lodge Inspection

Other Fire Safety / Prevention / Pub Education Request:

- 2 Information request
- 3 Land Use request review
- 1 Addressing review
- 1 Knox-box lockups.

Fire Investigations:

- N/A

Outside Training

- OSFM Access and Water Supply
- OSFM Authorities and Responsibilities