



AGENDA

**Notice of Regular Meeting of the
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
October 17, 2023 – 5:00 p.m.**

- 1. Open the Regular Meeting**
- 2. USFS Presentation – Green Ridge Project – District Ranger Ian Reid**
- 3. Consent agenda**
 - a. Administrative Summary**
 - b. September 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**
- 4. Correspondence**
- 5. Administration**
 - a. House Bill 2522**
 - b. Staff Reports:**
 - i. Staff Report SR-23-10 Unanticipated Generator Repair**
 - c. Resolutions:**
 - i. Resolution 2023-2024-006 – Unanticipated Generator Repair**
 - d. Policy Updates**
 - i. 2-3-1 Leave Time**
 - ii. 2-3-3 Trade Time**
 - e. Quarterly Goal Tracker**
- 6. President's Report**
- 7. Fire Chief Report**
- 8. Fire Safety Manager report**
- 9. Other business**
- 10. Adjourn meeting**

CONSENT AGENDA

Administrative Summary

Administrative Summary for Consent Agenda

September 2023 Data

Minutes – No changes or additions.

Revenue & Expenditure Dashboard Report

- Target goal for this period is 25% of budgeted revenue and expenditures. Revenue is at 43% of budget. Expenditures overall are tracking at 25% of budget.

Operations Overview Dashboard Report

- EMS transports increased 13% over last month. There was only one fire response in September.
- Total calls increased almost 11% to 155 in September.
- A total of 14 7PC's were called in September and move-ups requested by the District totaled four for the month. There were 39 back-to-back calls.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$2,560,782.56 at the end of September. The interest rate increased to 4.63%. The balance in the account is lower than normal for this time of the year due to the large payment to Hughes Fire for the pre-order of the new engine.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$70,621.59.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of September balances with the bank and totals \$38,538.63.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at end of September balances with the bank and totals \$65,928.24.

Operating Fund Summaries

Revenue

- The District received over \$25,000 in donations last month. \$5,000 of that is earmarked for the Incident Support Unit as requested by the donor.

Expenditures

- Administration Department is slightly higher than target goal of 25% due mostly to the GEMT draw-down payment.
- Operations Department is also tracking higher than target goal of 25% at this time due to data management payment (annual), Class A uniform purchases (one time) and higher than normal medical physical tests for new career staff.
- Maintenance and Volunteer Departments are tracking in line.

Balance Sheets

- Deferred Compensation liability will be cleared as soon as new enrollees are eligible for department.
- Insurance disability/liability balance is AFLAC and orthodontia pass-through payments.
- Miscellaneous liabilities are due to employee pass-through donations to various groups (Honor Guard, Community Assistance Fund, etc.).

Check Register

- **Check number: 15832 to Hughes Fire Equipment.** New fire engine pre-payment and discounts.
- **Check number: 15906 to Oregon Health Authority.** Non-federal share and administrative fee for Ground Emergency Medical Transport program.
- **Check number: 700029 to US Bank Visa.** Personnel recognition gift (given at Christmas time) to all personnel. Life Flight membership renewal for all volunteers.
- **Check number: 15783 to AT&T Mobility.** This check was for adding equipment to Station.

Adjusting Journal Entries

- Entry for ambulance receivables to actual.
- Book transfer for David Ward vacation payout from Employment Reserve Fund.

Ambulance Report - Total of 69 transports for September.

Engine Response Report – Two new payments for September and no new charges.

Minutes



**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 (via Zoom) and Director Cooper.
 - ii. Staff/guests attending: Chief Johnson, Chief Craig, Finance Mgr./Executive Asst. Spor and Chief Puller.
2. **Consent Agenda.**
 - a. ***Unanimously approved the Consent Agenda as presented. Motion by Director McGowan, Director Schulz second.***
3. **Correspondence.** The Board received a letter from the Oregon Secretary of State Audits Division welcoming new Board members and outlining duties and responsibilities of governing officials.
4. **Administration.**
 - a. **Staff Report:** SR-23-9 regarding ambulance user fees and emergency sign fee updates.
 - i. ***Unanimously approved the following Resolutions:***
 1. ***2023-2024-002 – Ward Separation Payout. Motion by Director Schulz, Director Cooper second.***
 2. ***2023-2024-003 – EMS Equipment Purchases. Motion by Director McGowan, Director Schulz second.***
 3. ***2023-2024-004 – Update to District Ordinance 2006-2007-100. Motion by Director Schulz. Director Cooper second.***
 4. ***2023-2024-005 – Update to District Ordinance 2006-2007-101. Motion by Director McGowan, Director Cooper second.***
5. **President's Report.**
 - a. The Fire Chief Recruitment subcommittee (Directors Schulz and Miller) presented data regarding salary and benefits packages for the Fire Chief position.
 - i. ***Unanimously approved an annual salary range of \$140,000-\$155,000 along with the current list of District benefits as presented for the new Fire Chief position. Motion by Director McGowan, Director Cooper second.***
 - b. President Miller provided information on the upcoming OFDDA conference and advised the Board to work with FM Spor to sign up if interested.
6. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month including a wrap-up of the fire season around the State. He also advised the Board that the auditors were recently here and provided a clean exit interview with no audit findings, material weaknesses or deficiencies. The final audit will be presented in the Spring. He thanked Julie and all staff for their hard work following financial policies and practices. Finally, he advised the Distinguished Service Plaques have arrived and have been installed at all three stations. The District will be

sending an invite out for the unveiling ceremony as soon as staff can coordinate with those being honored.

7. **Fire Safety Manager Report.** FSM Puller provided an overview of his report.
8. **Other Business.**
 - a. Chief Johnson advised that District Ranger Ian Reid has requested to be added to the October Board agenda to discuss an upcoming project and will be soliciting support from the Board on it. Director Miller will send information out to the Board to review ahead of the meeting.
9. No further business was discussed and the meeting adjourned at 5:57 p.m.

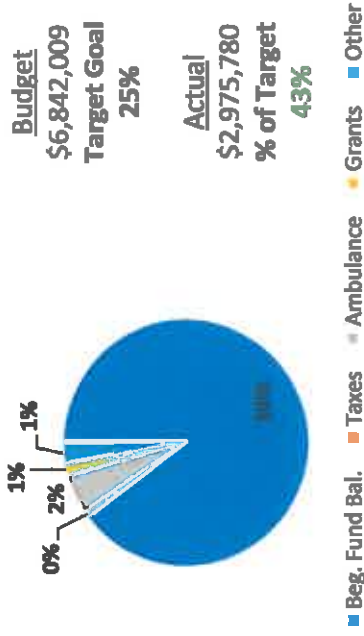
Respectfully submitted by,

Julie Spor, Clerk of the Board

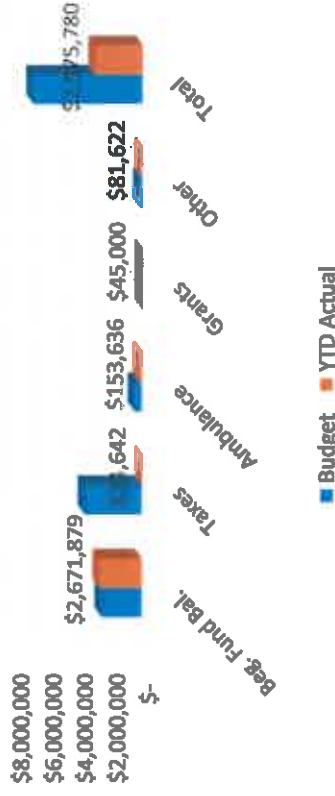
Dashboard Reports

REVENUE & EXPENDITURE OVERVIEW - AS OF SEPTEMBER 2023

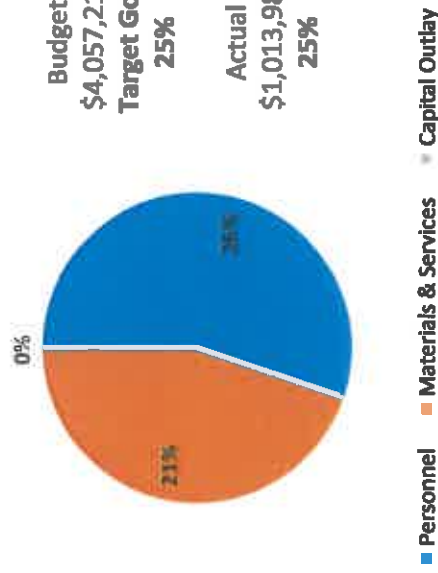
23/24 Actual Revenue as % of Budget



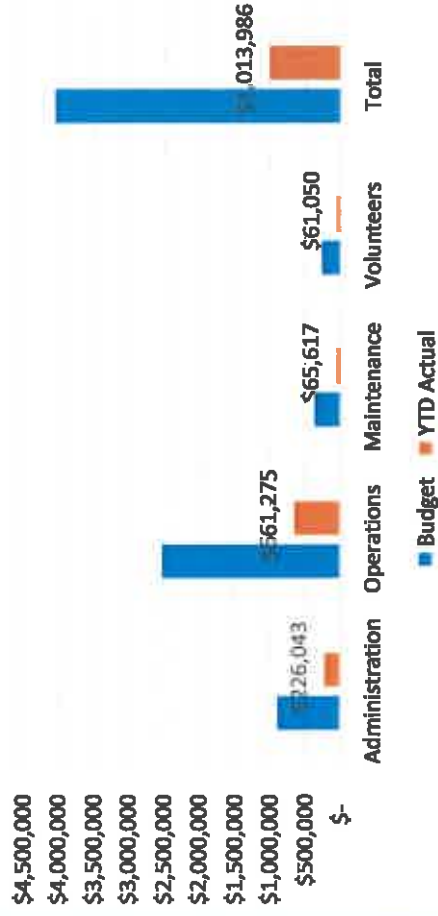
Budget vs. Actual Revenue - Year to Date



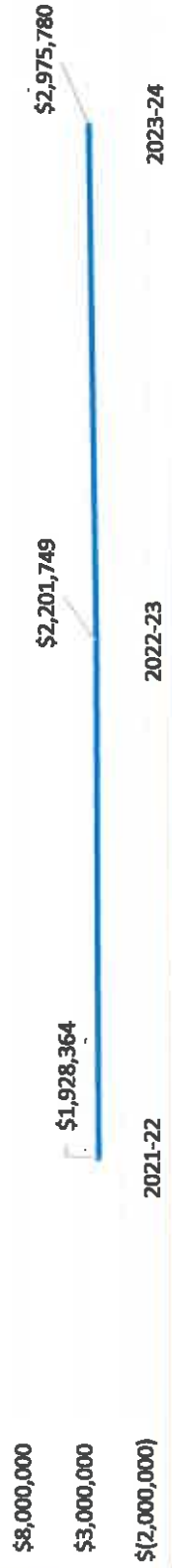
23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

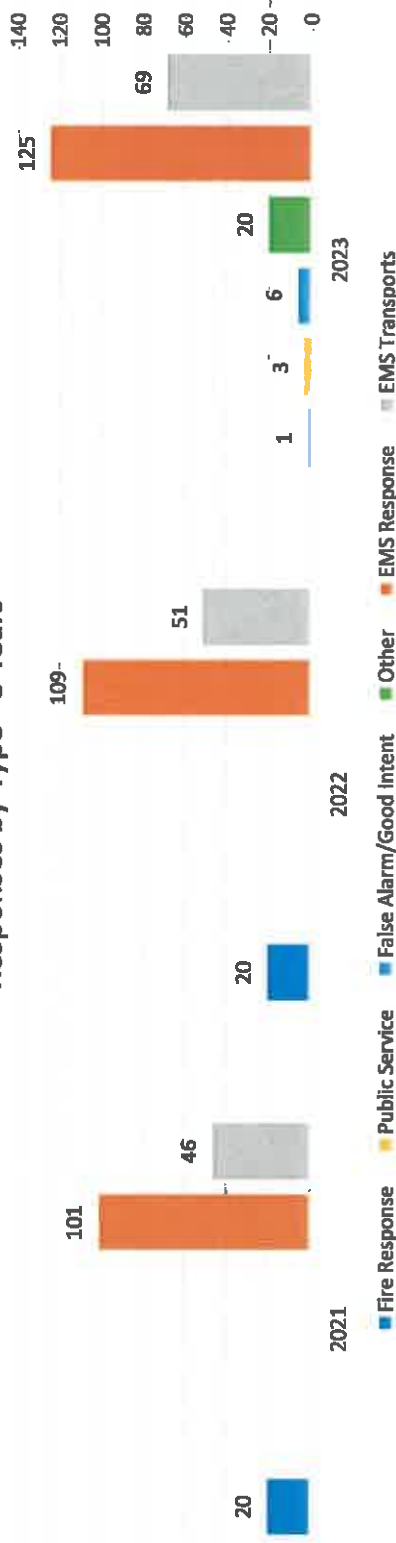


Total Revenue - 3 Years
As of September 30, 2023

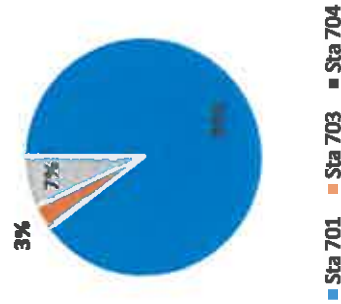


OPERATIONS OVERVIEW - AS OF SEPTEMBER 30, 2023

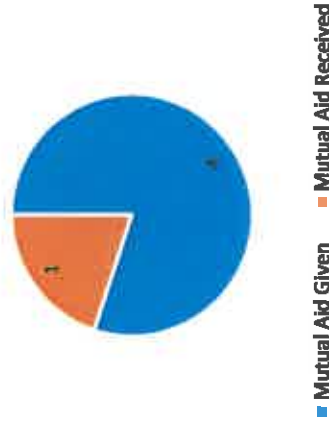
Responses by Type - 3 Years



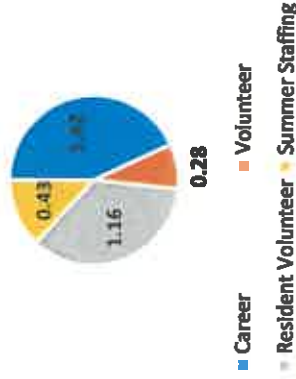
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

39

Callback Overview

Personnel Callbacks (7PC's) = 14

7PC's Staffed with ALS Staffing = 9

7PC's Staffed with Engine Staffing = 10

Move-Ups = 4

Ave Personnel on Standby

2.58

Bank Statements and Reconciliations

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)
September 30, 2023

Account: 10001080
Bank Account Number: 153685237070

Bank Statement Balance:	38,538.63	Book Balance Previous Month:	38,850.30
Outstanding Deposits:	.00	Total Receipts:	.00
Outstanding Checks:	.00	Total Disbursements:	311.67
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	38,538.63	Book Balance:	38,538.63

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 0 Items Deposits Outstanding: 0 Items

Outstanding Checks

No outstanding checks found!
Checks cleared: 2 Items Checks Outstanding: 0 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



Business Statement

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

Account Number:
1 536 9523 7070

3233 IMG 6480 S Y ST01

Statement Period:
Sep 1, 2023
through
Sep 29, 2023

Page 1 of 1



000185290 01 AB 0.537 000638566344863 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1509
SISTERS OR 97759-1509

To Contact U.S. Bank

Commercial Customer

Service: 877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

INFORMATION YOU SHOULD KNOW

Effective November 13, 2023, please review updates made to the *Your Deposit Account Agreement* document which may affect your rights.

Beginning October 11, 2023, you can review the full revised document at usbank.com/YDAA-upcoming-version, by calling 24-Hour Banking at 800-USBANKS (872-2657) or by visiting your local U.S. Bank branch. We accept relay calls.

Here's what you should know:

- Under **Owner's Authority** section, added U.S. Bank makes no warranty or representation as to the suitability of any deposit product outside the United States of America:
- Under **Insufficient Funds and Overdrafts** section, removed language that states an Overdraft Paid Fee may be charged if the Available Balance was positive at the time the debit card transaction was authorized.
- Under **Withdrawal Rights, Ownership of Account, and Beneficiary Designation** section, **Accounts Established Under the Uniform Transfers to Minors Act or Uniform Gifts to Minors Act ("UTMA/UGMA")** sub-section, added language stating U.S. Bank may contact the minor for instructions, unless prior written notice is received and supporting documentation establishing that the minor has not yet reached the age of termination.

If you have questions, please call us at 800-673-3555. Our business bankers are here to help 8 a.m. to 8 p.m. CT Monday through Friday and 8 a.m. to 6:30 p.m. CT on Saturday. You can also schedule an appointment at usbank.com/book to speak with a banker in person, by phone or virtually.

SOLE BUSINESS CHECKING

U.S. Bank National Association

Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Sep 1			38,850.30
Other Withdrawals	2		311.67-
Ending Balance on Sep 30, 2023		\$	38,538.63

Other Withdrawals

Date	Description of Transaction	Ref Number	\$	Amount
Sep 15	Analysis Service Charge	1500000000	\$	168.92-
Sep 28	Overdraft Withdrawal	1411669780AUTOPAY	\$	142.75-
Total Other Withdrawals			\$	311.67-

Balance Summary

Date	Ending Balance	Date	Ending Balance
Sep 15	38,681.38	Sep 28	38,538.63

Balances only appear for days reflecting change.

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	172,554.58	Book Balance Previous Month:	133,311.10
Outstanding Deposits:	.00	Total Receipts:	1,030,831.94
Outstanding Checks:	106,626.34	Total Disbursements:	1,096,214.80
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	65,928.24	Book Balance:	65,928.24

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 48 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	42,294.66	15873	646.80	15885	75.78	15898	17.66
15192	218.43	15874	624.47	15886	27,499.41	15899	249.98
15773	592.13	15875	1,555.23	15887	280.00	15900	600.00
15786	29.41	15876	177.00	15888	92.06	15901	311.66
15802	395.00	15878	1,635.72	15889	814.14	15903	406.02
15830	200.00	15879	2,244.65	15892	89.00	15904	245.91
15844	75.68	15880	282.06	15893	448.79	15905	435.58
15854	85.00	15881	20.57	15894	22.48	15906	12,928.03
15858	126.50	15882	70.00	15895	198.16	15907	159.50
15871	395.00	15883	229.35	15896	771.23	15908	350.00
15872	1,027.44	15884	807.32	15897	6,680.00	15909	86.53
						Total:	106,626.34

Checks cleared: 89 items Checks Outstanding: 44 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



Business Statement

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

Account Number:
1 697 0095 8849
Statement Period:
Sep 1, 2023
through
Sep 30, 2023

3233 TRN 6480 S Y ST01



000185284 01 AB 0.537 000638566344657 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
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If you have questions or need to request a copy of the current *Your Deposit Account Agreement*, visit usbank.com/tmtermsandconditions or please call your customer service team at the phone number listed at the top of this statement.

MUNICIPAL INVESTOR CHECKING

U.S. Bank National Association

Account Number 1-697-0095-8849

Account Summary

	# Items	\$		\$
Beginning Balance on Sep 1		266,860.14	Interest Paid this Year	293.20
Customer Deposits	5	29,705.79	Number of Days in Statement Period	30
Other Deposits	39	1,001,166.15		
Other Withdrawals	9	224,531.81-		
Checks Paid	77	900,645.89-		
Ending Balance on Sep 30, 2023		\$ 172,554.58		

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Sep 6	8615628405	5,796.32		Sep 26	8314169994	20,100.00
	Sep 15	9213107760	445.50		Sep 29	9214259792	150.00
	Sep 18	8015366524	3,213.97				
				Total Customer Deposits			\$ 29,705.79

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Sep 5	Electronic Deposit From NORIDIAN WAORAK REF=232440118671210Y00	9282326078HCCLAIMPMT1245231760	\$ 2,993.75
Sep 6	Electronic Deposit From OR DHS HP MMS REF=232480151411970N00	9300A10020HCCLAIMPMT00000004372064	472.75



Account Statement - Transaction Summary

For the Month Ending September 30, 2023

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

Oregon LGIP		Asset Summary	
		September 30, 2023	August 31, 2023
Opening Balance	3,504,641.93	2,560,782.56	3,504,641.93
Purchases	16,775.73		
Redemptions	(960,635.10)		
Total		\$2,560,782.56	\$3,504,641.93

Closing Balance **\$2,560,782.56**
 Dividends 11,127.30

*L.A.I.P. 878,014.71 +
 Equipment 400,650.52 +
 Building 199,781.37 +
 Equipment 1,082,335.96 +
 2,560,782.56 **
Balance Exact

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		08/31/2023 (08/23) Balance	.00 *	.00 *	1,804,784.72
CD	1	LGIP ACH Redemption Fees		.10-	
CD	3	LGIP Accrual Income - Div Reinvestment - Distribution	11,127.30		
CR	1	Jefferson County Tax Collection	1,027.74		
CR	4	Deschutes County Tax Collection	4,820.69		
CRUS	1	Txfr from LGIP to Checking Pierce Engine Pmt		785,635.00-	
CRUS	53	Txfr from LGIP to Checking - Payroll/Bills		175,000.00-	
JE	4	Transfer for David Ward Vacation Payout	17,079.36		
		09/30/2023 (09/23) Period Totals and Balance	33,855.09 *	960,635.10- *	878,014.71

Number of transactions: 7 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	33,855.09	960,635.10-	926,780.01-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
		08/31/2023 (08/23) Balance	.00 *	.00 *	417,729.88
JE	5	Transfer for David Ward Vacation Payout		17,079.36-	
		09/30/2023 (09/23) Period Totals and Balance	.00 *	17,079.36- *	400,650.52
Number of transactions: 1 Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total EMPLOYMENT RESERVE FUND:			<u>.00</u>	<u>17,079.36-</u>	<u>17,079.36-</u>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070	Bldg Fund				
		08/31/2023 (08/23) Balance	.00 *	.00 *	199,781.37
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	199,781.37

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total BUILDING RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070 Equipment Fund					
		08/31/2023 (08/23) Balance	.00 *	.00 *	1,082,335.96
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	1,082,335.96

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total EQUIPMENT RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
		08/31/2023 (08/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
Total REVENUE:		.00	.00	.00
Number of transactions: 8	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		33,855.09	977,714.48-	943,859.37-

Report Criteria:

Actual amounts

All accounts

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

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	70,821.59	Book Balance Previous Month:	70,055.45
Outstanding Deposits:	.00	Total Receipts:	588.14
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	70,821.59	Book Balance:	70,821.59

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 September 30, 2023

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

Asset Summary		
	September 30, 2023	August 31, 2023
Oregon LGIP	70,621.59	70,055.45
Total	\$70,621.59	\$70,055.45

Oregon LGIP	
Opening Balance	70,055.45
Purchases	566.14
Redemptions	0.00

Closing Balance	\$70,621.59
Dividends	267.58

Operating Fund Summaries

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	15,834.42	5,840.20	23,842.30	50,000.00	28,357.70-	47%
1-01-0-41100	Ambulance Revenue	38,577.64	57,892.22	153,838.47	450,000.00	296,363.53-	34%
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	685.00	1,881.25	5,630.00	11,858.00	6,228.00-	47%
1-01-0-42100	Fire Med Subscriptions	1,200.00	1,350.00	3,738.75	15,000.00	11,261.25-	25%
1-01-0-43100	Interest Income	3,939.73	11,182.31	38,892.92	75,000.00	36,107.08-	52%
1-01-0-44100	Grant Revenue	.00	.00	45,000.00	40,500.00	4,500.00	111%
1-01-0-44200	Donations Received	150.00	25,115.00	30,159.21	10,000.00	20,159.21	302%
1-01-0-44300	Conflagration Income	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	147.00	1,913.43	3,200.96	10,100.00	6,899.04-	32%
1-01-0-49990	Beginning Working Capital	.00	.00	2,871,879.19	2,532,559.00	139,320.19	108%
Total GENERAL FUND REVENUE:		58,533.69	104,574.41	2,975,779.80	6,842,009.00	3,866,229.20-	43%
GENERAL FUND Revenue Total:		58,533.69	104,574.41	2,975,779.80	6,842,009.00	3,866,229.20-	43%
Net Total GENERAL FUND:		58,533.69	104,574.41	2,975,779.80	6,842,009.00	3,866,229.20-	43%

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:	160,144.34	47,064.04	166,935.03	640,279.00	443,343.97	31%
	Total OPERATIONS DEPARTMENT:	562,701.32	176,293.55	586,892.31	2,336,517.00	1,749,624.69	25%
	Total MAINTENANCE DEPARTMENT:	2,601.03	1,864.93	5,024.81	26,775.00	21,750.19	19%
	Total VOLUNTEERS DEPARTMENT:	14,367.30	3,900.00	3,900.00	17,872.00	13,972.00	22%
	GENERAL FUND Expenditure Total:	739,833.99	229,122.52	792,752.15	3,021,443.00	2,228,690.85	26%
	Net Total GENERAL FUND:	739,833.99-	229,122.52-	792,752.15-	3,021,443.00-	2,228,690.85-	26%
	Net Grand Totals:	739,833.99-	229,122.52-	792,752.15-	3,021,443.00-	2,228,690.85-	26%

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:	19,945.19	18,832.77	29,107.77	251,742.00	222,634.23	12%
	Total OPERATIONS DEPARTMENT:	40,414.88	11,931.41	74,382.91	192,025.00	117,642.09	39%
	Total MAINTENANCE DEPARTMENT:	48,549.31	27,943.84	80,592.38	341,799.00	281,208.64	18%
	Total VOLUNTEERS DEPARTMENT:	38,032.90	17,047.92	57,150.43	250,205.00	193,054.57	23%
	GENERAL FUND Expenditure Total:	142,942.38	75,755.74	221,233.47	1,035,771.00	814,537.53	21%
	Net Total GENERAL FUND:	142,942.38-	75,755.74-	221,233.47-	1,035,771.00-	814,537.53-	21%
	Net Grand Totals:	142,942.38-	75,755.74-	221,233.47-	1,035,771.00-	814,537.53-	21%

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:	.00	.00	.00	.00	.00	.00
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	10,821.20	.00	.00	.00	.00	.00
	GENERAL FUND Expenditure Total:	10,821.20	.00	.00	.00	.00	.00
	Net Total GENERAL FUND:	10,821.20-	.00	.00	.00	.00	.00
	Net Grand Totals:	10,821.20-	.00	.00	.00	.00	.00

Balance Sheets

SISTERS-CAMP SHERMAN
BALANCE SHEET
SEPTEMBER 30, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	878,014.71	
1-00-0-1080	US BANK OPERATING ACCT	38,538.63	
1-00-0-1081	US BANK OPERATING ACCT 2022	65,928.24	
1-00-0-1099	PETTY CASH	676.48	
1-00-0-1103	NOTE RECEIVABLE	40,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	274,935.27	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(137,629.81)	
1-00-0-1440	PREPAID EXPENDITURES	785,635.00	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,081.89	
	TOTAL ASSETS		2,001,060.39

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2155	DEFERRED COMPENSATION LIABILIT	742.92	
1-00-0-2180	INSURANCE/DISABILITY LIABILITY	304.60	
1-00-0-2180	MISCELLANEOUS LIABILITY	480.00	
1-00-0-2250	DEFERRED REVENUE	37,738.69	
	TOTAL LIABILITIES		39,266.21

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	1,961,794.18	
	BALANCE - CURRENT DATE	8,803,804.18	
	TOTAL FUND EQUITY		1,961,794.18
	TOTAL LIABILITIES AND EQUITY		2,001,060.39

SISTERS-CAMP SHERMAN
BALANCE SHEET
SEPTEMBER 30, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		400,650.52
	TOTAL ASSETS		400,650.52
<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	400,649.64	
	BALANCE - CURRENT DATE	1,036,286.52	
	TOTAL FUND EQUITY		400,650.52
	TOTAL LIABILITIES AND EQUITY		400,650.52

SISTERS-CAMP SHERMAN
BALANCE SHEET
SEPTEMBER 30, 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	(495,489.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	495,489.00	
	REVENUE OVER EXPENDITURES - YTD	<u>199,781.37</u>	
	BALANCE - CURRENT DATE		<u>695,270.37</u>
	TOTAL FUND EQUITY		<u>199,781.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>199,781.37</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
SEPTEMBER 30, 2023

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND		1,082,335.98
	TOTAL ASSETS		<u>1,082,335.98</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
4-00-0-3120	EQUIPMENT RESERVE	(1,391,892.00)	
UNAPPROPRIATED FUND BALANCE:			
4-00-0-3800	RETAINED EARNINGS	1,391,892.00	
	REVENUE OVER EXPENDITURES - YTD	<u>1,082,335.98</u>	
	BALANCE - CURRENT DATE		<u>2,474,027.98</u>
	TOTAL FUND EQUITY		<u>1,082,335.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,082,335.98</u>

SISTERS-CAMP SHERMAN
 BALANCE SHEET
 SEPTEMBER 30, 2023
 DEBT SERVICE FUND

<u>ASSETS</u>			
7-00-0-1030	BOND TAX REVENUE LGIP	70,821.59	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		<u>74,369.29</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
7-00-0-2250	DEFERRED REVENUE	2,678.72	
	TOTAL LIABILITIES		<u>2,678.72</u>
<u>FUND EQUITY</u>			
7-00-0-3120	DEBT SERVICE FUND	(288,833.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	288,833.00	
	REVENUE OVER EXPENDITURES - YTD	71,690.57	
	BALANCE - CURRENT DATE	<u>360,323.57</u>	
	TOTAL FUND EQUITY		<u>71,690.57</u>
	TOTAL LIABILITIES AND EQUITY		<u>74,369.29</u>

Check Register

Check Register - September 2023

Date	Check No.	Payee	Description	Amount
9/12/2023	15816	Ace Hardware, Inc.	731 low level strainer repair	\$ 7.00
9/12/2023	15816	Ace Hardware, Inc.	Parachute cord for 731 foldatank drain sleeves	\$ 13.79
9/12/2023	15816	Ace Hardware, Inc.	Fasteners for 731 Tank Lift Screws	\$ 1.20
9/12/2023	15816	Ace Hardware, Inc.	Hardware	\$ 1.56
9/12/2023	15816	Ace Hardware, Inc.	Cleaning products	\$ 8.27
9/12/2023	15816	Ace Hardware, Inc.	Nozzle	\$ 19.99
9/12/2023	15817	Angela Linker	Reimb. Mileage and for Station Errands	\$ 11.66
9/12/2023	15817	Angela Linker	Reimb. Supplies for D. Ward Final Day	\$ 77.23
9/12/2023	15817	Angela Linker	Reimb. for postage stamps picked up for Station	\$ 202.85
9/12/2023	15818	BestMed Urgent Care	FF Physical: Lake. Pt Inv 1147679	\$ 719.60
9/12/2023	15819	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39790791	\$ 161.99
9/12/2023	15819	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39790791	\$ 404.83
9/12/2023	15820	Braun NW, Inc.	771 Light bar corner lense cover	\$ 158.18
9/12/2023	15820	Braun NW, Inc.	775 scene lght replacements	\$ 539.10
9/12/2023	15820	Braun NW, Inc.	771 compartment slam latch	\$ 16.96
9/12/2023	15821	Cameron Building Maintenance, Inc.	Janitorial Services: August	\$ 375.00
9/12/2023	15822	Carlson Sign	Replaced reflective decals on 711 and brush engine	\$ 3,385.00
9/12/2023	15823	Caselle, Inc.	Contract support charges 10/2023	\$ 354.00
9/12/2023	15824	CEC, INC	electric - Camp Sherman	\$ 81.67
9/12/2023	15825	CenturyLink	333226873 Phone - Camp Sherman	\$ 59.42
9/12/2023	15826	City of Sisters	04-6332-00 Elm St.	\$ 355.16
9/12/2023	15826	City of Sisters	02-5766-00 Locust	\$ 24.07
9/12/2023	15827	Cody Martin	Res. Vol. Mileage & Food Reimb. - August 2023	\$ 350.00
9/12/2023	15828	Cruz Jones	Reimb. oil purchased for District Engines	\$ 16.99
9/12/2023	15828	Cruz Jones	Res. Vol. Mileage & Food Reimb. - September 2023	\$ 350.00
9/12/2023	15829	DMV	dmv record Check	\$ 24.00
9/12/2023	15830	East Cascade Emergency Medical Services	ECEMS Dues 2023	\$ 200.00
9/12/2023	15831	Ernest Halcon	Reimb. coolers purchased for ISU	\$ 103.88
9/12/2023	15832	Hughes Fire Equipment, Inc.	Enforcer Pumper BN989 Proposal Price	\$ 893,017.00
9/12/2023	15832	Hughes Fire Equipment, Inc.	Less Chassis progress payment discount	\$ (13,106.00)
9/12/2023	15832	Hughes Fire Equipment, Inc.	Less payment upon completion @ factory discount	\$ (9,203.00)
9/12/2023	15832	Hughes Fire Equipment, Inc.	Less 100% pre-payment discount	\$ (85,073.00)
9/12/2023	15833	MFCP, Inc	Brass PTC and Dot Prestomatic	\$ 34.67
9/12/2023	15833	MFCP, Inc	Check valve	\$ 55.23
9/12/2023	15834	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
9/12/2023	15835	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 78.55
9/12/2023	15835	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 30.04
9/12/2023	15835	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 35.17
9/12/2023	15836	Northwest Safety Clean	TO Repairs	\$ 73.86
9/12/2023	15837	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 304.50
9/12/2023	15838	Pacific Office Automation, Inc	Fleet Agreement - HP Printers	\$ 70.24
9/12/2023	15839	Paladin Background Screening	Criminal History Checks - Fall Academy Vols	\$ 192.00
9/12/2023	15840	Pony Express, Inc.	Shipping for returned flashlights for repair	\$ 29.87
9/12/2023	15840	Pony Express, Inc.	Shipping TO 911 Supply	\$ 6.61
9/12/2023	15840	Pony Express, Inc.	Shipping Uniform Items to Lighthouse Uniforms	\$ 11.49
9/12/2023	15841	Quill	Office Supplies	\$ 134.98
9/12/2023	15842	Republic Services	Disposal Services - Buffalo	\$ 20.77
9/12/2023	15843	SeaWestern, Inc.	Wales Uniform Items	\$ 150.10
9/12/2023	15844	Shift Calendars, Inc.	Annual Shift Calendars	\$ 75.68
9/12/2023	15845	Systems Design	EMS Billing & Postage - August	\$ 1,437.18
9/12/2023	15846	TDS	8224 60 003 0017578 - Cable Elm	\$ 654.46
9/12/2023	15847	TELEFLEX FUNDING LLC	EZ-IO NEEDLE, ADULT (5/BOX)	\$ 550.00
9/12/2023	15847	TELEFLEX FUNDING LLC	EZ-IO NEEDLE, LARGE ADULT	\$ 185.00
9/12/2023	15847	TELEFLEX FUNDING LLC	SHIPPING	\$ 12.50
9/12/2023	15848	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - August 2023	\$ 350.00
9/12/2023	15849	Vohs Custom Landscaping	Maintenance per contract plus Sta 703 Cleanup	\$ 3,962.50
9/12/2023	15850	WRIGHT FORD INC	Sensor Asy	\$ 98.55
9/12/2023	15851	Xpress Printing, Inc.	Fire watch notice	\$ 69.57
9/12/2023	15852	ZOLL Medical Corporation	Batteries for Zolls	\$ 69.00
9/18/2023	15853	911 Supply	5.11 ss polos	\$ 272.51
9/18/2023	15854	Alpine Internet Solutions	Professional Management & Hosting - October 2023	\$ 85.00
9/18/2023	15855	Avlon Water Co Inc.	Water-703	\$ 29.10
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	776 air filter	\$ 51.46
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	Engine oil filter for 775	\$ 66.52
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	Ice for response units and board meeting	\$ 17.94
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	Filters for stock: 771, 775, 776	\$ 715.94

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	Socket for fuel filter housing 775	\$ 23.04
9/18/2023	15856	Baxter Auto Parts Inc, Auto Parts	Coolant for 710/711/ambbs/chevy/lsu	\$ 19.37
9/18/2023	15857	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39794001	\$ 100.44
9/18/2023	15857	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39784647	\$ 78.87
9/18/2023	15858	Dana Signs	HELMET decals & lettering	\$ 126.50
9/18/2023	15859	DPSST	Criminal History Check - Morris 43259	\$ 46.25
9/18/2023	15860	Ed Staub & Sons Petroleum	Fuel	\$ 1,224.21
9/18/2023	15861	Enerspect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 418.64
9/18/2023	15862	Flowers By Deanna	Flowers - Matthews Family	\$ 63.00
9/18/2023	15863	Freightliner Northwest Redmond	Vent plug - hub cap	\$ 25.55
9/18/2023	15863	Freightliner Northwest Redmond	Credit for vent plug returned	\$ (18.63)
9/18/2023	15863	Freightliner Northwest Redmond	Mini vent plug	\$ 20.76
9/18/2023	15863	Freightliner Northwest Redmond	731 serpentine belt	\$ 101.00
9/18/2023	15864	Grant Dickenson	Res. Vol. Mileage & Food Reimb. - 08/23	\$ 350.00
9/18/2023	15865	Momentum Promo	Embroidery- Multiple Vols	\$ 309.50
9/18/2023	15866	Mountain Medical	Wales Pre-Employment Physical	\$ 1,288.00
9/18/2023	15867	Sisters Coffee Company	coffee 701	\$ 147.00
9/18/2023	15868	Sisters-Camp Sherman F&A Assn.	Pass through donations	\$ 5,044.21
9/18/2023	15869	Treasure Valley Coffee	water and cooler rental	\$ 275.65
9/18/2023	15870	WCP Solutions	White folding towels and can liners	\$ 127.75
9/18/2023	15870	WCP Solutions	Bathroom supplies	\$ 70.57
9/27/2023	15871	Alpine Internet Solutions	ProServices: Content Plan for October	\$ 395.00
9/27/2023	15872	ASI Networks, Inc.	Cisco Firewall Renewal 2023-24	\$ 1,027.44
9/27/2023	15873	AT&T MOBILITY	Mobile Data Services	\$ 848.80
9/27/2023	15874	Cascade Fire Equipment	Dual Complaint Uniform Pants - Lord	\$ 205.00
9/27/2023	15874	Cascade Fire Equipment	Wildland pant - Dual compliant - Lord	\$ 221.57
9/27/2023	15874	Cascade Fire Equipment	Duty shoes - Craig	\$ 197.90
9/27/2023	15875	CEC, INC	electric - Elm Street	\$ 1,463.10
9/27/2023	15875	CEC, INC	electric - buffalo	\$ 92.13
9/27/2023	15876	CO Flag & Banner	US FLAG (4'x6')	\$ 77.00
9/27/2023	15876	CO Flag & Banner	OREGON FLAG (3'x5')	\$ 100.00
9/27/2023	15877	Cruz Jones	Res. Vol. Mileage and Food Reimb. - Oct 2023	\$ 350.00
9/27/2023	15878	Ed Staub & Sons Petroleum	Fuel	\$ 1,635.72
9/27/2023	15879	Entenmann-Rovin Co.	Class A Badges & Initial Badge for Otasu, Ulm and Lord	\$ 1,495.90
9/27/2023	15879	Entenmann-Rovin Co.	Replacement Badge: Ward/Myers and New RV Badges	\$ 599.00
9/27/2023	15879	Entenmann-Rovin Co.	Badge - Wales	\$ 149.75
9/27/2023	15880	Freightliner Northwest Redmond	75W-90 Gear Oil	\$ 262.06
9/27/2023	15881	MFCP, Inc	Check valve	\$ 20.57
9/27/2023	15882	Miss Sew-it-All	Seamstress Services	\$ 30.00
9/27/2023	15882	Miss Sew-it-All	Seamstress Services	\$ 40.00
9/27/2023	15883	Pacific Office Automation, Inc	coples/kit - Konica	\$ 229.35
9/27/2023	15884	Ponderosa Heating & Cooling, I	Fan replacement laundry room & Relocation GFCI in small kitchen	\$ 807.32
9/27/2023	15885	Quill	Rubber bands and paper	\$ 75.78
9/27/2023	15886	SDIS	Admin Health Insurance	\$ 6,421.70
9/27/2023	15886	SDIS	Operations Health Insurance	\$ 17,858.64
9/27/2023	15886	SDIS	Operations Health Insurance - Lord	\$ 2,305.88
9/27/2023	15886	SDIS	Ins/Disability - Orthodontia pass through plus 1/2 Linker	\$ 913.19
9/27/2023	15887	SeaWestern, Inc.	Quarterly SCBA Air Sample Testing	\$ 260.00
9/27/2023	15888	Sisters Rental	STIHL power head repair (blower/weedeater on 745)	\$ 71.07
9/27/2023	15888	Sisters Rental	Bar oil	\$ 20.99
9/27/2023	15889	Solomon Byles	Reimb. for textbooks bought personally	\$ 68.75
9/27/2023	15889	Solomon Byles	Res. Vol. Mileage & Food Reimb. - Sept 2023	\$ 350.00
9/27/2023	15890	Steven Lord	Reimb. OR EMT Fees	\$ 110.00
9/27/2023	15890	Steven Lord	Reimb. Structure Boots/Gloves	\$ 289.49
9/27/2023	15891	TDS	8224 60 007 0119276 - 703 Cable	\$ 159.68
9/27/2023	15891	TDS	8224 60 003 0017578 - Cable Elm	\$ 654.46
9/27/2023	15892	Terminix	Pest control services Camp Sherman	\$ 89.00
9/27/2023	15893	The Sign Man	Address Sign - 3 White Numbers"	\$ 448.79
9/27/2023	15894	Van Handel Automotive, Inc.	Oil 711	\$ 22.48
9/27/2023	15895	WRIGHT FORD INC	771 cabin air filters	\$ 66.19
9/27/2023	15895	WRIGHT FORD INC	771 MAINT SUPPLIES	\$ 121.12
9/27/2023	15895	WRIGHT FORD INC	776 Fuel System Kit	\$ 10.85
9/28/2023	15896	BOUND TREE MEDICAL, LLC.	Lubricating Jelly	\$ 23.04
9/28/2023	15896	BOUND TREE MEDICAL, LLC.	Glucose Gel	\$ 41.24
9/28/2023	15896	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39737214	\$ 706.95
9/28/2023	15897	Central Oregon Garage Door, Inc.	Bay door parts for stock	\$ 2,286.00
9/28/2023	15897	Central Oregon Garage Door, Inc.	Repair to Station 701 Bay Door (holst, brake, springs)	\$ 4,374.00

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/28/2023	15898	Cruz Jones	Reimb. text for A&P Class	\$ 17.66
9/28/2023	15899	Enerspect Medical Solutions, LLC	CPR MANIKIN LUNGS (96/CASE)	\$ 249.98
9/28/2023	15900	Grant Dickenson	Res. Vol. Lt. Mileage & Food Reimb. - September 2023	\$ 600.00
9/28/2023	15901	Hoyt's Hardware	Supplies for forcible entry prop	\$ 24.00
9/28/2023	15901	Hoyt's Hardware	Supplies for forcible entry prop	\$ 46.08
9/28/2023	15901	Hoyt's Hardware	Supplies for forcible entry prop	\$ 53.58
9/28/2023	15901	Hoyt's Hardware	Supplies for forcible entry prop	\$ 188.00
9/28/2023	15902	Jessa Hocker	Res. Vol. Mileage & Food Reimb - September 2023	\$ 350.00
9/28/2023	15903	Julle Spor	Per Diem - OFSOA Conference	\$ 220.00
9/28/2023	15903	Julle Spor	Mileage to/from OFSOA Conference	\$ 186.02
9/28/2023	15904	L.N. Curtis and Sons	STORZ ADAPTER FOR HYDRANT BOARD	\$ 245.91
9/28/2023	15905	LIFE-ASSIST	EMS SUPPLY ORDER# 58234775	\$ 164.08
9/28/2023	15905	LIFE-ASSIST	EMS SUPPLY ORDER# 59230281	\$ 85.68
9/28/2023	15905	LIFE-ASSIST	EMS SUPPLY ORDER# 59231396	\$ 185.82
9/28/2023	15906	Oregon Health Authority	Non-Federal Share	\$ 10,773.36
9/28/2023	15906	Oregon Health Authority	20% Administrative Fee	\$ 2,154.67
9/28/2023	15907	TELEFLEX FUNDING LLC	MAD NASAL ATOMIZER (25/BOX)	\$ 159.50
9/28/2023	15908	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - September 2023	\$ 350.00
9/28/2023	15909	WCP Solutions	White folding towels	\$ 86.53
9/28/2023	700029	US Bank - Visa	CMC LADDER LINE (35' HALYARD)	\$ 103.00
9/28/2023	700029	US Bank - Visa	VEHICLE ID SIGNS (745 & NEW TYPE-3)	\$ 314.00
9/28/2023	700029	US Bank - Visa	BVM MASK (10/PKG)	\$ 122.90
9/28/2023	700029	US Bank - Visa	ADA DISHWASHER	\$ 999.00
9/28/2023	700029	US Bank - Visa	35' ladder halyard replacement	\$ 24.64
9/28/2023	700029	US Bank - Visa	LED Lights for Engine	\$ 45.08
9/28/2023	700029	US Bank - Visa	Supplies for Inc #2023-00001090	\$ 4.58
9/28/2023	700029	US Bank - Visa	Active 911 Subscription - Flores	\$ 5.14
9/28/2023	700029	US Bank - Visa	Gas lift struts for hood on 775	\$ 23.40
9/28/2023	700029	US Bank - Visa	Adobe Pro Subscription - Light Duty Assignment	\$ 14.99
9/28/2023	700029	US Bank - Visa	Business Lunch: Craig/Spring	\$ 50.38
9/28/2023	700029	US Bank - Visa	Inc. Safety Officer Training	\$ 1,200.00
9/28/2023	700029	US Bank - Visa	Inc. Safety Officer Training	\$ 400.00
9/28/2023	700029	US Bank - Visa	Inc. Safety Officer Training	\$ 400.00
9/28/2023	700029	US Bank - Visa	Cent. OR COSHA Conference Fees	\$ 230.00
9/28/2023	700029	US Bank - Visa	Meals Conflag: Dickenson/Bootes	\$ 118.20
9/28/2023	700029	US Bank - Visa	Fuel Conflag: Dickenson/Bootes	\$ 88.37
9/28/2023	700029	US Bank - Visa	Helmet nametags	\$ 73.80
9/28/2023	700029	US Bank - Visa	Gatorade for Conflags	\$ 122.34
9/28/2023	700029	US Bank - Visa	Credit per US Bank	\$ (147.00)
9/28/2023	700029	US Bank - Visa	Vehicle Folder	\$ 8.99
9/28/2023	700029	US Bank - Visa	Lord Inspector Training	\$ 1,541.00
9/28/2023	700029	US Bank - Visa	Adobe Pro Subscription	\$ 19.99
9/28/2023	700029	US Bank - Visa	Fire Safety Pencils for Events	\$ 181.90
9/28/2023	700029	US Bank - Visa	Event bags for prevention giveaways	\$ 690.16
9/28/2023	700029	US Bank - Visa	Challenge Coins - Personnel Recognition	\$ 1,818.45
9/28/2023	700029	US Bank - Visa	Halloween Supplies	\$ 67.57
9/28/2023	700029	US Bank - Visa	Paramedic Fees	\$ 160.00
9/28/2023	700029	US Bank - Visa	Clarke Card	\$ 7.45
9/28/2023	700029	US Bank - Visa	Nametags	\$ 69.37
9/28/2023	700029	US Bank - Visa	Safe Kids - Car Seat Tech Renewal (Halcon)	\$ 55.00
9/28/2023	700029	US Bank - Visa	Candy, Glow Sticks, Supplies Halloween Event	\$ 395.86
9/28/2023	700029	US Bank - Visa	Life Flight Renewal	\$ 3,900.00
9/28/2023	700029	US Bank - Visa	OFSOA Conference Fees Spor	\$ 275.00
9/28/2023	700029	US Bank - Visa	RV Graduation Cakes	\$ 83.96
9/28/2023	700029	US Bank - Visa	UPC Battery	\$ 61.74
9/28/2023	700029	US Bank - Visa	Sisters Coffee - 701	\$ 147.00
9/28/2023	700029	US Bank - Visa	Kitchen Supplies	\$ 16.32
9/28/2023	700029	US Bank - Visa	Flash drives	\$ 31.99
9/28/2023	700029	US Bank - Visa	EOU Bookstore - Spor Fall Term Books	\$ 371.16
9/28/2023	700029	US Bank - Visa	Ulm Fall Term Books	\$ 387.51
9/28/2023	700030	US Bank - Visa	US Bank Statement Payment and Credit Error	\$ 142.75

Adjusting Journal Entries

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
09/30/2023	1	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	34,614.05	
09/30/2023	2	Ambulance Receivables to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	17,307.03-
09/30/2023	3	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	.00	17,307.02-
09/30/2023	4	Transfer for David Ward Vacation Payout	1-00-0-1070	LGIP Acct #4374	17,078.36	
09/30/2023	5	Transfer for David Ward Vacation Payout	2-00-0-1070	Empi Fund	.00	17,078.36-
Total JOURNAL ENTRIES (JE):					<u>51,693.41</u>	<u>51,693.41-</u>

References: 5 Transactions: 5

Grand Totals:

51,693.41 51,693.41-

Report Criteria:

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

Ambulance Receivables & Engine Response Report

Ambulance Receivable as of September 30, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	240,321.22
Payments received	40,385.20
Adjustments	59,964.75
New Charges	134,964.00
ENDING Ambulance Receivable	274,935.27

Total # of Transports **69**

Adjustments

Medicare/Medicaid	52,356.35
Collection	7,049.00
Bankruptcy/Other Writeoff	-
FireMed	559.40
Total Adjustments	59,964.75

Outstanding Accounts By Age

CURRENT	181,238.08
31 to 60 days	42,741.99
61 to 90 days	13,191.30
91 to 120 days	6,600.05
OVER 120 days	31,163.85
Total Outstanding as of 09/30/2023	274,935.27

Engine Response Billing as of September 30, 2023

Beginning Engine Response Rec	6,393.75	
Payments received	806.25	
Adjustments	-	
New Charges	-	
ENDING Engine Response Rec	5,587.50	
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	\$ 1,131.25	
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	\$ 1,756.25	
2019/20 % Collected		46%
2020/21 % Collected		94%
2021/22 % Collected		20%
2022/23 % Collected		52%
2023/24 % Collected to Date	155%	

Safety Committee Minutes



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
September 19, 2023**

Attendance: Chief Tim Craig, Doug Meyer, OA Angela Linke, Phil Drew, Fire Medic Damon Frutos

- 1. Call to order at 1100**
- 2. Minutes Review**
 - a. Aug 15, 2023 – no concerns and approved**
- 3. Accidents/Injuries**
 - a. Engine 726 backed into Station 701 Bay while backing in (9/2/23)**
 - b. Engine 745 was backed into by the Treasure Valley Truck (9/11/23)**
 - c. Chief Craig has been talking with team about using resources and tools when backing in and following protocol.**
 - d. No more parking in the apron of the bays unless it's a district vehicle with keys left in them.**
 - i. Work on signage – no load zone / no parking**
 - ii. D. Myers recommends to extend lines to outside of bay doors to help with backing in. Also, make sure to communicate with each other (driver and back up person) when someone is on the outside of the bay doors. Use wireless headset when possible.**

- iii. Chief Craig recommends change to functional process and the procedural policy
 - 1. When we review policy and make revision make sure to institute tips for backing in. Also add distinction between different types of apparatus / vehicles
 - 2. Chief Craig will send out polices for review.

4. New business

- a. Incident Safety Course October 21 & 22nd - Register
<https://brassrootstraining.com/events/>
 - i. Would love to see Captains, AIC's and others attend the conference
- b. COSHA conference coming up – Phil Drew and Damon Frutos are enrolled

5. Old business

- a. Firefighter Physicals on Hold –
 - i. Working on other options
 - ii. Life Scan does NFPA physicals.
 - iii. Working with other agencies to see if we can combine forces for a solution.
 - iv. Dr. Eric Wattenburg is looking into his non-compete to see if he can provide services like he can do FFA Physicals
 - v. Work on getting bids and follow up from previous research for back up cameras. Were there cameras purchased in the past? If less than \$5K just get them installed per Chief Craig. If more than \$5K get 3 bids. Would like bids either way.
 - vi. Recommend standardizing accident report form with prompting information (tell me ...?) Follow up with SDAO.

b. Action Items

- i. Communicate with each other when backing in
- ii. Extend lines to outside bay doors

- iii. **Revise policies and create instructions and tips for backing in as well as distinction between types of apparatus/vehicles**
- iv. **Signage for stations – no parking / no loading on apron of 701.**
- v. **Standardize accident report form**

6. Other Business

- a. **Next meeting 10/17/23**

7. Adjourn

Updates to Old Business

**UPDATES TO OLD BUSINESS
10/17/2023 MEETING**

Nothing to report.

CORRESPONDENCE

None

ADMINISTRATION

**Enrolled
House Bill 2522**

Sponsored by Representatives MARSH, MORGAN, Senator SMITH DB; Representative GOMBERG, Senator FREDERICK (Pre-session filed.)

CHAPTER

AN ACT

Relating to plans for responding to fire; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) The State Fire Marshal shall:

(a) Establish a Rural Structural Fire Protection Review Committee.

(b) Appoint persons to serve on the committee as soon as practicable after the effective date of this 2023 Act.

(2) The committee:

(a) Shall conduct a comprehensive review of the provisions of ORS chapter 478 that relate to structural fire protection.

(b) May not review provisions of ORS chapter 478 that relate to forestland assessment, field burning or consultation with the State Forestry Department.

(c) Shall, based on the review described in paragraph (a) of this subsection, develop recommendations to modernize and improve the structural fire protection operations of rural fire protection districts and to make the operations more efficient.

(d) Shall report on the review described in paragraph (a) of this subsection and the recommendations described in paragraph (c) of this subsection, in the manner prescribed in ORS 192.245, to one or more relevant committees or interim committees of the Legislative Assembly on or before September 15, 2024.

SECTION 2. Section 1 of this 2023 Act is repealed on January 2, 2025.

SECTION 3. This 2023 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2023 Act takes effect on its passage.

Passed by House April 12, 2023

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Dan Rayfield, Speaker of House

Passed by Senate June 21, 2023

.....
Rob Wagner, President of Senate

Received by Governor:

.....M.,....., 2023

Approved:

.....M.,....., 2023

.....
Tina Kotek, Governor

Filed in Office of Secretary of State:

.....M.,....., 2023

.....
Secretary of State



Staff Report #SR-23-10

Issue: Unanticipated Generator Repair

Date: October 17, 2023

Initiator: Finance Manager/Executive Assistant Spor

Contact Person: Deputy Chief Craig

Background: During a recent preventative maintenance review of the Generac generator at Station 701, the maintenance tech found that the unit was overheating. The technician has recommended, based on the age and condition of the unit, to replace the radiator, water pump and fill with coolants.

Recommendation from staff: Because this an unanticipated repair that could not be absorbed in the Contract Services Facilities budget, staff recommends the Board authorize the expense from Reserved for Future Expenditures in the Building Reserve Fund.

Possible Motion: Motion to adopt Resolution 2023-2024-006 as presented.

BUDGET IMPACT

Expenditure of funds from Reserved for Future Expenditure in the Building Reserve Fund in an amount not to exceed \$10,175.76 as per Pacific Power Group Proposal #77248.



Resolution 2023-2024-006

- I. **Topic:** Unanticipated Generator Repair **Date:** October 17, 2023
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Chief Craig

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2023-2024 Fiscal Year for unanticipated costs related to buildings and maintenance of buildings and grounds; and

WHEREAS, the generator at Station 701 requires repairs as outlined in Staff Report SR-23-10; and

WHEREAS, District Board has approved staff recommendations outlined in Staff Report SR-23-10; and

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

Authorize the Fire Chief to approve the Generator Service Proposal #77248 for repairs including parts and labor for the Station 701 Generac generator, and authorize the expenditure of funds from the Building Reserve Fund for payment in an amount not to exceed \$10,175.76 as per Proposal #77248.

Resolution adopted by majority vote of the Board of Directors on this 17th day of October 2023.

Julie Spor, Clerk of the Board

PURPOSE:

To provide guidelines for attendance and leaves.

SCOPE:

The policy shall apply to all employees.

RESPONSIBILITY:

Employees shall manage the selection and ~~general~~ use of personal leave accounts with supervisor oversight. ~~It is the duty and responsibility of the~~ Deputy Chief of Operations ~~to shall~~ manage ~~the records of approved/denied vacation/holiday roster leave forms~~ for shift personnel. ~~Individuals shall manage their own personal leave accounts with supervisor's oversight and approval.~~

Personnel must complete the Time Off Request Form ~~for leave time covered under this policy~~ and have signed supervisor approval in advance of taking the leave. Sick Leave forms will need to be filled out retroactively once the individual is back on duty. ~~Any Time Off Request Forms for the month shall be attached to the employee's time sheet.~~

POLICY:

ATTENDANCE

Employees are expected to adhere to assigned work schedules. If an employee is unable to report for work on time or will be absent for the day, ~~their immediate supervisor~~ their immediate supervisor or the on-duty Shift Commander (for line personnel) must be notified and given the reason for the absence. Notification will be made by phone contact. If the absence extends for five days without proper notification, the employee may be considered to have voluntarily terminated their employment with the District.

VACATION BENEFITS

~~Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits. Part-time and temporary employees are ineligible for employer paid vacations and holidays unless otherwise stipulated by employment contract with the District.~~

The District may offer to ~~purchase, on an annual basis, vacation~~ purchase vacation credits dependent upon ~~d~~ District funds.

Vacations for shift personnel for the year ~~will~~ can be scheduled during the month of January based upon seniority. Thereafter, vacations will be approved on a first-to-apply basis. Once a vacation has been approved, it cannot be taken by another employee on a seniority basis.

Accrued and unused vacation benefits shall be paid upon termination of District employment to regular full-time employees. Vacation credits shall not accrue during any unpaid leave of absence.

~~Employees requesting more than two weeks off at one time, shall submit in writing to the Fire Chief, the dates and amount of time, no later than 30 days prior to the requested time off.~~

Probationary career employees may not take vacation during their probationary period unless the Deputy Chief of Operations determines that permitting vacation by such employee(s) will not detrimentally affect staff operations.

~~Vacation credits will be posted monthly as follows for employees:~~

Administrative Staff Vacation Accrual Schedule:

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<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
1 through 2	10 hours per month
3 through 4	11 hours per month
5	12 hours per month
6 through 7	13 hours per month
8 through 9	14 hours per month
10	15 hours per month
11 through 14	16 hours per month
15 through 19	17 hours per month
20 through 24	19 hours per month
25 through 29	20 hours per month
30+	21 hours per month

Administrative Staff Holiday Accrual Schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
<u>1 through 40</u>	<u>8 hours per month</u>

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Shift Personnel Vacation Accrual Schedule:

<u>Years of Continuous Service</u>	<u>Annual Accrual Rate</u>
1 through 2	5 shifts per year 10 hours per month
3 through 5	7 shifts per year 14 hours per month
6 through 9	9 shifts per year 18 hours per month
10 through 12	11 shifts per year 22 hours per month
13 through 15	12 shifts per year 24 hours per month
16 through 19	14 shifts per year 28 hours per month
20 through 24	16 shifts per year 30 hours per month
25+	17 shifts per year 34 hours per month

Shift Personnel Holiday Accrual Schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
<u>1 through 40</u>	<u>8 hours per month</u>

Maximum vacation accrual is 360 hours at an employee's anniversary date. Hours in excess of 360 shall be forfeited or may be directed as time off or paid ~~in~~ the District's discretion on the employee's anniversary date unless purchased by the District. For this purpose, ~~the~~ anniversary date is the full-time date of hire.

~~Normally, vacation/holiday time for shift personnel will not be authorized in less than twelve (12) hour segments. However, the Deputy Chief of Operations has the authority to modify this when shift operations will not be unduly compromised by the action.~~

~~Normally vacation/holiday time for shift personnel will not be authorized in less than twelve (12) hour segments. However, the Chief Officer has the authority to modify this when shift operations will not be unduly compromised by the action.~~

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HOLIDAYS

Regular Holidays: Regular full-time employees ~~except personnel assigned to shift scheduled assigned to a 40-hour~~ workweek, shall earn ~~one 8-hour shift~~ per month that shall be in lieu of holiday and personal days. ~~The Fire Chief may authorize 40-hour personnel to work a holiday. 40-hour personnel working a holiday shall be compensated at their straight time rate. 40-hour employees may use holiday leave for recognized holidays or choose to work the holiday and use the leave at a later date.~~

~~All 40-hour personnel must use the 9 holiday days within the calendar year. Because the policy manual and past practice has provided these days to be used at the individual's discretion, this practice will continue. 40-hour employees may be authorized to work on a holiday and utilize the earned holiday time at a later date within the calendar year. An exception to this rule is when the Fire Chief authorizes straight time compensation for 40-hour personnel for working a holiday when working the holiday is an operational need or requirement.~~

~~40-hour employees may not carry more than 3 of the 12 earned 8-hour holiday days into the next calendar year. The 3 earned holiday days that can be carried are considered personal days and may be carried as long as the employee desires. An example of the carry-over policy when the employee has a balance of 3 days carried from the previous year. If the employee chooses not to take an additional 3 days (personal days) in the following year, the employee's total balance at the end of that year will be 6 days. (There is questions about why 40 hr personnel are able to carry over holiday hours year to year but not the shift personnel) 40-hour employees may carry up to three unused holidays into the following year. Unused holiday time can accumulate year-to-year. Maximum accrual may not exceed three days per year of service.~~

Shift personnel shall be compensated for four (4) holidays worked annually. Compensation will be at the employee's straight time rate. Shift personnel shall accrue 8 hours of holiday each month. Shift personnel are eligible to take up to 96 hours (4 days) in 24 hour increments any time during the July 1 through June 30 period. Any holiday time taken and owed (not yet earned) during the year will be deducted from any termination check. Any time earned and not taken of the 96 hours earned each year will be paid for at straight time with the June paycheck.

Recognized holidays are:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

SICK LEAVE

~~Sick leave will be provided to regular full-time employees and shift personnel and will accrue~~ Regular, full-time employees accrue sick leave at a rate of fourteen (14) hours per month with no maximum accrual. Part-time and temporary employees shall ~~earn 1 hour of sick leave for every 30 hours worked~~ accrue sick leave as outline in ORS 653.601-653.661 and OAR 839-007. Part-time and temporary employees' maximum sick leave accrual shall be 80 hours. Sick leave is not intended to be used as vacation or extension of vacation.

Employees who are unable to report to work due to personal illness or injury, or an immediate family member's illness or injury, must contact their immediate supervisor ~~or on duty Shift Commander (for line personnel) within 30 minutes of their scheduled starting times~~ soon as they know they will be unable to report to work. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work.

All unused sick leave benefits accumulate from year to year. Employees are not paid for unused sick leave upon employment termination. ~~Unused sick leave benefits will be reported to PERS upon an employee's separation from the District where applicable. Up to one-half of total hours of accumulated sick leave will be credited to an individual's PERS account upon retirement. For personnel covered by OPSRP, sick leave hours are not counted for retirement credit purposes.~~

Personnel who deplete their sick leave may request to use accrued vacation time until such time as that is exhausted.

Personnel may utilize sick leave to attend to medical or dental appointments. If sick leave is used, it must be documented on the individual's timesheet.

BEREAVEMENT LEAVE

In addition to regular sick leave, an employee shall be granted one scheduled shift or up to three (3) 8-hour days leave of absence with full pay in the event of the death of an immediate family member. If additional time is needed, it may, with approval of the Fire Chief, be credited against accrued sick leave.

"Immediate family member" is defined as: A member of the employee's household, the child or dependent of the employee or employee's spouse, and the parent, grandparent or sibling of the employee or the employee's spouse.

SISTERS-CAMP SHERMAN RFPD

CHAPTER 3; SUBJECT 1

PERSONAL LEAVE

DATE: 07/13/2023-10/15/2019

BOOK 2 – ADMINISTRATION

CODE: 2-3-1

PAGE 6 OF 8

JURY DUTY

The District will grant time off with pay to employees required to serve on a jury. All pay received for serving as a juror while on duty, except mileage reimbursement, must be remitted to the District. Day personnel will report for duty for the remainder of the day if released from jury service two (2) hours or more before the end of their regular work day. Shift personnel will report for duty for the remainder of their shift if released from jury service on or before 1900 hours. ~~(Damon suggested adding in the ability to take leave (presumably sick time) if your spouse has jury duty and your left with no childcare options other than taking time off.)~~

WITNESS FEES

If an employee is called as a witness in a legal proceeding, the employee shall notify the ~~department head~~ Fire Chief. Arrangements will be made to reassign work and time off will be granted. -Employees serving as witnesses: if the employee is called as a witness as a result of the employee's activities for the District and as other than plaintiff in an action against the District, the employee will pay the District the payments received for witness fees, except mileage when using a personal vehicle, and will be paid their regular wages. Employees are expected to report for work at the District when they are required to appear for a partial day's service.

MATERNITY/PATERNITY LEAVE (This section needs updated based on recent law changes) (add paternity leave section??)

Disability or illness caused by pregnancy will be treated the same as any other temporary physical condition requiring time off from work.

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An expectant mother may continue to work as long as she performs her job satisfactorily, attends work regularly, and is physically able to perform her job. She should leave work when her doctor advises her to do so; and her leave should be coordinated with her supervisor. The portion of her leave during which she is unable to work for physical reasons will be covered under the District's standard employee sick leave program.

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Additional unpaid personal leave for maternity, up to three months, may be arranged with the Fire Chief's approval, where work circumstances permit.

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When the situation meets the criteria, the District will always comply with the Oregon and Federal Family Medical Leave Acts.

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OFLA applies to employers with 25 or more employees in Oregon. FMLA applies to employers with 50 or more employees in the United States. The District will comply with OFLA and FMLA if it meets those criteria for eligibility.

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Disability or illness caused by pregnancy will be treated the same as any other temporary physical condition requiring time off work.

An employee who becomes pregnant is responsible, with the advice of their physician, to determine how long they can continue working in their emergency response shift position before requesting temporary light-duty. The District reserves the right to send any employee, at District expense, for an independent medical evaluation, to determine fitness for duty. Please refer to Policy 2-3-4 regarding light duty. The portion of leave during which an expectant mother is unable to work for physical reasons will be covered under the District's standard employee sick leave program.

Paid Leave Oregon benefits are available to eligible employees requesting time off for maternity/paternity reasons. Please refer to Policy 2-3-5 for information on Paid Leave Oregon.

Additional unpaid personal leave for maternity/paternity, up to three months, may be arranged with the Fire Chief's approval, where work circumstances permit.

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MILITARY LEAVE

Upon application, the District will grant military leave in accordance with ORS 408.290.

UNPAID LEAVE OF ABSENCE

- A. General. Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. ~~(Damon suggested up to 6 months with a temporary employee back filling)~~ Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.
- B. Requests. Requests must be submitted in writing and must be approved in writing by the ~~employee's department head~~ Fire Chief before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the ~~supervisor~~ Fire Chief before the extended period of leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.
- C. Status of Employee Benefits During Personal Leave. Health-related benefits may continue at the employee's expense, with premiums being paid to the District on the first day of each month. Benefits will resume at District's expense on the first day of the month following an employee's return from unpaid leave. If that date is the first working day of the month, benefits will resume on that day. No vacation, personal or sick leave will accrue during the period of unpaid leave. Accruals will resume on the first day the employee returns to regular status with the District.

PURPOSE:

This policy is to establish guidelines and set responsibility for time trades between shift employees. Trade time is a privilege that must not be abused.

SCOPE:

This procedure applies to all trades occurring during forty-eight (48) hour tours.

RESPONSIBILITY:

Shift Commanders are responsible to monitor trade time use.

POLICY:

Time trades must not create an adverse financial impact upon the ~~Department~~District. Trade times shall not incur overtime.

The following rules are to be used as guidelines for time trades:

1. All time trades ~~of over four (4) hours~~ must be approved by the affected shift commander. Trades between Shift Commanders must be approved by a chief officer. ~~All trade requests must~~should be approved at least twenty (20) shift hours in advance (by 1200 hours the shift before the trade). ~~(Damon suggested removing this requirement?)~~ Although the affected officers may grant exceptions, deviations from this requirement will be the exception rather than the rule. ~~Trades of less than four (4) hours may be approved by the affected company officer, but still must be entered properly on the shift trade form.~~
2. For a time trade to be approved, the person accepting the trade must be qualified to work the position assigned at the time of the request or minimum staffing needs to be maintained for the affected shifts. If a trade requires a move-up of other personnel to work in a higher classification, this move-up ~~will be voluntary by the affected parties and there will be no~~will result in AIC be voluntary by the affected parties and there will be no compensation as a result for as a result for the time working up. Trades involving a move-up must additionally be cleared with the affected personnel.
3. ~~Probationary employees within their first six (6) months of employment will be allowed to initiate trade time only in the event of an emergency, or other extraordinary circumstances. After their first six (6) months, and during the remainder of their probationary period, they will be allowed to initiate trade with other non-probationary employees. Probationary employees may not owe, or be owed, more than 24-hours of trade time at any given time. A~~

~~nonprobationary employee may initiate a trade with a probationary employee in the first 6 months of that employee's probation as long as minimum staffing requirements are met and no other nonprobationary employees are able to do the trade.~~

- ~~3.~~
4. Time trades initiated for the purpose of generating "outside income" will not be granted.

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~~"OUTSIDE INCOME" DEFINED: Employment, activities, or transactions of any kind (other than real estate sales involving an individual's private dwelling), that generate direct or indirect compensation.~~

~~When questions arise regarding definition, they should be directed to an individual's supervisor, who in turn may seek clarification from the Deputy Chief of Operations. This should help ensure consistency in enforcing the rule.~~

~~EXCEPTION: Time trades will be granted for personnel who have agreed to teach fire service related classes (EMS, HAZMAT, WATER RESCUE, etc.).~~

- ~~5.4.~~ These rules do not apply to personal leave time (vacation).
- ~~6.5.~~ Extended trade time for fire science courses or courses beneficial to the District may be allowed after the request is made to, and approved by, the individual's assigned supervisor. It is the responsibility of the person initiating the trade to ensure that it is properly entered and approved on the trade form.
- ~~7.6.~~ In the event of an emergency or extraordinary circumstance, these rules may be waived by a Chief Officer.
- ~~8.7.~~ It will be the responsibility of the person initiating the trade to ensure the following:
- A. The person working the trade has agreed to do so.
 - B. That all requests have been made, and approved.
- ~~9.8.~~ An approved trade is the responsibility of the party working the trade. They are the sole responsible party, and it is up to that person to make the necessary contacts to meet the needs of the trade. If for some reason the person is unable to work the trade and has notified the appropriate supervisor, the following will result:

- A. For changes that occur after 1200 hours of the shift before the day of the scheduled trade: The employee working the trade who is unable to work will be charged for the number of hours the trade was scheduled for from the appropriate leave balance.
- B. For changes that occur with trades twenty (20) shift hours or more from the time the trade is to occur: It will be the responsibility of the person working the trade, to cover the trade, and provide the proper coverage for his/her work obligation.

- ~~9. Once a trade time has been approved, the participating employees are responsible to fulfill the obligations of the employee they are working for. If an employee is unable to report to work during a scheduled trade time shift due to sickness or injury, their leave balance will be charged for the time not worked.~~
- ~~10. If the trade fails to report for duty and other trade arrangements cannot be made, personal leave balances of the person that failed to report will be charged the number of hours the trade was scheduled for. Additionally, the person may be subject to discipline.~~

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~~Trades which are not covered due to illness or other absence shall not incur additional cost to the department.~~

~~Possibly remove 9-10 and replace with:~~

- ~~11. Once a trade time has been approved, the participating employees are responsible to fulfill the obligations of the employee they are working for. If an employee is unable to report to work during a scheduled trade time shift due to sickness or injury, their leave balance will be charged for the time not worked.~~

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PRESIDENT'S REPORT

FIRE CHIEF'S REPORT

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

I. FIRE ACTIVITY STATUS:

There are no current fires impacting the District, and recent rain showers have allowed the District to open outdoor debris burning.

II. NOTEWORTHY OPERATIONAL EVENTS:

We continue to have spikes in the number of medical emergencies on a day-to-day basis. Career and volunteer staff are doing an exceptional job of managing these spikes in service demand.

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. Oregon Fire Chiefs Association board meeting.
- c. Shift Commander coordination meeting.
- d. State Interoperability Executive Council meeting.
- e. Multiple meetings with the State Fire Marshal regarding HB 2522 implementation.
- f. Oregon Fire Chiefs Association legislative stakeholder coordination mtg.
- g. Central Oregon Fire Chiefs meeting.
- h. Western Fire Chiefs wildfire policy meeting.
- i. OR-Alert governance committee meeting.
- j. Sisters Country wildfire coordination meeting.
- k. Sisters fire officers meeting.
- l. Oregon Statewide Communication Interoperability Plan (SCIP) mtg.
- m. Kiwanis Foundation Board mtg and installation dinner.
- n. Vision Implementation Team Executive Committee mtg.

IV. SPECIAL PROJECTS UPDATE:

1. We are transitioning Firefighter EMT/Community Risk employee, Steven Lord, to half-time operations duties and half-time community risk reduction duties.
2. We are making progress on our organizational goals for the year and I will provide an update at the Board mtg.

3. We continue to have funding remaining in our seasonal firefighter grant program. We will continue to offer part-time employment opportunities during the fall, until grant funds are expended.
4. The fire station volunteer recognition ceremony will be October 27 at 2:00 P.M. at Station 701.
5. We received two unsolicited grants in the past month. One grant was from Ken and Ginger Harrison for \$5,000 which was earmarked to support Association community projects. The other grant was received from the Rumberger Foundation for \$20,000 with \$5,000 earmarked for the incident support unit and \$15,000 for operational equipment needs.
6. Last legislative session HB 2522 was passed and signed into law. The bill required the Office of State Fire Marshal to create a task force to review Oregon statutes related to rural fire protection districts and make recommendations for changes for modernization. The task force must report recommendations to the legislature by September of 2024. I have been asked to chair this important task force. The task force will meet monthly and will begin work on October 30, 2023. The work of the task force will directly impact the fire district for several decades.

V. VOLUNTEER STATUS:

We have a new volunteer recruit academy in process at this time with five volunteers attending the training.

VI. OTHER:

FIRE SAFETY MANAGER REPORT

To be provided on Monday 10/16/23

OTHER BUSINESS
