



AGENDA

Notice of Regular Meeting of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District November 21, 2023 – 5:00 p.m.

- 1. Open the Regular Meeting**
- 2. Consent agenda**
 - a. Administrative Summary
 - b. October 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 - None
- 3. Correspondence**
 - a. Thank You Letter - Doar
- 4. Administration**
 - a. USFS Draft Letter of Support
 - b. Policy Updates
 - i. 2-3-2 Comp/Flex Time
 - ii. 2-3-4 Light Duty
 - iii. 2-4-1 Employee Performance Reviews
 - iv. 2-4-2 Guidelines for Conducting Performance Reviews
 - v. 2-8-1 Division of Duties
 - vi. 2-8-2 Cash Receipts
 - vii. 2-8-3 Cash Disbursements
 - viii. 2-8-5 Petty Cash
 - ix. 2-8-6 Purchasing
- 5. President's Report**
 - a. WFCR Recruitment Update
- 6. Fire Chief Report**
- 7. Fire Safety Manager report**
- 8. Other business**
 - a. President Miller – OFDDA expense reimbursement
- 9. Adjourn meeting**

CONSENT AGENDA

Administrative Summary for Consent Agenda

October 2023 Data

Minutes – No changes or additions.

Revenue & Expenditure Dashboard Report

- Target goal for this period is 33% of budgeted revenue and expenditures. Revenue is at 45% of budget. Expenditures overall are tracking at 33% of budget.

Operations Overview Dashboard Report

- EMS transports increased 11% over last year at this same time. There were five fire responses in October.
- Total calls decreased from last month to almost 15% (132 calls) in October, and are down almost 16% over this same time last year.
- Total calls year-to-date have increased almost 24% over last year.
- A total of 18 7PC's were called in October and there were no move-ups requested by the District in October. There were 22 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 \$2,399,204.55 at the end of October. The interest rate increased to 4.9%. 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 \$71,089.95.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of October balances with the bank and totals \$39,548.53.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at the end of October balances with the bank and totals \$16,726.91.

Operating Fund Summaries

Revenue

- Interest for the LGIP continues to increase and is at 66% of budgeted revenue for October
- The District received payment for the conflagration response to the Golden Fire in October.

Expenditures

- Overall tracking within budget.

Balance Sheets

- Deferred Compensation liability will be cleared as soon as new enrollees are eligible for deposit.
- 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: 15917 to Carlson Sign.** New Distinguished Volunteer Service station plaques for each station plus installation.
- **Check number: 15929 to Life-Assist.** Final purchases of medical equipment related to the AFG Grant EMW-2021-FG-05203.
- **Check number: Multiple (15950, 15953, 15984, 15988).** Resident Volunteer mileage & food reimbursements were increased \$50 in July (from \$350 to \$400 per month) and resident volunteers initially submitted their original reimbursement amount. These checks make them whole at \$400 per month.
- **Check number: Multiple (15962, 15963, 15965, 15970, 15974, 15975, 15981, 15985).** Several new employees had a Paychex error withholding Paid Leave Oregon tax. This tax is paid by the employer and therefore affected employees needed to be refunded.
- **Check number: 700031 to US Bank – Visa.** Repair to 2006 Chevy pickup from a backing incident in July 2023. Insurance had reimbursed the costs of the repair less the \$1,000 deductible.

Adjusting Journal Entries

- Entry to transfer funds from the Equipment Reserve Fund for final AFG grant purchases per Resolution 2023-2024-003 as approved by the Board of Directors.
- Entry for ambulance receivables to actual.

Ambulance Report - Total of 61 transports for October.

Engine Response Report – No new payments for October and three new charges.



**Minutes of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
October 17, 2023**

Quarterly Financial Check-In: Prior to the start of the regular board meeting, the Finance Manager met with Directors Schulz and McGowan to perform the quarterly financial review as per policy 2-8-1. Items to note include the following: The finance manager noted that the payroll processing company (Paychex) had made an error on the Paid Leave Oregon tax that affected the quarterly payroll reports for two periods. Paychex has corrected the affected quarterly reports and resubmitted them to the State of Oregon. A Board goal for this fiscal year is to review Book 2 policies. The finance manager notes that the financial policies are being reviewed and updated to reflect current duties after the part-time contract finance manager's retirement. No other items to note.

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 attending: Chief Johnson, Chief Craig, Finance Mgr./Executive Asst. Spor, Chief Puller, and Captain Meredith. Guests: Ian Reid, District Ranger (USFS) and Andrew Myhra, Fire Management Officer (USFS).

- 2. USFS Presentation.** District Ranger Ian Reid and Fire Management Officer Andrew Myhra from the Sisters Ranger District attended the meeting to make a presentation regarding the Green Ridge Project. The Sisters Ranger District is soliciting letters of support for the project and has asked the Board to consider it. After the presentation concluded Reid and Myhra left the meeting. The Board had some discussion and ultimately decided to task President Miller with working on a draft generic letter of support for fuels reduction projects that help reduce wildfire risk to the community. This will be presented to the Board prior to the next meeting.

3. Consent Agenda.

- a. ***Unanimously approved the Consent Agenda as presented. Motion by Director Herrmann, Director McGowan second.***
 - i. Discussion items:
 1. Director McGowan asked Chief Johnson to provide an overview of the employee's health insurance benefit for the newer Board members.
 2. Director Miller inquired about the Safety Committee minutes and the backing accidents discussed within them. Chief Craig responded there have been no new accidents involving District apparatus since those two reported incidents.

4. Correspondence. None.

5. Administration.

- a. **House Bill 2522.** Chief Johnson provided some information regarding HB 2522. He will be doing some work on this Bill, which will include recommended legislative action in September 2024. He will continue to work on this Bill after retirement.

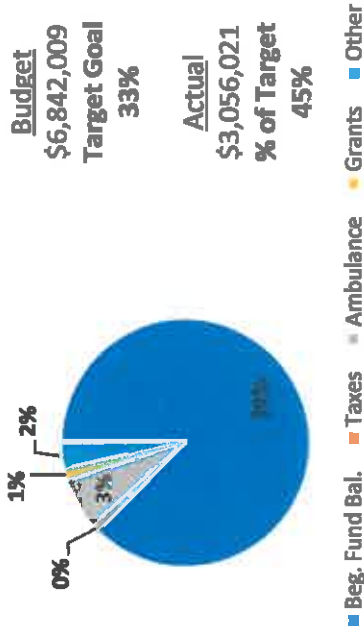
- i. The Board noted, for the record, their appreciation to Chief Johnson for the immense amount of volunteer work he participates in as well as his diligence and spirit of volunteerism.
 - b. **Staff Report:** The Board reviewed Staff Report SR-23-10 regarding an unanticipated generator repair. Director Cooper inquired about the high cost of the repair and whether or not other bids had been received. Chief Craig said this vendor is the approved dealer for our generator and that the parts could be sent out for repair/rebuild, but it would take the generator out of service for a while during a period of time that the District would likely need it most. Director McGowan also inquired about the life of the generator. Chief Craig responded the District is right in the middle of a significant power generator project and has filed for grants to help with the project in both Deschutes and Jefferson counties. While there is no definitive life left, Chief Craig feels there is a lot of life left and is well worth the cost of the repair.
 - i. ***Unanimously approved Staff Report SR-23-10 as presented. Motion by Director McGowan, Director Schulz second.***
 - c. **Resolutions:**
 - i. ***Unanimously approved Resolution 2023-2024-006 authorizing the Fire Chief to approve the Generator Service Proposal #77248 for repairs, including parts and labor, for the Station 701 Generac generator, and authorizing the expenditure of funds from the Building Reserve Fund for payment in an amount not to exceed \$10,175.76 as per said proposal. Motion by Director McGowan, Director Herrmann second.***
 - d. **Policy Updates: 2-3-1 and 2-3-3.**
 - i. ***Unanimously approved updates to policies 2-3-1 and 2-3-3 as presented. Motion by Director Cooper, Director Herrmann second.*** Book 2 policy review is part of the 2023-2024 Board Goals. Staff will be reviewing and presenting policies to the Board over the next eight months.
 - e. **Quarterly Goal Tracker:** Chief Johnson provided a quarterly update on the Board goals for the year. The heart of summer is a difficult time to make a lot of progress on goals traditionally, however, the Board can expect to see a lot of progress in October through May.
6. **President's Report.**
 - a. The Fire Chief Recruitment subcommittee (Directors Schulz and Miller) will be meeting with the Western Fire Chiefs Recruitment team in November to do a debrief on the confidential recruiting process. The Board subcommittee will report back as they learn more.
 - b. President Miller has signed up for the OFDDA Oregon Fire Service conference and advised the Board to work with FM Spor to sign up if interested.
7. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month.
8. **Fire Safety Manager Report.** FSM Puller provided an overview of his report.
9. **Other Business.** None.
10. No further business was discussed and the meeting adjourned at 6:34 p.m.

Respectfully submitted by,

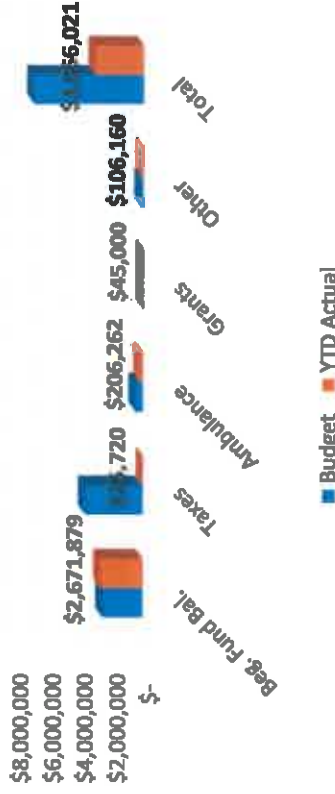
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF OCTOBER 31, 2023

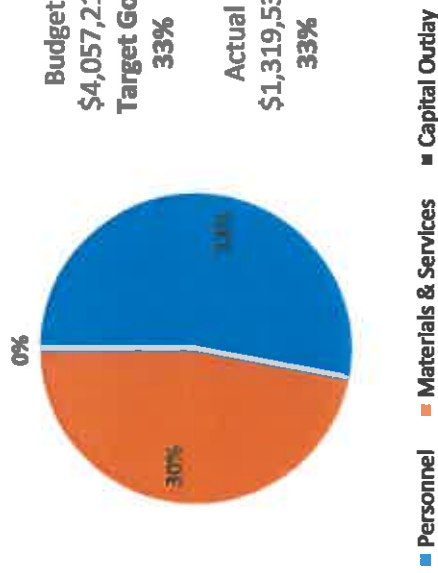
23/24 Actual Revenue as % of Budget



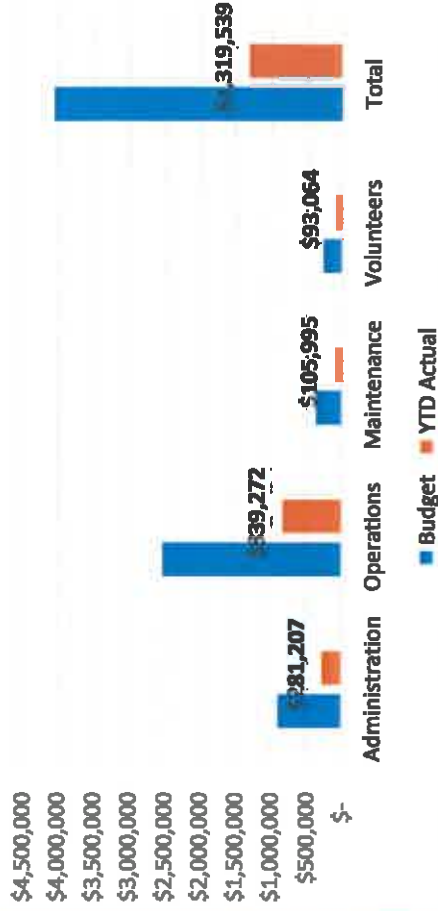
Budget vs. Actual Revenue - Year to Date



23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

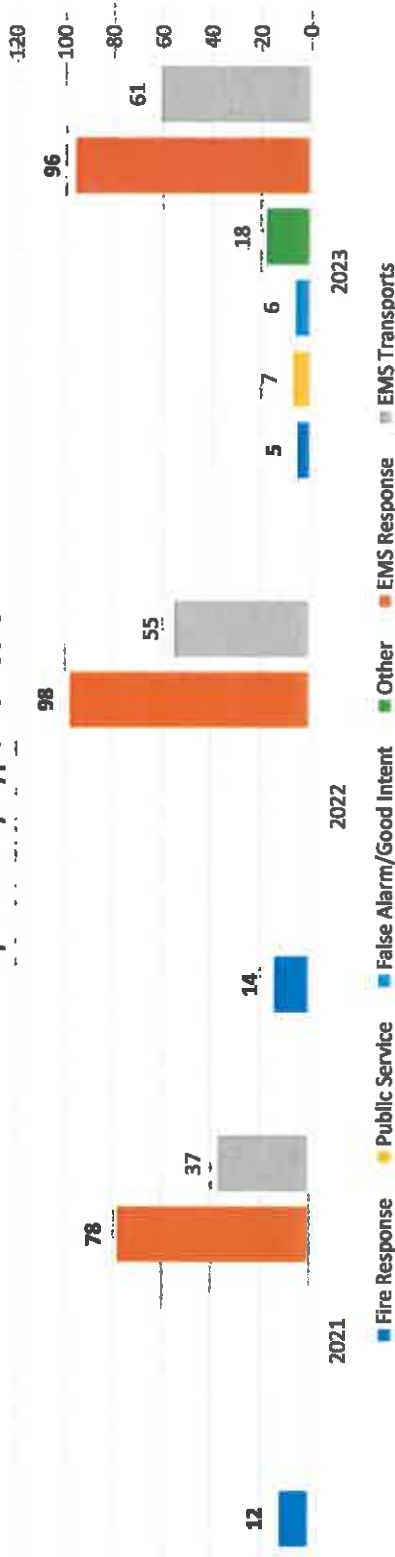


Total Revenue - 3 Years
As of October 31, 2023

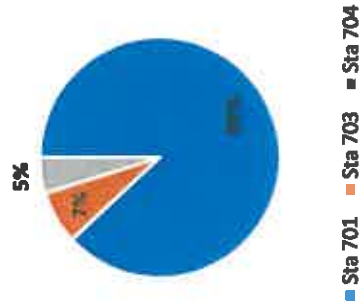


OPERATIONS OVERVIEW - AS OF OCTOBER 31, 2023

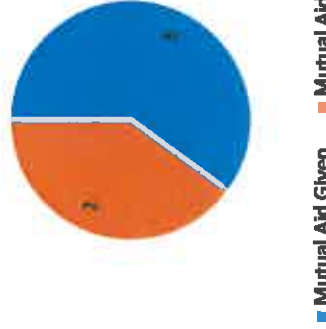
Responses by Type - 3 Years



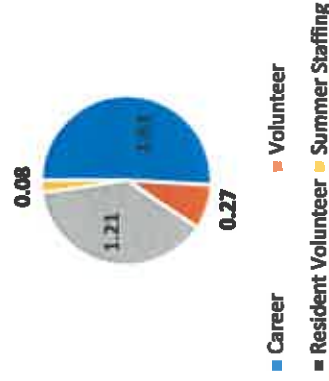
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

22

Callback Overview

Personnel Callbacks (7PC's) = 18
 7PC's Staffed with ALS Staffing = 11
 7PC's Staffed with Engine Staffing = 9
 Move-Ups = 0

Ave Personnel on Standby

2.17

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	80,740.45	Book Balance Previous Month:	65,928.24
Outstanding Deposits:	6,403.28	Total Receipts:	263,188.79
Outstanding Checks:	70,418.82	Total Disbursements:	312,390.12
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	16,726.91	Book Balance:	16,726.91

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
89	6,042.57	144	108.31	147	252.40			
							Total:	6,403.28

Deposits cleared: 63 items Deposits Outstanding: 3 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	
1	39,184.81	15963	12.60	15978	5,341.25	15994	59.80	
15192	218.43	15965	8.25	15979	224.81	15995	400.00	
15830	200.00	15968	50.00	15980	42.57	15996	555.00	
15876	177.00	15967	53.71	15982	149.75	15997	400.00	
15913	85.00	15968	12.03	15985	43.17	15998	404.37	
15924	125.04	15970	1.34	15988	180.10	15999	95.00	
15928	100.00	15973	448.07	15987	948.49	16000	1,499.12	
15957	450.00	15974	17.57	15991	800.00	16001	658.86	
15959	100.00	15975	3.79	15992	1,518.44	16002	400.00	
15981	395.00	15977	4.70	15993	13,581.25	16003	1,487.80	
							Total:	70,418.82

Checks cleared: 108 items Checks Outstanding: 40 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

3233 TRN 6480 S Y ST01

Account Number:
1 697 0095 8849
Statement Period:
Oct 2, 2023
through
Oct 31, 2023

000188829 01 AB 0.537 000638586589474 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 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

Member FDIC

U.S. Bank National Association

Account Number 1-697-0095-8849

Account Summary

Beginning Balance on Oct 2	\$	172,554.58	Interest Paid this Year	\$	310.70
Customer Deposits	4	7,126.98	Number of Days in Statement Period		31
Other Deposits	53	249,858.53			
Other Withdrawals	8	205,410.34-			
Checks Paid	98	143,189.30-			
Ending Balance on Oct 31, 2023	\$	80,740.45			

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount	
	Oct 17	8314883558	885.75		Oct 26	8913009453	403.00	
	Oct 23	8015480553	5,788.23		Oct 30	8015083987	50.00	
Total Customer Deposits							\$	7,126.98

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Oct 2	Electronic Deposit From STRIPE REF=232750076979040N00	1800948598TRANSFER ST-14T5R0C4T9N5	\$ 145.35
Oct 2	Electronic Deposit From Regence BCBC REF=232750076979040N00	5930240158-CC-CLAIMPMT17PPLK0000	809.52
Oct 2	Electronic Deposit From NORIDIAN WAORAK REF=232720078472880Y00	9262326076HCCLAIMPMT1245231760	809.52

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001080

Bank Account Number: 153995237070

Bank Statement Balance:	39,548.53	Book Balance Previous Month:	38,538.63
Outstanding Deposits:	.00	Total Receipts:	1,154.00
Outstanding Checks:	.00	Total Disbursements:	144.10
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	39,548.53	Book Balance:	39,548.53

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 1 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

Account Number:
1 536 9523 7070

3233 IMG 6480 S Y ST01

Statement Period:
Oct 2, 2023
through
Oct 31, 2023



000188546 01 AB 0.537 000838586589391 P Y
SISTERS-CAMP SHERMAN RURAL
FIRE PROTECTION DISTRICT
OPERATING FUND
PO BOX 1609
SISTERS OR 97759-1609

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Internet: usbank.com

NEWS FOR YOU

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INFORMATION YOU SHOULD KNOW

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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.

GOLD BUSINESS CHECKING

Member Since

U.S. Bank National Association

Account Number 1-536-9523-7070

Account Summary

	# Items	\$	
Beginning Balance on Oct 2		\$	38,538.63
Other Deposits	1		1,154.00
Other Withdrawals	1		144.10-
Ending Balance on Oct 31, 2023		\$	39,548.53

Other Deposits

Date	Description of Transaction	Ref Number	\$	Amount
Oct 13	Electronic Deposit REF=232850112506810N00	From Centene Manageme 1391864073ACH 008765433514	\$	1,154.00
Total Other Deposits			\$	1,154.00



Account Statement - Transaction Summary

For the Month Ending October 31, 2023

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

Oregon LGIP

Opening Balance	2,560,782.56
Purchases	13,422.09
Redemptions	(175,000.10)

Closing Balance	\$2,399,204.55
Dividends	10,338.93

Asset Summary

Oregon LGIP	October 31, 2023	September 30, 2023
	2,399,204.55	2,560,782.56
Total	\$2,399,204.55	\$2,560,782.56

0	
+	722,849.99
+	400,650.52
+	199,781.37
+	1,075,922.67
*	2,399,204.55

LAIP
Employment
Buildings
Equipment
Balance Sheet

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		09/30/2023 (09/23) Balance	.00 *	.00 *	878,014.71
CD	1	LGIP ACH Redemption Fees		.10-	
CR	1	Deschutes County Property Tax Collection	2,702.35		
CR	7	Jefferson County Property Tax Collection	380.81		
CR	14	Accrual Income Div Reinvestment Distributions	10,338.93		
CRUS	37	Transfer from LGIP to Checking Bills/Payroll		175,000.00-	
JE	1	Transfer from EQRF for Final AFG Grant Purchases	8,413.29		
		10/31/2023 (10/23) Period Totals and Balance	19,835.38 *	175,000.10- *	722,849.99

Number of transactions: 6 Number of accounts: 1

Debit	Credit	Proof
19,835.38	175,000.10-	155,164.72-

Total GENERAL FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		09/30/2023 (09/23) Balance	.00 *	.00 *	400,650.52
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	400,650.52

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				
		09/30/2023 (09/23) Balance	.00 *	.00 *	199,781.37
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	199,781.37

Number of transactions: 0 Number of accounts: 1

Total BUILDING RESERVE FUND:

Debit	Credit	Proof
.00	.00	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070		Equipment Fund			
		09/30/2023 (09/23) Balance	.00 *	.00 *	1,082,335.98
JE	2	Transfer from EGRF for Final AFG Grant Purchases		6,413.29-	
		10/31/2023 (10/23) Period Totals and Balance	.00 *	6,413.29- *	1,075,922.67

Number of transactions: 1 Number of accounts: 1

Debit

Credit

Proof

Total EQUIPMENT RESERVE FUND:

.00

6,413.29-

6,413.29-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total REVENUE:

Number of transactions: 7 Number of accounts: 5

Debit	Credit	Proof
19,835.36	181,413.39-	161,578.01-

Grand Totals:

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)
October 31, 2023

Account: 70001030

Bank Account Number: 153895237351

Bank Statement Balance:	71,089.95	Book Balance Previous Month:	70,821.59
Outstanding Deposits:	.00	Total Receipts:	468.38
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	71,089.95	Book Balance:	71,089.95

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



For the Month Ending October 31, 2023

Account Statement - Transaction Summary

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

Asset Summary			
	October 31, 2023	September 30, 2023	
Oregon LGIP	71,089.95	70,621.59	
Total	\$71,089.95		\$70,621.59

Oregon LGIP	
Opening Balance	70,621.59
Purchases	468.36
Redemptions	0.00

Closing Balance	\$71,089.95
Dividends	294.74

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	3,558,994.00	3,558,994.00-	.00
1-01-0-40200	Property Taxes-Prior	3,080.58	3,077.97	26,720.27	50,000.00	23,279.73-	53%
1-01-0-41100	Ambulance Revenue	47,970.11	51,471.20	205,107.67	450,000.00	244,892.33-	46%
1-01-0-41110	GEMT Ambulance Revenu	1,132.00	1,154.00	1,154.00	40,000.00	38,846.00-	3%
1-01-0-41200	Other Fees for Service	3,154.12	855.00	6,485.00	11,858.00	5,371.00-	55%
1-01-0-42100	Fire Med Subscriptions	1,285.00	1,050.00	4,788.75	15,000.00	10,211.25-	32%
1-01-0-43100	Interest Income	4,188.49	10,361.62	49,254.54	75,000.00	25,745.46-	66%
1-01-0-44100	Grant Revenue	.00	.00	45,000.00	40,500.00	4,500.00	111%
1-01-0-44200	Donations Received	15,450.00	940.10	31,099.31	10,000.00	21,099.31	311%
1-01-0-44300	Conflagration Income	.00	6,544.66	6,544.66	50,000.00	43,455.34-	13%
1-01-0-45000	Misc Revenue	2,021.71	4,766.88	7,987.84	10,100.00	2,112.16-	79%
1-01-0-49999	Beginning Working Capital	.00	.00	2,671,878.19	2,532,559.00	139,320.19	106%
Total GENERAL FUND REVENUE:		78,289.99	80,241.43	3,058,021.23	6,842,009.00	3,785,987.77-	45%
GENERAL FUND Revenue Total:		78,289.99	80,241.43	3,058,021.23	6,842,009.00	3,785,987.77-	45%
Net Total GENERAL FUND:		78,289.99	80,241.43	3,058,021.23	6,842,009.00	3,785,987.77-	45%

Account Number	Account Title	2022-23		2023-24		% of Budget
		Prior YTD Actual	Current Period Actual	Current YTD Actual	Current Year Budget	
GENERAL FUND						
	Total ADMINISTRATION DEPARTMENT:	205,880.18	48,518.39	245,453.42	640,279.00	394,825.58 38%
	Total OPERATIONS DEPARTMENT:	740,250.43	188,764.98	755,857.27	2,336,517.00	1,580,859.73 32%
	Total MAINTENANCE DEPARTMENT:	3,840.95	1,405.00	6,429.81	26,775.00	20,345.19 24%
	Total VOLUNTEERS DEPARTMENT:	26,584.89	.00	3,900.00	17,872.00	13,972.00 22%
	GENERAL FUND Expenditure Total:	976,336.43	218,688.35	1,011,440.50	3,021,443.00	2,010,002.50 33%
	Net Total GENERAL FUND:	976,336.43-	218,688.35-	1,011,440.50-	3,021,443.00-	2,010,002.50- 33%
	Net Grand Totals:	976,336.43-	218,688.35-	1,011,440.50-	3,021,443.00-	2,010,002.50- 33%

Account Number	Account Title	2022-23	Current Period Actual	Current YTD Actual	2023-24	% of Budget
		Prior YTD Actual			Cur Year Budget	
GENERAL FUND						
	Total ADMINISTRATION DEPARTMENT:	39,490.25	6,646.80	35,753.57	251,742.00	215,988.43 14%
	Total OPERATIONS DEPARTMENT:	49,740.29	9,232.21	83,615.12	192,025.00	108,409.88 44%
	Total MAINTENANCE DEPARTMENT:	73,534.38	38,973.24	99,565.80	341,799.00	242,233.40 29%
	Total VOLUNTEERS DEPARTMENT:	54,518.10	32,014.03	89,164.48	250,205.00	161,040.54 38%
	GENERAL FUND Expenditure Total:	217,283.00	86,865.28	308,098.76	1,035,771.00	727,672.25 30%
	Net Total GENERAL FUND:	217,283.00-	86,865.28-	308,098.76-	1,035,771.00-	727,672.25- 30%
	Net Grand Totals:	217,283.00-	86,865.28-	308,098.76-	1,035,771.00-	727,672.25- 30%

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:	1,200.00	.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:	11,821.20	.00	.00	.00	.00	.00
	Net Total GENERAL FUND:	11,821.20-	.00	.00	.00	.00	.00
	Net Grand Totals:	11,821.20-	.00	.00	.00	.00	.00

SISTERS-CAMP SHERMAN
BALANCE SHEET
OCTOBER 31, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	722,849.99	
1-00-0-1080	US BANK OPERATING ACCT	39,548.53	
1-00-0-1081	US BANK OPERATING ACCT 2022	16,726.91	
1-00-0-1099	PETTY CASH	383.72	
1-00-0-1103	NOTE RECEIVABLE	40,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	230,180.51	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	(115,242.43)	
1-00-0-1440	PREPAID EXPENDITURES	785,635.00	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,081.89	
	TOTAL ASSETS		<u><u>1,775,104.12</u></u>

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2155	DEFERRED COMPENSATION LIABILIT	13.02	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	310.43	
1-00-0-2180	MISCELLANEOUS LIABILITY	580.00	
1-00-0-2250	DEFERRED REVENUE	37,736.69	
	TOTAL LIABILITIES		<u>38,622.14</u>

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	1,736,481.98	
	BALANCE - CURRENT DATE	<u>8,578,491.98</u>	
	TOTAL FUND EQUITY		<u><u>1,736,481.98</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,775,104.12</u></u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
OCTOBER 31, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		400,850.52
	TOTAL ASSETS		<u>400,850.52</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	(635,836.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	635,836.88	
	REVENUE OVER EXPENDITURES - YTD	<u>400,849.64</u>	
	BALANCE - CURRENT DATE		<u>1,036,286.52</u>
	TOTAL FUND EQUITY		<u>400,850.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>400,850.52</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
OCTOBER 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	(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
OCTOBER 31, 2023

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	1,075,922.67	
	TOTAL ASSETS		<u>1,075,922.67</u>

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(1,391,892.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	1,391,892.00	
	REVENUE OVER EXPENDITURES - YTD	<u>1,075,922.67</u>	
	BALANCE - CURRENT DATE	<u>2,467,614.67</u>	
	TOTAL FUND EQUITY		<u>1,075,922.67</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,075,922.67</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
OCTOBER 31, 2023

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	71,089.95	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		74,837.65

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(288,833.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	288,833.00	
	REVENUE OVER EXPENDITURES - YTD	72,158.93	
	BALANCE - CURRENT DATE	360,791.93	
	TOTAL FUND EQUITY		72,158.93
	TOTAL LIABILITIES AND EQUITY		74,837.65

Check Register - October 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/16/2023	15910	911 Supply	Name tape for Parkas (Liming, Lekas)	\$ 40.74
10/16/2023	15910	911 Supply	LG Polos and XL Job Shirts	\$ 262.00
10/16/2023	15911	Ace Hardware, Inc.	Heat shrink tubing	\$ 4.22
10/16/2023	15911	Ace Hardware, Inc.	Heat shrink tubing	\$ 3.67
10/16/2023	15911	Ace Hardware, Inc.	Burn prop supplies	\$ 8.25
10/16/2023	15912	AFLAC	AFLAC	\$ 270.90
10/16/2023	15913	Alpine Internet Solutions	Professional Mgmt & Hosting - November 2023	\$ 85.00
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	Antifreeze	\$ 22.77
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	VEHICLE MAINT SUPPLIES	\$ 134.94
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	FSM Explorer batter term protectors	\$ 7.69
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	BATTERIES FOR 726	\$ 655.80
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	CREDIT FOR CORE RETURN	\$ (96.00)
10/16/2023	15914	Baxter Auto Parts Inc, Auto Parts	Radiator plug replacement	\$ 34.86
10/16/2023	15915	BI-Mart Corporation	Kitchen paper towels	\$ 47.94
10/16/2023	15915	BI-Mart Corporation	PUMPKINS FOR HALLOWEEN CARNIVAL	\$ 139.80
10/16/2023	15915	BI-Mart Corporation	Station 703 supplies - gear lube and oil	\$ 48.46
10/16/2023	15915	BI-Mart Corporation	Soda for 703 soda machine	\$ 11.57
10/16/2023	15915	BI-Mart Corporation	Ice for conflag deployment, isu use, etc.	\$ 44.82
10/16/2023	15916	Cameron Building Maintenance, Inc.	Janitorial services - Administration building	\$ 375.00
10/16/2023	15917	Carlson Sign	Manufacture/Install Station Plaques	\$ 9,475.00
10/16/2023	15918	Caselle, Inc.	Contract support charges 11/2023	\$ 354.00
10/16/2023	15919	CEC, INC	electric-Camp Sherman	\$ 94.71
10/16/2023	15920	CenturyLink	333226873 - Telephone 704	\$ 59.42
10/16/2023	15921	City of Sisters	04-6332-00 Elm St.	\$ 358.16
10/16/2023	15921	City of Sisters	02-5766-00 Locust	\$ 24.07
10/16/2023	15922	Deschutes County 911 Service D	Quarterly Radio Equipment Maintenance	\$ 310.75
10/16/2023	15923	DMV	dmv record Check	\$ 12.00
10/16/2023	15924	Donald Nash	Emergency Services Overpayment	\$ 125.04
10/16/2023	15925	Ed Staub & Sons Petroleum	Fuel	\$ 1,640.93
10/16/2023	15925	Ed Staub & Sons Petroleum	Propane tank rent	\$ 1.00
10/16/2023	15925	Ed Staub & Sons Petroleum	Propane tank rent	\$ 99.00
10/16/2023	15926	Fay Harding	Emergency Services Overpayment	\$ 100.00
10/16/2023	15927	Flowers By Deanna	Flowers - Retzman Surgery	\$ 60.00
10/16/2023	15928	InnerTech	IT Services plus Barracuda services	\$ 1,310.80
10/16/2023	15929	LIFE-ASSIST	EMW-2021-FG-05203 Fed Share: Med Infusion Pumps	\$ 5,313.91
10/16/2023	15929	LIFE-ASSIST	EMW-2021-FG-05203 Local Share: Med Infusion Pumps	\$ 279.68
10/16/2023	15929	LIFE-ASSIST	Med Infusion Pumps (Balance Due/Non Grant Funded)	\$ 517.63
10/16/2023	15929	LIFE-ASSIST	Med Infusion Pumps (Balance Due/Non Grant Funded)	\$ 302.07
10/16/2023	15929	LIFE-ASSIST	EMS SUPPLY ORDER# 59230281	\$ 216.63
10/16/2023	15930	Momentum Promo	District Tees	\$ 351.36
10/16/2023	15930	Momentum Promo	Embroidery: Spelatz/Lekas	\$ 32.00
10/16/2023	15930	Momentum Promo	2023 Breast Cancer Awareness Tees	\$ 407.97
10/16/2023	15931	MSA Safety Sales, LLC	Cares Training - Ahrendt	\$ 632.61
10/16/2023	15932	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
10/16/2023	15933	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 6.49
10/16/2023	15933	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 70.24
10/16/2023	15934	Paladin Background Screening	Criminal History Check: Smoke	\$ 24.00
10/16/2023	15935	Pony Express, Inc.	Postage/Delivery Confirm for Engine Payment	\$ 10.82
10/16/2023	15935	Pony Express, Inc.	Postage Van Lieu	\$ 3.06
10/16/2023	15935	Pony Express, Inc.	Shipping PPE	\$ 40.06
10/16/2023	15935	Pony Express, Inc.	Postage to Counties	\$ 4.26
10/16/2023	15935	Pony Express, Inc.	Postage Clarke	\$ 3.06
10/16/2023	15935	Pony Express, Inc.	Shipping for PPE Repairs	\$ 24.04
10/16/2023	15936	Quill	Gray folders	\$ 22.58
10/16/2023	15936	Quill	Wall mount pocket for work room	\$ 18.59
10/16/2023	15936	Quill	Paper and recycle bin	\$ 32.58
10/16/2023	15937	Republic Services	Disposal Services - Station 703	\$ 20.77
10/16/2023	15938	SeaWestern, Inc.	Lion Nomex Trousers	\$ 198.11
10/16/2023	15938	SeaWestern, Inc.	Lion Nomex Trousers	\$ 198.11
10/16/2023	15939	Signs of Sisters	License plates: Fire Corps & Misc.	\$ 376.00
10/16/2023	15940	Steven Lord	Per Diem - Inspector II Class	\$ 330.00
10/16/2023	15941	Sweeney Plumbing, Inc.	Drain Cleaner	\$ 466.00
10/16/2023	15941	Sweeney Plumbing, Inc.	Repair to ladies restroom toilet 701	\$ 341.50
10/16/2023	15942	Systems Design	EMS Billing & Postage for September 2023	\$ 1,615.20

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/16/2023	15943	Treasure Valley Coffee	water & cooler rental	\$ 228.85
10/16/2023	15944	Tyler Wallace	Reimb. Textbook purchased for school	\$ 114.31
10/16/2023	15945	Vohs Custom Landscaping	Maintenance per contract - September 2023	\$ 1,672.60
10/16/2023	15946	WCP Solutions	Laundry detergent and TP	\$ 324.16
10/16/2023	15946	WCP Solutions	Pink hand soap	\$ 35.70
10/16/2023	15946	WCP Solutions	White folding towels	\$ 43.30
10/16/2023	15946	WCP Solutions	can liners	\$ 45.45
10/16/2023	15946	WCP Solutions	Liquid fabric softener	\$ 69.70
10/16/2023	15947	ZOLL Medical Corporation	12-Lead ECG Simulator	\$ 793.96
10/18/2023	15948	AT&T MOBILITY	Acct: 287297124283 Mobile Device Services	\$ 539.76
10/18/2023	15949	Cody Martin	Res. Vol. Mileage & Food Reimb. - September 2023	\$ 400.00
10/18/2023	15950	Cruz Jones	Res. Vol. Mileage & Food Reimb. - Addtl \$50 July 2023	\$ 50.00
10/18/2023	15950	Cruz Jones	Res. Vol. Mileage & Food Reimb. Addtl \$50 - Aug 2023	\$ 50.00
10/18/2023	15950	Cruz Jones	Res. Vol. Mileage & Food Reimb. Addtl \$50 - Sept 2023	\$ 50.00
10/18/2023	15950	Cruz Jones	Res. Vol. Mileage & Food Reimb. - Addtl \$50 - Oct 2023	\$ 50.00
10/18/2023	15951	Grant Dickenson	Textbooks for Fall Term	\$ 68.00
10/18/2023	15951	Grant Dickenson	Res. Vol. Lt. Mileage & Food Reimb. - Oct 2023	\$ 650.00
10/18/2023	15952	Jeff Puller	Mileage OFMA RTEC Training	\$ 166.44
10/18/2023	15952	Jeff Puller	Per Diem OFMA RTEC Training	\$ 110.00
10/18/2023	15953	Jessa Hocker	Res. Vol. Mileage & Food Reimb. Addtl \$50 - July 2023	\$ 50.00
10/18/2023	15953	Jessa Hocker	Res. Vol. Mileage & Food Reimb. Addtl \$50 - Aug 2023	\$ 50.00
10/18/2023	15953	Jessa Hocker	Res. Vol. Mileage & Food Reimb. Addtl \$50 - Sep 2023	\$ 50.00
10/18/2023	15954	L.N. Curtis and Sons	Structure boots	\$ 1,034.69
10/18/2023	15955	LIFE-ASSIST	EMS SUPPLY ORDER# 59234580	\$ 109.88
10/18/2023	15955	LIFE-ASSIST	EMS SUPPLY ORDER# 59234580	\$ 89.98
10/18/2023	15956	Northwest Safety Clean	Turn out repair	\$ 634.00
10/18/2023	15957	OFDDA	Miller - OR Fire Service Conference Fees	\$ 450.00
10/18/2023	15958	Pacific Power Group, LLC	Annual Preventative Maintenance	\$ 1,896.98
10/18/2023	15958	Pacific Power Group, LLC	Transfer Switch Control Board	\$ 4,505.93
10/18/2023	15959	Ponderosa Forge & Ironworks, I	Drill holes in address sign posts	\$ 100.00
10/25/2023	15960	911 Supply	Parika nametapes	\$ 18.10
10/25/2023	15961	Alpine Internet Solutions	Content Plan for November 2023	\$ 395.00
10/25/2023	15962	Angela Linker	Reimburse PLO Withheld in May 2023	\$ 5.22
10/25/2023	15962	Angela Linker	Refund Orthodontia Overpaid from 8/23 Payroll	\$ 1.16
10/25/2023	15962	Angela Linker	Refund PLO Tax Withheld 9/2023 Payroll	\$ 14.05
10/25/2023	15962	Angela Linker	Reimburse Mileage for District Business	\$ 19.72
10/25/2023	15962	Angela Linker	Reimburse Clarke & Johnson Celebration Desserts	\$ 159.08
10/25/2023	15962	Angela Linker	Cell Phone Reimbursement 3 Mos.	\$ 150.00
10/25/2023	15963	Benjamin White	Refund PLO Tax Withheld 9/2023 Payroll	\$ 12.60
10/25/2023	15964	Carlson Sign	Values Signs for all Stations	\$ 425.00
10/25/2023	15965	Christopher LaMaita	Refund PLO Tax Withheld 9/23 Payroll	\$ 8.25
10/25/2023	15966	Corporation Division	Domestic Nonprofit Corporation Fee -2023 Annual Report	\$ 50.00
10/25/2023	15967	Damon Frutos	Mileage Reimbursement COSHA Conference	\$ 53.71
10/25/2023	15968	David Ward	Refund Orthodontia Withheld from 8/23 Payroll	\$ 12.03
10/25/2023	15969	Ed Staub & Sons Petroleum	Fuel	\$ 1,627.61
10/25/2023	15970	Francesca McLean	Refund PLO Tax Withheld 9/23 Payroll	\$ 1.34
10/25/2023	15971	Freightliner Northwest Redmond	726 ABS Sensor repair	\$ 1,440.84
10/25/2023	15972	Hughes Fire Equipment, Inc.	726 Tank to pump & other valves repair	\$ 1,412.17
10/25/2023	15973	Industrial Applied Electric	721 Primer solenoid	\$ 65.07
10/25/2023	15973	Industrial Applied Electric	721 Primer motor	\$ 383.00
10/25/2023	15974	John (Jack) Wales	Refund PLO Tax Withheld 9/23 Payroll	\$ 17.57
10/25/2023	15975	Justin Spelatz	Refund PLO Tax Withheld 9/23 Payroll	\$ 3.79
10/25/2023	15976	Les Schwab Warehouse Center	TIRE REPLACEMENT (775)	\$ 3,927.36
10/25/2023	15977	LIFE-ASSIST	EMS SUPPLY ORDER# 58233689	\$ 4.70
10/25/2023	15978	National Hose Testing Speclait, Inc.	2023 FIRE HOSE TESTING	\$ 4,677.75
10/25/2023	15978	National Hose Testing Speclait, Inc.	2023 GROUND LADDER TESTING	\$ 567.50
10/25/2023	15978	National Hose Testing Speclait, Inc.	LADDER HEAT SENSORS	\$ 96.00
10/25/2023	15979	Pacific Office Automation, Inc	copies/kit - Konica	\$ 224.81
10/25/2023	15980	Quill	Hole punch, binder clips and drawer organizer	\$ 42.57
10/25/2023	15981	Rachelle Otasu	Refund PLO Tax Withheld 9/23 Payroll	\$ 45.23
10/25/2023	15982	Robin Holm	Reimburse T-Posts Purchased for Sign Program	\$ 149.75
10/25/2023	15983	SDIS	Admin Health Insurance	\$ 6,421.70
10/25/2023	15983	SDIS	Operations Health Insurance	\$ 17,858.64
10/25/2023	15983	SDIS	Lord Health Insurance	\$ 2,305.88
10/25/2023	15983	SDIS	Orthodontia Pass Through & 1/2 Linker	\$ 913.19

<u>Date</u>	<u>Check No.</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
10/25/2023	15984	Solomon Byles	Res. Vol. Mileage & Food Reimb. 10/23 & Addtl \$50 for 7, 8, 9/2023	\$ 550.00
10/25/2023	15985	Steven Lord	Refund PLO Tax Withheld 09/23 Payroll	\$ 43.17
10/25/2023	15986	TDS	8224 60 007 01.19276 - 703 Cable	\$ 160.10
10/25/2023	15987	The Sign Man	50 blank address signs	\$ 948.49
10/25/2023	15988	Tyler Wallace	Res. Vol. Mileage & Food Reimb. Addtl \$50 - July 2023	\$ 50.00
10/25/2023	15988	Tyler Wallace	Res. Vol. Mileage & Food Reimb. Addtl \$50 Aug 2023	\$ 50.00
10/25/2023	15988	Tyler Wallace	Res. Vol. Mileage & Food Reimb. Addtl \$50 Sept. 2023	\$ 50.00
10/25/2023	15989	Avlon Water Co Inc.	Water-703	\$ 25.87
10/25/2023	15990	Burton's Fire, Inc.	721 Primer repair kit	\$ 131.94
10/31/2023	15991	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. 08/2023	\$ 400.00
10/31/2023	15991	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. 09/2023	\$ 400.00
10/31/2023	15992	CEC, INC	electric-Elm	\$ 1,426.31
10/31/2023	15992	CEC, INC	electric - buffalo	\$ 92.13
10/31/2023	15993	Central Oregon Com College	820311855 Byles Tuition	\$ 2,619.50
10/31/2023	15993	Central Oregon Com College	820320479 Dickenson Tuition	\$ 2,704.50
10/31/2023	15993	Central Oregon Com College	820264693 Hocker Tuition	\$ 2,043.50
10/31/2023	15993	Central Oregon Com College	820296343 Jones Tuition	\$ 2,518.25
10/31/2023	15993	Central Oregon Com College	820305266 Martin Tuition	\$ 1,911.25
10/31/2023	15993	Central Oregon Com College	820322224 Wallace Tuition	\$ 1,784.25
10/31/2023	15994	CenturyLink	333226873 Phone Sta 704	\$ 59.90
10/31/2023	15995	Cruz Jones	Res. Vol. Mileage & Food Reimb. 11/2023	\$ 400.00
10/31/2023	15996	Donald L. Coford	Annual Fitness Equipment Service	\$ 555.00
10/31/2023	15997	Jessa Hocker	Res. Vol. Mileage & Food Reimb. 10/2023	\$ 400.00
10/31/2023	15998	L.N. Curtis and Sons	structure gloves	\$ 186.22
10/31/2023	15998	L.N. Curtis and Sons	Rubber firefighting boots (12.5)	\$ 218.15
10/31/2023	15999	Miss Sew-It-All	Seamstress Services	\$ 95.00
10/31/2023	16000	Municipal Emergency Services, inc.	Structure helmet	\$ 1,499.12
10/31/2023	16001	TDS	8224 60 003 0017578 - Cable Elm	\$ 658.66
10/31/2023	16002	Tyler Wallace	Res. Vol. Mileage & Food Reimb. 10/2023	\$ 400.00
10/31/2023	16003	Vohs Custom Landscaping	Weekly Maint/Irr. Repair/Winterizing	\$ 1,487.60
10/30/2023	700031	US Bank - Visa	CPAP CIRCUIT (5/PKG)	\$ 284.97
10/30/2023	700031	US Bank - Visa	FORACARE BG TEST STRIPS	\$ 101.97
10/30/2023	700031	US Bank - Visa	Crew kitchen microwave repair	\$ 7.17
10/30/2023	700031	US Bank - Visa	Ice cream for FF 1 Academy class	\$ 20.81
10/30/2023	700031	US Bank - Visa	Adobe Pro subscription - light duty work	\$ 14.99
10/30/2023	700031	US Bank - Visa	Repair to 2006 Chevy Pickup backing Incident (Insurance reimburse)	\$ 5,573.23
10/30/2023	700031	US Bank - Visa	ISO course registration fees (Lord)	\$ 400.00
10/30/2023	700031	US Bank - Visa	ISO course registration fee (Fallia)	\$ 400.00
10/30/2023	700031	US Bank - Visa	Business lunch: Craig, Reid, Myrha	\$ 64.80
10/30/2023	700031	US Bank - Visa	Breakfast for ISO Class	\$ 30.96
10/30/2023	700031	US Bank - Visa	Business lunch: Craig & ISO Instructors	\$ 78.00
10/30/2023	700031	US Bank - Visa	Breakfast for ISO Class	\$ 69.34
10/30/2023	700031	US Bank - Visa	Microsoft software for SCBA Laptop	\$ 249.99
10/30/2023	700031	US Bank - Visa	726 2.5 valve repair kits"	\$ 292.66
10/30/2023	700031	US Bank - Visa	Managing disciplinary challenges course	\$ 275.00
10/30/2023	700031	US Bank - Visa	Reflective safety vests	\$ 211.17
10/30/2023	700031	US Bank - Visa	Badge buddy	\$ 14.95
10/30/2023	700031	US Bank - Visa	Plumbing pipe cleaner	\$ 45.00
10/30/2023	700031	US Bank - Visa	Lunch for FF 1 Academy	\$ 80.00
10/30/2023	700031	US Bank - Visa	Martin Nat'l Registry EMT Fees	\$ 104.00
10/30/2023	700031	US Bank - Visa	Burke PALS Class	\$ 304.00
10/30/2023	700031	US Bank - Visa	Puller OFMA Event Registration	\$ 300.00
10/30/2023	700031	US Bank - Visa	Puller OFMA Membership	\$ 65.00
10/30/2023	700031	US Bank - Visa	Snacks for Internal Comms Mtg	\$ 41.67
10/30/2023	700031	US Bank - Visa	Adobe Pro Subscription - Puller	\$ 19.99
10/30/2023	700031	US Bank - Visa	Puller - Lodging for OFMA Training	\$ 159.09
10/30/2023	700031	US Bank - Visa	Linker - Adobe Pro Subscription 9 & 10/2023	\$ 39.98
10/30/2023	700031	US Bank - Visa	Hocker - Fall term books	\$ 107.81
10/30/2023	700031	US Bank - Visa	Glow stick lanyards - Halloween	\$ 84.95
10/30/2023	700031	US Bank - Visa	Boss's Day gifts Craig/Johnson	\$ 40.96
10/30/2023	700031	US Bank - Visa	Handouts for school visits	\$ 125.92
10/30/2023	700031	US Bank - Visa	Cupcakes for Distinguished Volunteer Service Ceremony	\$ 192.00
10/30/2023	700031	US Bank - Visa	Cups/Napkins	\$ 21.99
10/30/2023	700031	US Bank - Visa	Mallboxes for Work Room	\$ 190.10
10/30/2023	700031	US Bank - Visa	Spor - Lodging OFSOA Conference	\$ 574.89

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/30/2023	700031	US Bank - Visa	Laminating pouches - Heavy Duty	\$ 93.53
10/30/2023	700032	US Bank - Visa	Adj from auto pay deduction and credit 9 & 10/23 Statements	\$ 4.25

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
10/31/2023	1	Transfer from EQRf for Final AFG Grant P	1-00-0-1070	LGIP Acct #4374	6,413.29	
10/31/2023	2	Transfer from EQRf for Final AFG Grant P	4-00-0-1070	Equipment Fund	.00	6,413.29
10/31/2023	3	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	.00	44,774.76
10/31/2023	4	Ambulance Receivables to Actual	1-00-0-1180	Allowance for Uncollectible Am	22,387.38	
10/31/2023	5	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	22,387.38	
Total JOURNAL ENTRIES (JE):					<u>51,188.05</u>	<u>51,188.05</u>

References: 5 Transactions: 5

Grand Totals: 51,188.05 51,188.05

Report Criteria:

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

Ambulance Receivable as of October 31, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	274,935.27
Payments received	73,858.58
Adjustments	97,300.18
New Charges	126,384.00
ENDING Ambulance Receivable	230,160.51

Total # of Transports **61**

Adjustments

Medicare/Medicaid	93,922.33
Collection	3,173.24
Bankruptcy/Other Writeoff	-
FireMed	204.61
Total Adjustments	97,300.18

Outstanding Accounts By Age

CURRENT	121,578.60
31 to 60 days	52,385.39
61 to 90 days	21,906.06
91 to 120 days	7,457.88
OVER 120 days	26,832.58
Total Outstanding as of 10/31/2023	230,160.51

Engine Response Billing as of October 31, 2023

Beginning Engine Response Rec	5,587.50	
Payments received	-	
Adjustments	-	
New Charges	975.00	
ENDING Engine Response Rec	6,562.50	
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	7	
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	\$	2,106.25
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		83%



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
October 17, 2023

Attendance: Chief Tim Craig, Capt. Doug Myer, OA Angela Linker, Phil Drew, Fire Medic Damon Frutos, Lt. Grant Dickenson.

1. Call to order at 1021
2. Minutes Review
 - a. Sept 19, 2023. Approved as presented.
3. Accidents/Injuries – no new
 - a. Update to Chevrolet Pick-up. Body work has been completed. All vinyl/decals have been removed as they can't match the color. If insurance will not pay to have the lettering done, we will leave it white. This vehicle has limited time with the district and we don't need to spend any additional money. It will be replaced in the next 1-2 yrs.
4. New business
 - a. Incident Safety Course October 21 & 22nd - Register <https://brassrootstraining.com/events/>
 - b. Starting OSHA Consultation October 26, 2023 @ 1330. Will be visiting all the stations. New changes to rules and possibly fees.

- c. Update on back up cameras. The cameras we received from a grant were located. D. Frutos has received one bid for \$8,000 to install new hardwired cameras. Working to get additional bids.
- d. COSHA update.
 - i. P. Drew has new information re: Ladders. He will work with C. Meredith to get training and videos uploaded into Vector solutions for those non-staff using ladders. Also add to training book.
 - ii. D. Frutos discussed new trainings offered at COSH for mental health and wellness.
- e. SDS – we need to walk the building and make sure all chemicals are accounted for and in our SDS Book. Perhaps someone could work on this. We don't need a hardcopy/paper binder anymore. We can create QR codes that people can scan and be directed to the SDS for the item either from the SDS website or to a Google drive location with the information.

5. Old business

- a. Firefighter Physicals on Hold
 - i. Looking into other options. Possibly Life Scan or a new group wanting to do Firefighter Physicals. More to come.
- b. Back up policies.
 - i. Have received feedback. Chief Craig will update and review at Staff Meeting on 10.18.23.
- c. Back up cameras.
- d. Lines for Bays.
- e. No Parking signs in front apron of firehouse.

6. Other Business

- a. Next meeting 11/21/23

7. Adjourn @ 1050

CORRESPONDENCE

Sisters EMS crew

On behalf of my
Mom, Rebecca Dear,
I would like to
Thank you Sooooo
Much for taking
such excellent
care of her.
Sadly she passed
away 11/11/23 surrounde
by family and friends.
Her 99 yr-old heart
was sooo tired. She
is off on a new adventure!

Thanks again!

Enjoy the island
treats -
were she was born
and raised!

Altohen?
Mataalo nui wal
Gnday Rob,?
Family

RCVD 11-13-23
ACCT # PCN
CAPT INITIALS
CHIEF INITIALS

ADMINISTRATION



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

November 21, 2023

Dear Responsible Official;

This letter is to provide support from the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District for the fuel reduction program and activities on the Sisters Ranger District of the Deschutes National Forest.

The Sisters-Camp Sherman Rural Fire Protection District provides structural fire protection, wildfire response and ambulance transport services to more than 7,500 residents adjacent to Deschutes National Forest, and private forestlands in Deschutes County. Most of the Fire District boundary is shared with federally owned forestland and the resiliency of federally owned lands impacts the health and safety of Fire District residents.

The Fire District supports the tenets of the National Cohesive Wildland Fire Management Strategy, and works closely with the USFS-Sisters Ranger District to support fuel reduction efforts, and the use of prescribed fire near the community. This important work reduces the intensity of wildfires, and provides opportunities for firefighters to safely extinguish wildfires before the community is impacted.

Fire district staff also participates in coordinated training and response to wildland fire incidents with federal, state and local partners. These collaborative efforts, aligned with national best practices, reduces the likelihood and severity of community impacts as a result of wildfire on the Deschutes National Forest.

Sincerely,

Kristie Miller, Board President
Sisters-Camp Sherman Rural Fire Protection District

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

DRAFT

APPROVED DATE: 2/21/2014

LAST REVISED: 11/21/2023

PURPOSE:

The following policy will be used as a guideline for the selection and use of ~~v~~vacation, ~~h~~holiday, and ~~c~~comp time.

SCOPE:

This procedure shall apply to all administration employees.

RESPONSIBILITY:

Supervisors shall manage the selection and general use of personal leave. 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. Any Time Off Request forms for the month shall be attached to the employee's time sheet.

COMP TIME:

1. Regular full-time employees who work a 40-hour workweek may be granted, ~~if a request is made, to use compensatory~~ time off in lieu of being paid overtime. ~~It must be figured~~ Comp time will be calculated at one and one-half hours for each hour of overtime worked. Employees must be permitted to use comp time within a reasonable period after requesting time off, unless it would unduly disrupt the operations of the agency.
2. ~~The District will follow Federal laws regarding -allows a maximum of 240 hours of comp time, which represents 160 hours worked accruals. -If an employee works any additional overtime after 240 the maximum accrual level, hours have been accrued,~~ the time must be paid.
3. Employees requesting use of comp time off must fill out the Time Off Request form and have signed supervisor approval in advance of taking the comp time off.

APPROVED DATE: 2/21/2014
LAST REVISED: 11/21/2023

FLEXTIME:

1. Regular full-time employees who work a 40-hour workweek, may with approval of the Fire Chief or **Supervisor/his/her designee**, adjust their work schedules with the stipulation that time worked will be compensated on an hour for hour basis unless it would unduly disrupt the operations of the District. Work hours may be staggered on a flextime arrangement to provide longer hours of service to the public.
2. Employees requesting use of flex time off must fill out the Time Off Request form and have signed supervisor approval in advance of taking the flex time off.
3. Regular full-time employees, who work a 40-hour workweek for whom necessity requires a different schedule or a temporary change in a regular schedule from that generally applied, will work according to schedules prepared by the respective Supervisor and approved by the Fire Chief **or his/her designee**. Employees working on a flextime schedule will not be authorized overtime because of the flextime scheduling.

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DATE APPROVED: 12/19/2017

LAST REVISED: 11/21/2023

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PURPOSE:

To provide rules and guidance for District supervisory staff regarding the District's discretionary option to provide light duty assignments for personnel who experience an illness or injury that prevents performance of regular duties. Nothing in this policy mandates that the District must provide light duty assignments or promises or guarantees light duty assignments for any present or future employees. Nothing in this policy is intended to modify or negate District policies or requirements regarding fitness for duty or modify or negate any job description requirements regarding the essential functions of a job.

SCOPE:

The policy may be applied to employees who request temporary light duty and who provide adequate written documentation (using the District's forms) from a certified physician indicating that they are medically released for a light duty assignment.

RESPONSIBILITY:

Each employee is responsible for his/her own fitness for duty. The employee and his/her physician are responsible for completing the Medical Release Form when requesting a light duty assignment.

The Fire Chief is responsible for assessing whether the requested light duty assignment will be approved and under what conditions. — If so approved, a temporary light-duty assignment that is consistent with the District's needs and the employee's medical and physical capabilities as documented by the employee's physician on the Medical Release Form may be provided. A written document shall be provided which establishes: 1) an estimated timeline for the end of the light duty assignment; 2) a process for determining the employee's fitness for duty; and 3) how the employee will be compensated during the light duty assignment, including how the employee's benefits and leave accrual will be affected.

The employee working light duty is responsible for keeping the Finance Manager and Deputy Chief of Operations notified of his/her medical status by providing a written update at least monthly. Prior to returning to regular duty, the employee and the employee's physician are responsible for ensuring that the employee is medically cleared to work regular duty and is fit for duty.

The District may require an independent medical evaluation at any time. If the District requires an independent medical evaluation, it will pay for the evaluation and for the employee's time to participate in the evaluation.

SISTERS-CAMP SHERMAN RFPD
CHAPTER 3; SUBJECT 4
LIGHT DUTY

BOOK 2 – ADMINISTRATION
CODE: 2-3-4
PAGE 2 OF 4

DATE APPROVED: 12/19/2017

LAST REVISED: 11/21/2023

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POLICY

ASSIGNMENT:

- A. Employees may request a light duty assignment under this policy by submitting a written request to the Fire Chief. The District's Medical Release Form must accompany the employee's request.
- B. The Fire Chief shall have the discretionary authority to decide if the District will offer a light duty assignment. If light duty is approved, the District shall follow the guidelines and rules provided in this policy. The District does not guarantee that a light duty assignment will be available. The District evaluates requests for light duty on a case-by-case basis.
- C. The District reserves the right to authorize or reject any request for light duty assignment. Such decisions will be made in the best interest of the District and in conformance with any applicable laws.
- D. All light duty assignments, if authorized, will be offered on a strictly temporary basis. The duration and duties of light duty assignments shall be determined on a case-by-case basis taking into account employee's circumstances and the District's needs. District needs may change during the term of a light duty assignment and the District reserves the right to amend any light duty assignment at its sole discretion.
- E. Employees on light duty are required to use sick, vacation or holiday leave (in this order) to attend doctor appointments, physical therapy, or any other treatment. Such appointments must be scheduled to be in compliance with District policies pertaining to work absences. The District may at its discretion also approve, upon the Employee's written request, the use of sick, vacation, holiday, or other approved leave (in that order) to make up for any compensation lost due to the employee's light duty schedule. Employees on light duty due to a District work-related injury or illness may, upon request, be granted permission, at the District's discretion, to attend doctor appointments or physical therapy while on duty without expending any accruals from their sick, vacation, or holiday leave accounts. Such appointments must be scheduled in compliance with District policies pertaining to work absences. Employees are responsible for notifying their supervisor in advance of any medical appointments.
- F. The Fire Chief retains the right to revoke or change light duty assignments at his/her discretion.

DATE APPROVED: 12/19/2017

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TIMESHEETS:

- A. Employees on light duty are required to complete timesheets and their supervisors are responsible for ensuring that timesheets are filled out correctly and on time according to District policy.
- B. If approved, shift personnel's rate of pay ~~may will~~ be converted to a 40-hour rate ~~at the discretion of the District~~.
 - a. Example: If employee's annual pay rate is \$50,000 for a 56-hour weekly schedule ($56 \times 52 = 2,912$ hours annually), normal hourly rate is \$17.17 ($\$50,000 / 2912 = \17.17). If employee transitions to a 40-hour workweek, the annual pay rate will be divided by 2,080 hours (40×52 weeks per year) to create a new hourly rate ($\$50,000 / 2080 = \24.04).
- C. Light duty employees will only accrue leave for hours actually worked. No accruals will occur for time not worked. Leave time accruals for shift personnel will be converted to a 40-hour workweek from the 56-hour schedule. When the employee transitions back to a 56-hour schedule, leave time accruals will convert back.
 - a. Example: Leave accruals of 100 hours at a 56-hour workweek will be converted to a 40-hour workweek at a factor of 0.71428 ($40 / 56 = 0.71428$).
 $100 \text{ hours} \times 0.71428 = 71 \text{ hours}$.
- D. For employees working a 40 hour per week light duty assignment, leave time will be accrued using a 40-hour schedule during light duty. If employee is approved to work less than 40 hours per week, employee may either use sick, vacation, holiday, or other approved leave (in this order) to make up the difference between the hours worked and a 40-hour work week or may request in writing to be compensated on a part-time basis using only the hours worked. If the District approves an employee request to be compensated on a part-time basis, leave accruals and benefits will transition to part-time status.

DATE APPROVED: 12/19/2017

LAST REVISED: 11/21/2023

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TRAINING:

- A. If permitted by the employee's Doctor's certification, employees are required to complete mandatory training and other required activities for his/her normal position while on light duty. Employees will be given time to complete such training/activities while on duty. Mandatory training may include ALS In-Service, Company Officer In-Service, critical skills sessions, compliance training, job related classes, or District committee participation.
- B. If the employee chooses to take additional classes that are not required by the District for his/her job classification, he/she must obtain approval through their supervisor to attend classes while on duty or he/she may request the time off through the use of vacation or holiday leave.

DATE APPROVED: 9/16/2023 5-27-2014 5/27/2014

LAST REVISED: 11/21/2023

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EMPLOYEE/VOLUNTEER PERFORMANCE REVIEWS

- A. Purpose - Communication. Employee/Volunteer performance reviews are an essential communication process between the Employee/Volunteer and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, identify the strengths and weaknesses of the Employee/Volunteer's work performance, and measure the relationship between District goals and objectives and the individual Employee/Volunteer's job performance. The purpose of evaluations is to let Employee/Volunteers know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions, including merit increases, promotions, discipline and termination.
- B. Goal - Form Desirable Behaviors. The goal of the Employee/Volunteer performance review process is to establish a pattern of expected work performance and habits. The review process gives Employee/Volunteers and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.
- C. Review Process. Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth below. Employee/Volunteers and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the Fire Chief (or their designee) and placed in the Employee/Volunteer's personnel file. Employee/Volunteers will be provided with a copy of performance reviews.
- D. Employee/Volunteers Affected. All regular Employee/Volunteers of the District will be evaluated under this policy. The Board of Directors, based upon the written objectives established by the Board for the completed period, shall evaluate the Fire Chief annually. Volunteers will have a performance appraisal/goal setting meeting with their assigned volunteer officer. These appraisals will also be forwarded to the Operations Chief.
- E. Regular Review. All Employee/Volunteers will be evaluated at least annually in November/June prior to the end of the fiscal year. The career-staff/volunteer officers shall be responsible for completing the volunteer performance evaluations. Career officers shall evaluate volunteer officers.
- F. Probationary Review. Probationary Employee/Volunteers will participate in a goal-setting interview/review as often as appropriate, and will be evaluated in-at least two performance progress reviews before being transitioned to regular Employee/Volunteer status every shift tour during their probationary period.

DATE APPROVED: 0/16/2023 5-27-2014 5/27/2014

LAST REVISED: 11/21/2023

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- G. Pay and Probation Recommendations. A recommendation for a merit or step increase and/or extension of probation, or passing probation to regular Employee/Volunteer status, or termination shall be set forth in a performance evaluation as appropriate.
- H. Supplemental Evaluation. A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor utilizing the same performance assessment form as an annual assessment.
- I. The Supervisor. The employee's immediate supervisor is responsible for timely completion of the official evaluation report. In cases where the immediate supervisor does not have ample opportunities to judge the employee's performance, the lead worker (or others in a position to observe performance) should be consulted in completing the evaluation. The form should be completed initially as a draft. After discussion with the employee and the reviewer (if needed), the evaluation shall be finalized.
- J. Common Errors to Avoid in Evaluating an Employee. No matter how well designed, a performance appraisal program can fail if the supervisors doing the appraisal are not adequately trained and informed. The following guidelines describe some frequent errors to avoid:
1. Avoid rating most employees at the high end of the scale. Experience shows that "excellent" and "very good" ratings are used more frequently than "competent" or "adequate." This is too often a reflection of supervisor's lack of confidence in the supervisor's own judgment than the employee's performance. A rating of "competent" or "adequate" is not adverse and can generate suggestions for improvement needed to merit a higher rating. Descriptions of excellence should be reserved for those whose performance is truly superior.
 2. Avoid the "Halo Effect." Raters tend to rate an individual consistently high, average, or low on all factors based on an overall impression. A dependable, conscientious employee does not necessarily produce high-quality work. Consider each factor separately and indicate strong and weak points. Don't hesitate to use the entire scale in your ratings. If the evaluations are to provide meaningful information, they must take advantage of the entire scale.
 3. Avoid generic labels. Describe exact behavior. For example, describing an employee as having a "bad attitude" does not offer the employee an alternative for improvement or provide the employee with understandable examples of the behavior.

GUIDELINES FOR CONDUCTING THE PERFORMANCE REVIEW

- A. **Briefly review general background information.** The more the evaluator knows about an employee, the easier it is to understand and discuss work performance and behavior. Some time prior to the appraisal discussion, the evaluator should review the employee's past history, work experience, education, and previous performance appraisals. Additionally, it is best practice for a supervisor to keep a log of employee successes and areas in need of improvement/counseling sessions for reference for the performance review process.
- B. **Arrange for the interview.**
1. Set a time and place for the discussion and avoid postponement. Arrange for appropriate privacy and time for the discussion. It is important to prevent interruption if at all possible. A private office or conference room creates a setting in which the evaluator and the employee can communicate effectively.
 2. Notify the employee in writing several days beforehand, so that the employee has enough time to prepare for the performance review. ~~One good method of preparation is for the employee to evaluate himself.~~ Ask the employee to fill out an the self-evaluation section of the appraisal form for discussion and goal setting and comparison with the evaluator's during the interview. The employee should forward the self-evaluation to their supervisor prior to the interview so the supervisor can fill in their section of the evaluation. Goals will be jointly established during the interview.
- C. **Conduct the interview.** Evaluations should be approached in a helpful and non-judgmental way. Too often performance appraisal discussions are viewed as a time when the supervisor is the "judge". This is a difficult role, which often prevents positive discussion. The evaluation should be viewed as a time when the evaluator and the employee can look at job performance and find and discuss ways to improve it.

Although "rating" performance involves judgments, the discussion should focus on specific ways to improve performance.

- D. **Structure and Format of the Evaluation.** The interview should have some structure to it, varying with individual circumstances. The evaluator should:
1. Create a relaxed climate.
 2. Outline the purpose and objectives of the review.
 3. Explain the benefits of positive two-way communications about

DATE APPROVED: 9/16/2023 11/6/2023 9/16/2023

LAST REVISED: 11/21/2023

Field Code Changed

performance.

4. Follow a comfortable sequence during the discussion, for example:
 - a. Review past performance on each relevant job performance factor.
 - b. ~~Identify~~ Discuss strengths and weaknesses noted during the performance period. (These should ideally have been discussed during the performance period and shouldn't be a surprise during the evaluation process) ~~major strong and weak points.~~
3. Specify developmental steps to be taken to improve performance.
4. Set performance goals.
5. Encourage the employee to participate. The more an employee discusses performance, the better the review. Listen and gather information. Active listening is very important.
 - a. Use open-ended questions (who, what, when, why and how), which encourage discussion rather than simple "yes/no" responses.
 - b. Tell the employee you are receiving information, not judging.
 - c. Use restatement or reflection. This is a clarification process and feeds back what you are hearing to the employee.
6. Discuss areas of good performance first. This is easier if you have asked the employee to appraise performance in preparation for the review.
7. Focus on areas of performance the employee identifies as not fully satisfactory. Determine what corrective action should be taken, and by whom. Collaborate on the action steps. Do you agree on areas of strengths and weaknesses? The more the employee participates in the plans for improvement, the greater will be the commitment to those plans. Offer usable criticism tactfully and constructively in the context of a discussion of strengths.
8. Use specific and realistic improvement targets. Don't try to eliminate all areas of weakness in one session. Concentrate on the most important ones. A development plan with two or three steps is often accomplished. One with eight or nine may cause the employee to give up.
9. Discuss personal goals and interests.
10. Close the discussion by summarizing what has been covered and reviewing the specific steps to be taken by supervisors and the employee. If appropriate, set a follow-up date to discuss progress towards performance improvement.

- E. **Follow-Up.** During the evaluation, specific steps to improve performance may have been identified. Action required of the evaluator should be taken.

SISTERS-CAMP SHERMAN RFPD
CHAPTER 4; SUBJECT 2
GUIDELINES FOR CONDUCTING PERFORMANCE REVIEW

BOOK 2 – ADMINISTRATION
CODE: 2-4-2
Page 3 of 3

~~DATE APPROVED: 9/16/2023~~ ~~11/6/2023~~ ~~9/16/2023~~

~~LAST REVISED: 11/21/2023~~

Field Code Changed

If specific training has been recommended, it is important that it be undertaken.
If parts of the job description have become obsolete, the evaluator should see
that it is rewritten.

INTRODUCTION:

This policy has been prepared to document the internal accounting procedures for the Sisters-Camp Sherman Rural Fire Protection District (District). Its purpose is to ensure that financial assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship, in accordance with all applicable state statutes.

All personnel with a role in the management of Sisters-Camp Sherman Fire District fiscal operations are expected to uphold these policies. It is the intention of the District that the finance policy demonstrates our commitment to proper, accurate financial management and reporting.

DIVISION OF DUTIES:

The following is a list of personnel who have responsibilities within the accounting department:

Budget Committee:

1. Reviews and approves annual budget.

Board of Directors:

1. Reviews and approves all financial reports.
2. Reviews and adopts annual budget.
3. Adopts resolution for inter-fund loans.
4. Adopts resolution for budget reallocations.
5. Adopts resolution for budget contingency transfer.
6. Reviews accounts payable check register monthly.
7. Reviews bank statements monthly.
8. Reviews and approves all adjusting journal entries.
9. Two board members to be assigned to meet with the Finance Manager and Administrative Assistant on a quarterly basis to review further detail and ask the following monitoring questions:
 - a. Are the books balanced and reconciled?
 - b. Are all cash and investment accounts reconciled to the general ledger?
 - c. Does the adopted budget reflect expected expenditures?
 - d. Have all payroll reports been filed and have all payroll liabilities been paid timely?
 - e. Are there any cases of fraud that we need to be aware of?

APPROVED DATE: 1/19/2016

Page 2 of 3

LAST REVISED: 11/21/2023

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- f. Have there been any significant changes to the internal control system?
- g. Is the business office adequately staffed to allow for proper segregation of duties?
- h. Have there been any changes to the accounting system or accounting policies that are significant?
- i. Are there any other financial related matters we should be aware of?
- j. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- k. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- l. Ask the Finance Manager and/or Administrative Assistant (without the Fire Chief or Deputy Chief present) if they have been asked to do anything that makes them uncomfortable or to present any information they feel is inaccurate.

Fire Chief:

1. Reviews and approves all financial reports.
2. Develops the annual budget with the Finance Manager, Deputy Chief, and input from the rest of the organization.
3. Reviews accounts payable check registers monthly.
4. Reviews and approves purchases.
5. Reviews special purchase circumstances for purchasing policy compliance.
6. Check signing authority.

Deputy Chief:

1. Reviews financial reports. Primary responsibility for report review under his/her area of responsibility.
2. Develops the annual budget, with the finance manager and input from the rest of the organization.
3. Reviews and approves regular purchases.
4. Reviews and approves all expense reports and visa purchases.
5. Check signing authority

Finance Manager:

1. Supervises all accounting and financial functions of the District.
2. Prepares all financial reports.
3. Prepares general journal entries as required.
4. Reviews complete General Ledger Journal each month.
5. Develops the annual budget with input from the rest of the organization.

6. Directs audit preparation activities and process and provides support during the audit.
7. Provides oversight for purchasing guidelines.
8. Reconciles and processes all accounts payable.
9. Verifies compliance with purchasing policy.
10. Maintains W-9 files on required vendors.
11. Prints checks for signature.
12. Transfers required funds from the LGIP to checking account.
13. Maintains vendor files.
14. Reconciles A/P Aging Report to Trial Balance Report monthly.
15. Reports check registers, financial reports and bank statement reconciliations to Board of Directors monthly.
16. Prepares and files 1099's at calendar year end.
17. Prepares deposits and delivers to the bank.
18. Posts deposits to accounting software.
19. Prepares payroll in accounting software.
20. Reports ACH to bank for direct deposit payroll checks and prints manual payroll checks.
21. Maintains employee files and payroll records.
22. Processes payroll tax payments.
23. Processes all other benefits payments including PERS, retirement, Worker's Comp, insurance.
24. Prepares and files W-2's at end of the year.
25. Check signing authority.

Administrative Office Assistant:

1. ~~Receives checks and cash, posts to accounts receivable log or in ambulance software, and makes photocopies of checks received.~~
2. ~~Prepares A/R invoices either manually or through ambulance software. If manually, then enters on A/R log. Rebills invoices as necessary and may refer accounts to outside collection agency.~~
3. ~~Works closely with insurance companies to determine payments and write-offs.~~
4. ~~Enters receipts into ambulance software.~~
5. ~~Runs credit cards as requested for payment.~~

CASH RECEIPTS PROCEDURES:

The ~~Administrative-Office~~ Assistant (~~AOA~~) receives all incoming mail. All checks received by the ~~AOA~~ shall be stamped "for deposit only". The checks are copied and given to the Finance Manager to deposit. The Finance Manager prepares a deposit slip and deposits the funds into the checking account. The validated deposit slip shall be attached to the deposit copies and filed.

LGIP Transfers:

The checking account should not exceed \$300,000 at any time. All general deposit funds except property taxes shall be deposited into the checking account. It will be necessary to transfer funds from the Local Government Investment Pool (LGIP) account into the checking account. In order to transfer funds from the LGIP into the checking account, the following procedures shall be followed:

The Finance Manager shall monitor the balance in the checking account, and determine if there are adequate funds to pay the daily expenses.

~~Typically~~Typically, a transfer should be made monthly concurrent with payroll, unless a large purchase or fund draw down is expected.

The Fire Chief or Deputy Chief should review and initial each transfer initiated by the Finance Manager.

CASH DISBURSEMENTS PROCEDURES:

1. Incoming Invoices will be mailed to the Administrative Office at its PO Box. All Invoices will be opened and date stamped the day they are received by the OA (Office Assistant). The OA will attach supporting documents as available. The invoices will then be forwarded to the Chief or Deputy Chief for approval after review by ~~Shift Commanders-program managers,~~ or Finance Manager as appropriate.
2. The Chief or Deputy Chief will check the validity of the Invoice against purchase orders.
3. The vendor invoice should include the account code to which the expense will be applied.
4. The ~~Executive-Assistant~~Finance Manager shall enter all invoices into the accounts payable software and prepare disbursements in a timely manner for signature by the Fire Chief, Deputy Chief, ~~and/or Finance Manager~~ for expenses, debts and liabilities of the District.
5. ~~All~~Most disbursements are to be made by check through the accounts payable software unless the item is considered a petty cash item.
6. The checks shall be attached to the invoice and other supporting documentation for signatures.
7. Two signatures are required on all checks.
8. After checks have been signed, the check voucher is attached to the invoice and supporting documentation and filed by vendor.
9. Checks will be mailed as soon as this process is completed.
10. The ~~Executive-Assistant~~Finance Manager will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.
11. Once monthly, the ~~Executive-Assistant~~Finance Manager will check vendor statements to determine if there are any outstanding Invoices which have not yet been paid and investigate as necessary.

PETTY CASH:

1. The petty cash fund should never exceed \$400.
2. ~~Office administrators are~~The Finance Manager is the custodian of the petty cash funds.
3. A single disbursement from petty cash should not exceed \$50.00.
4. When a request for petty cash is made, the item will be listed on the Petty Cash Reconciliation Sheet. A description of the item shall be recorded together with the amount. A detailed vendor receipt must be included.
5. Receipt of cash funds shall be recorded with description and who paid.
6. Monthly, the ~~Executive Assistant~~Finance Manager shall count all petty cash and reconcile with Petty Cash Reconciliation Sheet.
7. Monthly all entries shall be entered into accounting software in accordance with income or expense as reported.
8. The petty cash box is to be locked unless disbursing, replenishing or counting funds.
9. It is a policy of the District not to cash checks of any kind through the petty cash fund.

PURCHASING POLICES AND PROCEDURES:

1. Public confidence in the integrity of District purchasing activities is critical. Improprieties, or even the appearance of improprieties can undermine this confidence with very negative consequences; and
2. As a public agency, the District spends taxpayer money; the public holds the District to a higher standard of conduct and scrutiny than employees in the private sector; and
3. District employees and volunteers must conduct themselves with the highest ethical standards.

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Definitions:

1. "Employee/Volunteer reimbursement." District employees/volunteers will be reimbursed when prior approval has been given and the employee/volunteer spends his/her own money for the purchase of goods for the District, and/or for conference, travel and tuition expenses.
2. "Goods" include supplies, equipment, materials, personal property, including any tangible, intangible and Intellectual property and rights and licenses in relation thereto, and combinations of any of the items identified in this paragraph.
3. "Personal Services" are services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider.
4. "Services" mean services other than personal services.
5. "Source" as used in the term "source selection," means the vendor, consultant, or contractor selected to provide goods or services to the District.

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Employee/Volunteer Reimbursements:

1. Reimbursements for goods must be made with the General Reimbursement Request Form and must be approved by the Deputy Chief or Fire Chief.
2. Reimbursements for conference, training, travel and tuition must be made with the Request for Per Diem/Travel Advance Form and must be approved by the Deputy Chief or Fire Chief. The Request for Training Form must be approved prior to the event/travel.

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Purchase Orders:

1. Most purchases will be made with the use of a purchase order for orders over \$100.
2. Supervisor will authorize purchase order in the accounting software. Shift Commanders are allowed to authorize purchase orders for amounts \$250 and

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below. All amounts over \$250 must be authorized by the Deputy Chief or Fire Chief. Purchase orders should be created and authorized prior to making a purchase except in an emergency.

3. Print out purchase order and file by vendor in Finance Manager's office.
4. Attach purchase order to invoice and packing list when received.

4.

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Goods and Services:

1. When a total purchase amount is less than or equal to \$5,000 no quotes are required. Any purchase under \$5,000 may be awarded by direct selection (in other words, choose any vendor). However, verbal quotes are recommended because it is a good financial practice.
2. When a total purchase amount is more than \$5,000 but less than \$10,000 three quotes should be requested and documented by the program manager or purchaser.
3. Purchases of goods and services that will be greater than \$10,000 and less than or equal to \$150,000 will follow the Intermediate Procurements guidelines in the District's adopted Public Contracting Rules.
4. Purchases of goods and services greater than \$150,000 will require a formal solicitation (competitive sealed bids/proposals) as required by the District's adopted Public Contracting Rules.

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Personal Services (other than architectural, engineer, land surveyor or related services):

1. When personal services are required for emergency work, minor alteration, ordinary repair or maintenance in the work categories of: plumbing; electrical; gate/bay door repairs and maintenance; HVAC repairs and maintenance and other ordinary repairs and maintenance of District facilities will be less than or equal to \$10,000 the District will utilize a list of trade services contractors of record solicited through an Invitation to Bid. Contracts awarded in this category will be for non-public improvement projects. The District may issue a new solicitation process at any time to add additional contracts for trade services that may be required in the future.
2. For personal services greater than \$10,000 but less than \$150,000 the District shall obtain and document at least three bids/proposals.
3. Personal Services contracts greater than \$150,000 will require a formal solicitation (competitive sealed bids/proposals) as required by the District's adopted Public Contracting Rules.

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Architectural and Engineering Services:

This section pertains to the process of hiring architects, engineers, photogrammetrists,

transportation planners, land surveyors and providers of related services.

The District must carefully follow Division 48 of its adopted Public Contracting Rules.

Public Improvement:

This section pertains hiring contractors to perform construction services for a public improvement.

The District must carefully follow Division 49 of its adopted Public Contracting Rules.

Sole Source:

A sole source procurement is a process used when, due to the inability to obtain competition, only one vendor possesses the unique ability or capability to provide a good or service.

The District may award a public contract without competition as a sole source procurement after documenting the procurement file with findings of current market research to support the determination that the goods or services are available from only one seller or source as per Division 47 of the District's adopted Public Contracting Rules.

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Purchasing Documentation:

1. Every purchase, regardless of payment method used, must be documented with invoices, travel authorizations, receipts, etc. before the expense will be considered authorized and will be approved for payment.
2. All invoices will be approved for payment by either the Deputy Chief or Fire Chief. Invoices should be directed to an account number in order to accurately reflect where the expense should be posted.
3. Most Purchases and Contracts over \$10,000 fall under the District's Public Contracting Rules ~~in Policy Book 1-6-0.~~ Items over \$5,000 fall under the *Fixed Asset Management Policy*.

Credit Card Purchases:

1. In every case of credit card usage, the Individual charging to a District account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
2. Authorized uses of the credit card include:
 - a. Transportation (at coach class or lower rates) for properly authorized business trips. All travel requests will be approved by the Fire Chief or Deputy Chief.
 - b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official District business.
 - c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips.
 - d. Properly authorized expenditures for which a credit card is the only allowed method of payment (such as Internet purchases).
 - e. Budgeted items best tracked and purchased with a credit card. A purchase order will be required for all items over \$100 in accordance with policy as above.
3. Receipts shall be compiled and submitted on a monthly basis when credit card statement is received. Account codes must be provided to help reconcile the costs of travel with the proper District program to be charged.
4. Unauthorized use of the credit card include:
 - a. Personal or non-district expenditures of any kind.
 - b. Expenditures which have not been properly authorized.
 - c. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - i. District budget and/or policies
 - ii. Federal, state, or local laws or regulations
 - iii. Grant conditions or policies of the entities from which District received funds

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Consultants:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. These contracts shall be signed by either the Fire Chief or Deputy Chief. Consulting contracts over \$50,000 require two Board signatures.

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SISTERS-CAMP SHERMAN RFPD
CHAPTER 8; SUBJECT 6
FINANCIAL MANAGEMENT PRACTICES – PURCHASING

BOOK 2 – ADMINISTRATION
CODE: 2-8-6

APPROVED DATE: 7/17/2018

Page 5 of 5

LAST REVISED: 11/21/2023

Contracts:

Contracts for purchasing products or services, similar to a purchase order, shall be created and maintained for the file whenever appropriate. All contracts shall be reviewed by the Fire Chief prior to approval or submission to the Board of Directors for approval.

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PRESIDENT'S REPORT

FIRE CHIEF REPORT

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

I FIRE ACTIVITY STATUS:

There were no significant structural fires in the past month.

II. NOTEWORTHY OPERATIONAL EVENTS:

We are transitioning to fall/winter when emergency 911 calls dip for a few months. Overall, 911 call activity was down 15% for the month of October from the previous month. Year to date emergency call activity is significantly up from 2022.

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 Committee Mtg.
- e. State Fire Marshal HB 2522 meeting
- 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.
- n. Pine Meadow Village wildfire defensible space presentation.
- o. Washington Fire Benefit Charge tax orientation.
- p. OFCA health insurance plan update.
- q. Eugene Fire presentation nurse navigation alternatives.
- r. Wildfire detection camera interoperability committee meeting.
- s. Oregon Fire District Directors Conference presentation; cooperative service options.
- t. Nathan Garibay Sisters Country evacuation planning meeting.
- u. Distinguished Service plaque dedication.
- v. Headwaters Economics WUI code virtual meeting.
- w. SIEC Broadband Committee meeting.
- x. City of Sisters defensible space and building code planning meeting.

- y. NW Fire agencies chief officers and shift commander coordination meeting.
- z. Internal Communications Work Group meeting.

IV. SPECIAL PROJECTS UPDATE:

1. Steven Lord has completed his Fire Inspector 1&2 training and has achieved certification as a Fire Inspector 1. Steven is completed preparation for his Inspector 2 test.
2. We are working with the City of Sisters as they consider potential adoption of a city-wide defensible space and building hardening code.
3. We held a very productive meeting with the Fire Chiefs, Deputy Chiefs and Captains from Black Butte Ranch and Cloverdale Fire Districts. The intent of the meeting was to discuss opportunities for enhanced response and program coordination.
4. The District established two internal working groups in support of organizational goals for the year. The Retention Work Group and Communications Work Group are currently holding meetings and working toward completing committee goals.
5. We are actively working on several projects related to wildfire preparedness and resiliency. We are working closely with Nathan Garibay and other stakeholders to enhance our community evacuation planning and preparedness.

V. VOLUNTEER STATUS:

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

VI. OTHER:

FIRE SAFETY MANAGER REPORT



Fire & Life Safety Manager Report

November 2023

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - No Events or responses
- CPR Training
 - 4
- Community AED
 - 0
- Blood Pressure Screenings
 - 13 people / 3 referrals
- Wildfire Home Safety Assessments
 - 1
- FireFree
 - 0
- Smoke Alarm Installations
 - 4
- Fire Station Tours
 - 2
- Special Events
 - Halloween Event hosted at station 701
- Address Signs
 - 0
- Child Safety Seats
 - 0

Public Event Permit Applications Review:

- Holiday Palooza – 11/25/2023
- SHS Homecoming Parade – 10/20/23
- Downtown Trick or Treating Event 10/31/23

New Construction Plan Review:

- New Sisters Elementary School
- Camp Caldera
- 450 / 480 E. Cascade Ave.
- Brunchies Mobile Food Unit

Alarm Sprinkler Final:

- 300 E. Sun Ranch Dr,

Commercial Business Inspections:

- 704 W. Hood Ave. Suite D.
- Camp Tamarack Reinspection
- Suttle Lake Lodge Reinspection

Other Fire Safety / Prevention / Pub Education:

- Information request 2
- Land Use request review 2
- Addressing review 1
- Knox-box Approvals and lockups. - 2
- Firebusters Program in the Schools
 - Sisters Middle School – 79 Students
 - Black Butte Elementary (Camp Sherman) – 25 Students
 - Sisters Elementary School – 442 Students
- Meeting with Pine Meadow HOA – Defensible Space / Home hardening discussions

Fire Investigations:

- None

Outside Training

- Attended OSFM Fall -TEC Seminar – (16 hours continuing education)
- FF/CRS Lord – attended Inspector II class and has received his ICC Inspector I certification. Also completed NFPA Wildfire Hazard Zone Training

OTHER BUSINESS



SISTERS-CAMP SHERMAN FIRE DISTRICT

REQUEST FOR PER DIEM/TRAVEL ADVANCE

Requestor: Kristic Miller Date: 11.13.2023

Reason for request: Reimb. Meal + Mileage

Date of meeting/event/class: DFDDA 11-1 to 11-4-23

Per Diem 1 days at \$55.00/day: Actual

\$ 60-

532.6 Miles @ \$0.655 per mile:

\$ 348.85

Total Requested:

\$ 408.85

Approved Denied

Approved/Denied by: _____ Date: _____

FOR OFFICE USE ONLY:

Per Diem Account Number: 114-2-55300

Mileage Account Number: 114-2-55200