



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

1. Open the Regular Meeting
2. Consent agenda
  - a. Administrative Summary
  - b. November 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 Card – Chief Rainbow – Upper McKenzie Rural Fire
  - b. Thank you Card – Sisters Library
4. Administration
  - a. Surplus Property: Community Hall Tables
5. President's Report
6. Fire Chief Report
7. Fire Safety Manager report
8. Other business
9. Adjourn meeting

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# CONSENT AGENDA

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# Administrative Summary for Consent Agenda

## November 2023 Data

**Minutes** – No changes or additions.

### **Revenue & Expenditure Dashboard Report**

- The target goal for this period is 42% of budgeted revenue and expenditures. Revenue is at 93% of the budget with the majority coming from the current year's tax payments. Expenditures overall are tracking at 39% of budget.

### **Operations Overview Dashboard Report**

- EMS transports increased 10% over last year at this same time. There were four fire responses in November.
- Total calls decreased for the second consecutive month (112 calls) in November, but are up overall for the year to date almost 22% over last year to date.
- A total of 11 7PC's were called in November and there were no move-ups requested by the District in November. There were 14 back-to-back calls in November.

### **Bank Statements and Reconciliations**

#### **LGIP (Local Government Investment Pool)-General Fund**

- Total sum of all funds balance with the bank and totals \$5,316,355.02 at the end of November. The interest rate increased to 5%.

#### **LGIP –Debt Service Fund**

- Total sum of funds in the debt service account balances with the bank and totals \$255,218.10.

#### **U.S. Bank Operating (old account)**

- Total sum of funds in the old (ending 7070) US Bank checking at the end of November balances with the bank and totals \$87,750.43.

#### **U.S. Bank Operating (new account)**

- Total sum of funds in the new (ending 8849) US Bank checking at the end of November balances with the bank and totals \$86,269.58.

### **Operating Fund Summaries**

#### **Revenue**

- Property taxes are coming in and current year taxes collected so far are at 88%.
- GEMT CCO payments have been received. The Fee for Service payment will come towards the end of the fiscal year.
- The Association has received several donations in November.

#### **Expenditures**

- Overall tracking within budget.

### **Balance Sheets**

- Accounts payable credit is due to vendor credit with no new invoices to offset the credit balance to date. It should clear with upcoming purchases.
- Deferred Compensation liability will be cleared as soon as the new enrollee completes enrollment paperwork.
- 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: 15192 to Doug Green.** This was a check that was lost and had to be reissued.
- **Check number: 15977 to Life-Assist.** This check was voided due to overpayment on invoice.
- **Check number: 16013 to Caselle.** A Human Resources module was added to the existing accounting system for improved tracking of employee and volunteer personnel information.
- **Check number: 16023 to HRA VEBA Trust.** This was the annual (prorated) health reimbursement account deposit for a new employee.
- **Check number: 16035 to Pediatric Focus.** This is the payment for the Pediatric Advanced Life Support (PALS) class. This training is done once every two years.
- **Check number: 16040 to Sisters-Camp Sherman Fire and Ambulance Association.** This is for donation pass-through of multiple donations received.

### **Adjusting Journal Entries**

- Entry for ambulance receivables to actual.

**Ambulance Report** - Total of 60 transports for November.

**Engine Response Report** -- Two new payments for November and one new charge.



**Minutes of the Board of Directors of the  
Sisters-Camp Sherman Rural Fire Protection District  
November 21, 2023**

**1. Open the Regular Meeting.**

- a. Board President Kristle Miller opened the meeting at 5 p.m.
  - i. Board attending: President Miller, Vice President Schulz (via Zoom), Secretary/Treasurer McGowan, Director Herrmann (via Zoom), and Director Cooper.
  - ii. Staff attending: Chief Johnson, Chief Craig (via Zoom), Finance Mgr./Executive Asst. Spor, Chief Puller, and Captain Meredith.

**2. Consent Agenda.**

- a. ***Unanimously approved the Consent Agenda as presented. Motion by Director McGowan, Director Cooper second.***
  - i. Discussion items:
    1. Director McGowan asked a question regarding the number of backup cameras that would be installed on District vehicles referenced in the Safety Committee Meeting minutes. Chief Craig responded this would finish out the fleet except for a couple of vehicles.

**3. Correspondence.** A thank you letter from the Doar family was received.

**4. Administration.**

- a. ***USFS Draft Letter of Support. Unanimously approved the letter as presented and authorized President Miller to sign the letter and submit it to the USFS on behalf of the Board of Directors. Motion by Director Cooper, Director McGowan second.***
- b. ***Policy Updates:*** The board reviewed policies: 2-3-2, 2-3-4, 2-4-2, 2-8-1, 2-8-2, 2-8-3, 2-8-5 and 2-8-6. Policy 2-4-1 was delayed for review based on the Chief's desire to allow Volunteer Officers an opportunity to review the draft changes before they are submitted for review.
  - i. Director Cooper inquired about the draft purchasing policy and specifically the requirement for bids about the generator repair discussed last month. Chief Craig responded that the repair falls under the Sole Source rules due to the approved vendors being able to perform the repair.
  - ii. ***Unanimously approved policy updates as presented for the following: 2-3-2, 2-3-4, 2-4-2, 2-8-1, 2-8-2, 2-8-3, 2-8-5 and 2-8-6. Motion by Director McGowan, Director Cooper second.***

**5. President's Report.**

- a. The Fire Chief Recruitment subcommittee (Directors Schulz and Miller) along with Chief Johnson and FM/EA Spor met with Western Fire Chief's recruitment team to receive an update on the confidential portion of the Fire Chief Recruitment process. Western received 15 expressions of interest. All of those candidates were screened against a qualifications matrix and also screened by WFCAs staff. A number of those will receive an invitation for a Zoom meeting with small groups of the Board (two at a time) in order for

both the candidate and the Board to learn more about each other. Anne Razo with WFCFA will be sending out a doodle poll to the Board to gather the availability of each of the Board members for the Zoom meetings. The small group selections will take place after determining each Director's availability. Director Cooper would prefer to be paired with another Director rather than going solo for this meeting.

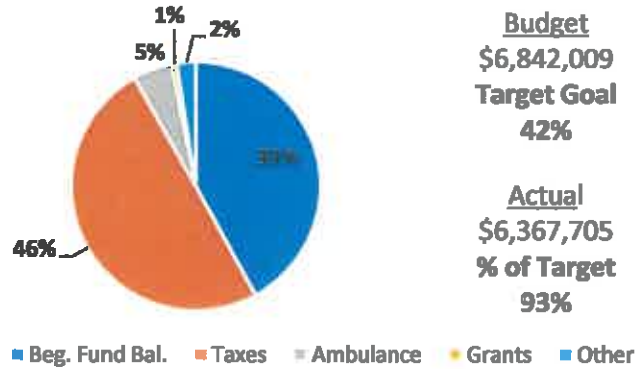
- b. President Miller recently attended the OFDDA Fire Service Conference. She felt it was well worth it and encouraged other Directors to attend future events.
  - c. President Miller presented Chief Johnson with a certificate from the Special District's Association Oregon. The Board submitted the Chief's name as a recommendation for the Outstanding Special District's Service Award. Chief did not receive the award, but SDAO and the Board recognize his outstanding contributions of service to the District and around the State.
6. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month.
  7. **Fire Safety Manager Report.** FSM Puller provided an overview of his report.
  8. **Other Business.**
    - a. **OFDDA Expense Reimbursement.** *Unanimously approved the expense reimbursement for President Miller for her meals and mileage for attending the OFDDA Fire Service Conference. Motion by Director Cooper, Director McGowan second.*
  9. No further business was discussed and the meeting adjourned at 5:41 p.m.

Respectfully submitted by,

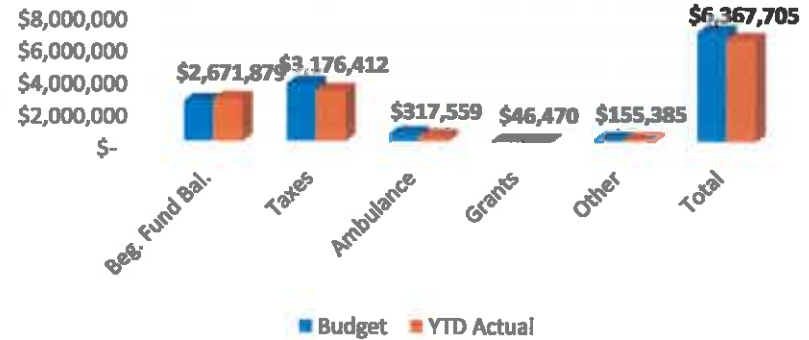
Julie Spor, Clerk of the Board

# REVENUE & EXPENDITURE OVERVIEW - AS OF NOVEMBER 30, 2023

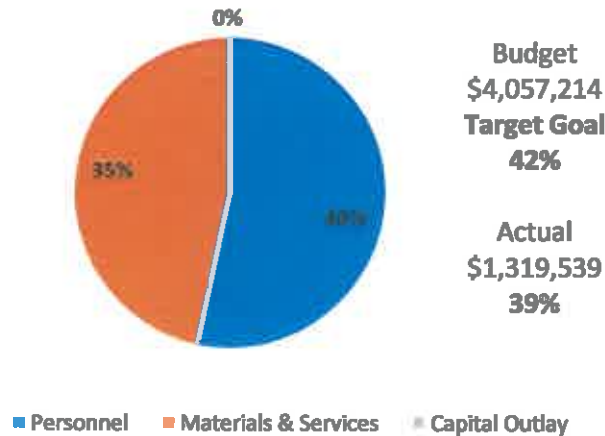
### 23/24 Actual Revenue as % of Budget



### Budget vs. Actual Revenue - Year to Date



### 23/24 Expenditures as % of Budget



### Budget vs. Actual Expenditures - Year to Date

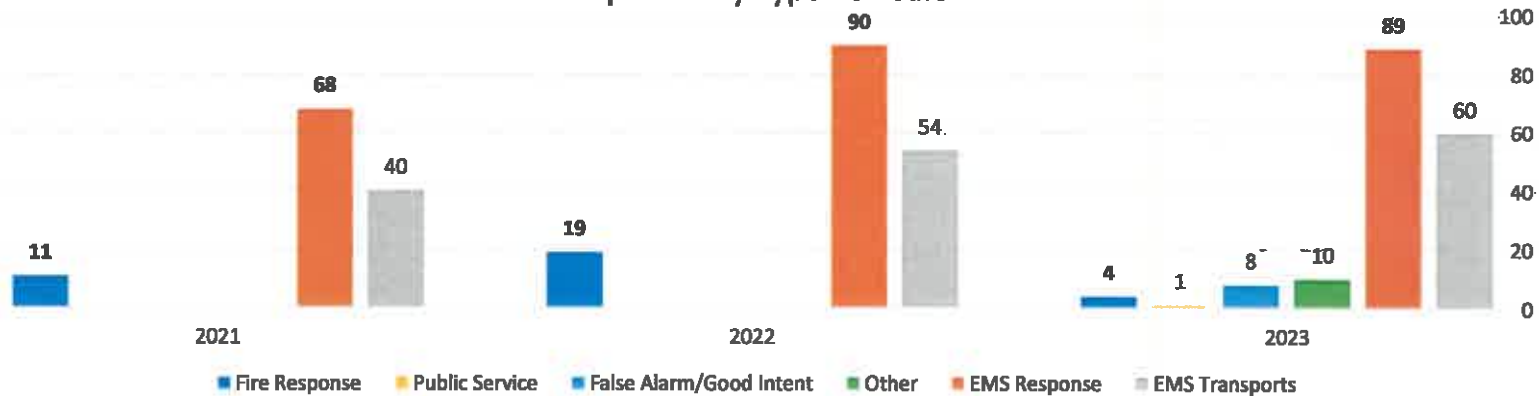


### Total Revenue - 3 Years As of November 30, 2023

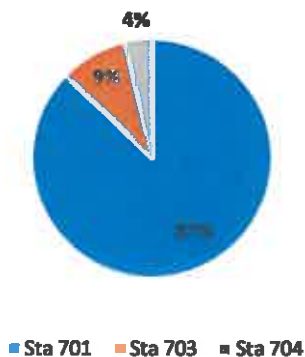


# OPERATIONS OVERVIEW - AS OF NOVEMBER 30, 2023

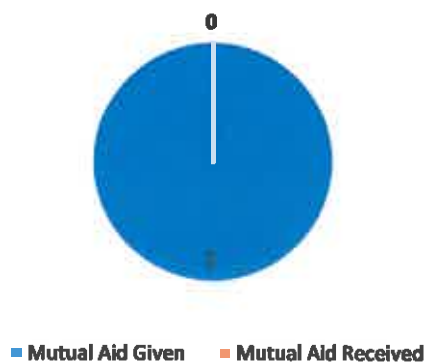
Responses by Type - 3 Years



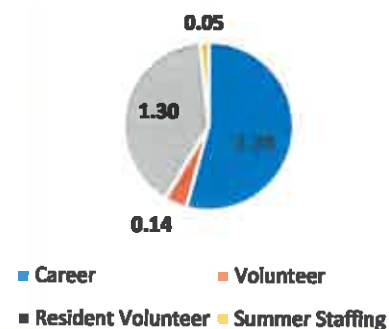
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

14

## Callback Overview

Personnel Callbacks (7PC's) = 11  
 7PC's Staffed with ALS Staffing = 7  
 7PC's Staffed with Engine Staffing = 5  
 Move-Ups = 0

Ave Personnel on Standby

1.79



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001080  
Bank Account Number: 153895237070

|                         |           |                              |           |
|-------------------------|-----------|------------------------------|-----------|
| Bank Statement Balance: | 87,750.43 | Book Balance Previous Month: | 39,548.53 |
| Outstanding Deposits:   | .00       | Total Receipts:              | 49,787.65 |
| Outstanding Checks:     | .00       | Total Disbursements:         | 1,586.75  |
| Bank Adjustments:       | .00       | Book Adjustments:            | .00       |
| Bank Balance:           | 87,750.43 | Book Balance:                | 87,750.43 |

Outstanding Deposits

No outstanding deposits found!  
Deposits cleared: 5 items Deposits Outstanding: 0 items

Outstanding Checks

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

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



SISTERS-CAMP SHERMAN RURAL  
 FIRE PROTECTION DISTRICT  
 OPERATING FUND  
 PO BOX 1609  
 SISTERS OR 97769-1509

**Business Statement**

Account Number:  
 1 536 9523 7070  
 Statement Period:  
 Nov 1, 2023  
 through  
 Nov 30, 2023  
 Page 2 of 3

**INFORMATION YOU SHOULD KNOW**

- o Wire Advice - phone - \$40 (Increased from \$27.50)
  - Domestic Wires
    - o Added Incoming Fedwire CTP - \$16
    - o Voice Wires - Repetitive and Non-Repetitive - \$45 (Increased from \$37.50)
  - SinglePoint® Essentials Online Banking
    - o Previous Day Summary and Detail Monthly Maintenance
      - Silver, Gold, Platinum, or Non-Profit Checking - Up to 3 Accounts - \$17.95 (Increased from \$16.95)
    - o ACH Transaction (per item) - \$0.42 (Increased from \$0.40)
    - o Domestic Wire (per wire) - \$16 (Increased from \$15)
    - o International Wire (per wire) - \$32 (Increased from \$30)
  - Deposit Express
    - o Monthly Maintenance - \$38 (Increased from \$35)
  - Foreign Check Collection (Incoming/outgoing)
    - o Checks on Select Countries/Banks (non-collection) - \$8 (previously disclosed as \$1)
- Silver Checking, Gold Checking, Platinum Checking, Non-Profit Checking
- Wire Transfers
    - o Wire Advice mail - \$12 (Increased from \$11)
- Premium Business Checking
- Monthly Maintenance Fee - \$30 (Increased from \$24)
  - Debits: Check/Paper - \$0.30 (Increased from \$0.25)
  - Credits: Paper - \$1.10 (Increased from \$0.90)
  - Deposited Items: \$0.25 (Increased from \$0.20)
  - Wire Advice Mail: \$15 (Increased from \$13)
- Platinum Business Money Market
- Minimum Opening Deposit - \$100 (decreased from \$5,000)
- Premium Business Money Market
- Monthly Maintenance Fee - \$30 (Increased from \$24)
  - Monthly Deposited Items - \$0.25 (Increased from \$0.20)
  - Wire Advice - Mail: \$15 (Increased from \$13)

Beginning January 2, 2024, a copy of the *Business Pricing Information* document will be available by calling 800-673-3555 or by visiting your local branch.

If you have any questions, you can 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. We accept relay calls. Our bankers are also available to help at your local branch via appointment.

**GOLD BUSINESS CHECKING**

Member FDIC

U.S. Bank National Association

Account Number 1-536-9523-7070

**Account Summary**

|                                       | # Items | \$        |                  |
|---------------------------------------|---------|-----------|------------------|
| Beginning Balance on Nov 1            |         |           | 39,548.53        |
| Other Deposits                        | 5       |           | 49,787.65        |
| Other Withdrawals                     | 2       |           | 1,585.75-        |
| <b>Ending Balance on Nov 30, 2023</b> |         | <b>\$</b> | <b>87,750.43</b> |

**Other Deposits**

| Date   | Description of Transaction                   | Ref Number                                         | Amount      |
|--------|----------------------------------------------|----------------------------------------------------|-------------|
| Nov 8  | Electronic Deposit<br>REF=233110118967870N00 | From Centene Managem<br>1391864073ACH 008765433514 | \$ 1,218.00 |
| Nov 10 | Electronic Deposit<br>REF=233130164778990N00 | From PACIFICSOURCE CO<br>1562420416PAYABLES 154858 | 1,218.00    |
| Nov 10 | Electronic Deposit<br>REF=233130164778990N00 | From PACIFICSOURCE CO<br>1562420416PAYABLES 154858 | 1,218.00    |

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081  
Bank Account Number: 189700958849

|                         |            |                              |            |
|-------------------------|------------|------------------------------|------------|
| Bank Statement Balance: | 130,828.05 | Book Balance Previous Month: | 18,538.87  |
| Outstanding Deposits:   | 3,186.35   | Total Receipts:              | 333,730.54 |
| Outstanding Checks:     | 47,742.82  | Total Disbursements:         | 285,999.83 |
| Bank Adjustments:       | .00        | Book Adjustments:            | .00        |
| Bank Balance:           | 86,269.58  | Book Balance:                | 86,269.58  |

Outstanding Deposits

| Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount |                 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| 60             | 423.65         | 70             | 773.42         | 97             | 116.22         | 112            | 1,873.06       |                 |
|                |                |                |                |                |                |                | <b>Total:</b>  | <b>3,186.35</b> |

Deposits cleared: 49 Items    Deposits Outstanding: 4 Items

Outstanding Checks

| Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount | Check Number  | Check Amount     |
|--------------|--------------|--------------|--------------|--------------|--------------|---------------|------------------|
| 1            | 38,792.38    | 15970        | 1.34         | 16007        | 85.00        | 16053         | 20.77            |
| 15878        | 177.00       | 15974        | 17.57        | 16021        | 60.00        | 16061         | 48.99            |
| 15924        | 125.04       | 15975        | 3.79         | 16027        | 126.10       | 700033        | 9,881.45         |
| 15985        | 8.25         | 15977        | 4.70         | 16028        | 123.00       |               |                  |
| 15987        | 53.71        | 15977        | 4.70-        | 16047        | 218.43       | <b>Total:</b> | <b>47,742.82</b> |

Checks cleared: 91 Items    Checks Outstanding: 16 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



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

Account Number:  
1 697 0095 8849

3233 TRN 8480 S Y ST01

Statement Period:  
Nov 1, 2023  
through  
Nov 30, 2023

000187284 01 AB 0.537 000638605775277 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

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2024. You can view revised pricing (only those prices that changed) at <https://cashgmt.usbank.com/repricing> beginning Dec. 1, 2023. Please enter the Access Code listed below to view price changes that may apply. If you experience difficulty accessing this information, please call Customer Service at the number listed in the upper-right corner of this statement or send an email to [commercialsupport@usbank.com](mailto:commercialsupport@usbank.com).

Access Code: 4B-C3E0-C672-A19C

MUNICIPAL INVESTOR CHECKING

U.S. Bank National Association

Member FDIC  
Account Number 1-697-0095-8849

Account Summary

|                                       | # Items | \$                   |                                    | \$     |
|---------------------------------------|---------|----------------------|------------------------------------|--------|
| Beginning Balance on Nov 1            |         | 80,740.45            | Interest Paid this Year            | 320.67 |
| Customer Deposits                     | 7       | 15,103.40            | Number of Days in Statement Period | 30     |
| Other Deposits                        | 41      | 321,844.07           |                                    |        |
| Other Withdrawals                     | 6       | 178,888.08           |                                    |        |
| Checks Paid                           | 82      | 108,175.81           |                                    |        |
| <b>Ending Balance on Nov 30, 2023</b> |         | <b>\$ 130,826.05</b> |                                    |        |

Customer Deposits

| Number | Date   | Ref Number | Amount                         | Number    | Date   | Ref Number | Amount           |
|--------|--------|------------|--------------------------------|-----------|--------|------------|------------------|
|        | Nov 9  | 8912663181 | 6,248.50                       |           | Nov 22 | 8613638073 | 3,281.48         |
|        | Nov 14 | 8314440250 | 966.28                         |           | Nov 28 | 8314693517 | 1,166.21         |
|        | Nov 22 | 8613636083 | 250.00                         |           | Nov 30 | 8912765030 | 942.93           |
|        | Nov 22 | 8613636085 | 2,250.00                       |           |        |            |                  |
|        |        |            | <b>Total Customer Deposits</b> | <b>\$</b> |        |            | <b>15,103.40</b> |

Other Deposits

| Date  | Description of Transaction                                                                      | Ref Number | Amount    |
|-------|-------------------------------------------------------------------------------------------------|------------|-----------|
| Nov 1 | Electronic Deposit<br>From LOYALEHLTH SV9T<br>REF=233050098470080N00 10435758818866407815       |            | \$ 108.31 |
| Nov 1 | Electronic Deposit<br>From OREGON ST TREAS<br>REF=233040113648980Y00 9400817099LGIP ACH 3823167 |            | 50,000.00 |
| Nov 2 | Electronic Deposit<br>From LOYALEHLTH SV9T<br>REF=233050098470080N00 10435758818866407815       |            | 250.00    |
| Nov 2 | Electronic Deposit<br>From PacificSource<br>REF=233040121275750N00 3562420418CREDIT 3077581     |            | 518.94    |
| Nov 2 | Electronic Deposit<br>From PacificSource<br>REF=233040121275750N00 3562420418CREDIT 3077581     |            | 966.28    |

Products and services available in U.S. only. Eligibility requirements and restrictions apply. For additional information, contact a U.S. Bank branch or call 800-872-2657.



**Account Statement - Transaction Summary**

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

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

| Oregon LGIP            |                       |
|------------------------|-----------------------|
| Opening Balance        | 2,399,204.55          |
| Purchases              | 3,167,150.52          |
| Redemptions            | (250,000.05)          |
| <b>Closing Balance</b> | <b>\$5,316,355.02</b> |
| Dividends              | 17,311.64             |

| Asset Summary      |                       |                       |
|--------------------|-----------------------|-----------------------|
|                    | November 30, 2023     | October 31, 2023      |
| <b>Oregon LGIP</b> | 5,316,355.02          | 2,399,204.55          |
| <b>Total</b>       | <b>\$5,316,355.02</b> | <b>\$2,399,204.55</b> |

0.00

LGIP 3,640,000.46 +  
 Employment 400,650.52 +  
 Buildings 199,781.37 +  
 Equipment 1,075,922.67 +  
 5,316,355.02 \*  
 Bal exact. *[Signature]*

| Journal                            | Reference Number | Payee or Description                         | Debit Amount   | Credit Amount | Balance      |
|------------------------------------|------------------|----------------------------------------------|----------------|---------------|--------------|
| <b>1-00-0-1070 LGIP Acct #4374</b> |                  |                                              |                |               |              |
|                                    |                  | 10/31/2023 (10/23) Balance                   | .00 *          | .00 *         | 722,849.99   |
| CD                                 | 1                | LGIP Redemption Fees                         |                | .05-          |              |
| CR                                 | 8                | Jefferson County Property Tax Collection     | 35,089.25      |               |              |
| CR                                 | 1                | Deschutes County Property Tax Collection     | 393,414.02     |               |              |
| CR                                 | 17               | Jefferson County Property Tax Collection     | 14,713.04      |               |              |
| CR                                 | 14               | Deschutes County Property Tax Collection     | 1,509,879.94   |               |              |
| CR                                 | 23               | Deschutes County Tax Collection              | 622,468.80     |               |              |
| CR                                 | 42               | Jefferson County Property Tax Collection     | 14,713.04      |               |              |
| CR                                 | 28               | Deschutes County Property Tax Collections    | 544,847.75     |               |              |
| CR                                 | 44               | Jefferson County Property Tax Collection     | 14,713.04      |               |              |
| CR                                 | 40               | LGIP Dividends                               | 17,311.84      |               |              |
| CRUS                               | 2                | Transfer from LGIP to Checking               |                | 50,000.00-    |              |
| CRUS                               | 48               | Transfer for Payroll/Bills                   |                | 200,000.00-   |              |
|                                    |                  | 11/30/2023 (11/23) Period Totals and Balance | 3,187,150.52 * | 250,000.05- * | 3,640,000.46 |

Number of transactions: 12    Number of accounts: 1

|                     | Debit        | Credit      | Proof        |
|---------------------|--------------|-------------|--------------|
| Total GENERAL FUND: | 3,187,150.52 | 250,000.05- | 2,917,150.47 |

| Journal     | Reference Number   | Payee or Description      | Debit Amount | Credit Amount | Balance    |
|-------------|--------------------|---------------------------|--------------|---------------|------------|
| 2-00-0-1070 |                    | Empl Fund                 |              |               |            |
|             | 10/31/2023 (10/23) | Balance                   | .00 *        | .00 *         | 400,650.52 |
|             | 11/30/2023 (11/23) | 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                                    |              |               |            |
|             |                  | 10/31/2023 (10/23) Balance                   | .00 *        | .00 *         | 199,781.37 |
|             |                  | 11/30/2023 (11/23) Period Totals and Balance | .00 *        | .00 *         | 199,781.37 |

Number of transactions: 0    Number of accounts: 1

| Debit | Credit | Proof |
|-------|--------|-------|
| .00   | .00    | .00   |

Total BUILDING RESERVE FUND:



| Journal                           | Reference Number | Payee or Description                         | Debit Amount | Credit Amount | Balance      |
|-----------------------------------|------------------|----------------------------------------------|--------------|---------------|--------------|
| <b>4-00-0-1070 Equipment Fund</b> |                  |                                              |              |               |              |
|                                   |                  | 10/31/2023 (10/23) Balance                   | .00 *        | .00 *         | 1,075,922.67 |
|                                   |                  | 11/30/2023 (11/23) Period Totals and Balance | .00 *        | .00 *         | 1,075,922.67 |

Number of transactions: 0    Number of accounts: 1

| Debit | Credit | Proof |
|-------|--------|-------|
| .00   | .00    | .00   |

Total EQUIPMENT RESERVE FUND:

| Journal                                    | Reference Number | Payee or Description                         | Debit Amount | Credit Amount | Balance |
|--------------------------------------------|------------------|----------------------------------------------|--------------|---------------|---------|
| <b>5-00-0-1075 Technology Reserve Fund</b> |                  |                                              |              |               |         |
|                                            |                  | 10/31/2023 (10/23) Balance                   | .00 *        | .00 *         | .00     |
|                                            |                  | 11/30/2023 (11/23) Period Totals and Balance | .00 *        | .00 *         | .00     |

| Number of transactions: 0  | Number of accounts: 1 | Debit               | Credit             | Proof               |
|----------------------------|-----------------------|---------------------|--------------------|---------------------|
| <b>Total REVENUE:</b>      |                       | .00                 | .00                | .00                 |
| Number of transactions: 12 | Number of accounts: 5 | Debit               | Credit             | Proof               |
| <b>Grand Totals:</b>       |                       | <u>3,167,150.52</u> | <u>250,000.05-</u> | <u>2,917,150.47</u> |

**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)  
November 30, 2023

Account: 70001030

Bank Account Number: 153895237351

|                         |            |                              |            |
|-------------------------|------------|------------------------------|------------|
| Bank Statement Balance: | 255,218.10 | Book Balance Previous Month: | 71,089.85  |
| Outstanding Deposits:   | .00        | Total Receipts:              | 184,128.15 |
| Outstanding Checks:     | .00        | Total Disbursements:         | .00        |
| Bank Adjustments:       | .00        | Book Adjustments:            | .00        |
| Bank Balance:           | 255,218.10 | Book Balance:                | 255,218.10 |

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 5 Items Deposits Outstanding: 0 Items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 Items Checks Outstanding: 0 Items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



### Account Statement - Transaction Summary

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

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

| Oregon LGIP     |                     |
|-----------------|---------------------|
| Opening Balance | 71,089.95           |
| Purchases       | 184,128.15          |
| Redemptions     | 0.00                |
| <hr/>           |                     |
| Closing Balance | <b>\$255,218.10</b> |
| Dividends       | 751.93              |

| Asset Summary |                     |                    |
|---------------|---------------------|--------------------|
|               | November 30, 2023   | October 31, 2023   |
| Oregon LGIP   | 255,218.10          | 71,089.95          |
| <b>Total</b>  | <b>\$255,218.10</b> | <b>\$71,089.95</b> |

| Account Number                     | Account Title             | 2022-23             |                       | 2023-24             |                     | Bal Remaining +/-  | % Collected |
|------------------------------------|---------------------------|---------------------|-----------------------|---------------------|---------------------|--------------------|-------------|
|                                    |                           | Prior YTD Actual    | Current Period Actual | Current YTD Actual  | Current Year Budget |                    |             |
| <b>GENERAL FUND</b>                |                           |                     |                       |                     |                     |                    |             |
| 1-01-0-40100                       | Property Taxes-Current    | 2,924,889.31        | 3,142,119.48          | 3,142,119.48        | 3,558,994.00        | 414,874.52-        | 88%         |
| 1-01-0-40200                       | Property Taxes-Prior      | 5,734.26            | 7,572.19              | 34,292.46           | 50,000.00           | 15,707.54-         | 69%         |
| 1-01-0-41100                       | Ambulance Revenue         | 40,856.22           | 81,509.32             | 266,616.99          | 450,000.00          | 183,383.01-        | 59%         |
| 1-01-0-41110                       | GEMT Ambulance Revenu     | .00                 | 49,787.65             | 50,941.65           | 40,000.00           | 10,941.65          | 127%        |
| 1-01-0-41200                       | Other Fees for Service    | 70.00               | 3,887.95              | 10,172.95           | 11,856.00           | 1,683.05-          | 86%         |
| 1-01-0-42100                       | Fire Mad Subscriptions    | .00                 | 1,225.00              | 6,013.75            | 15,000.00           | 8,986.25-          | 40%         |
| 1-01-0-43100                       | Interest Income           | 8,280.57            | 17,488.72             | 66,723.26           | 75,000.00           | 8,276.74-          | 89%         |
| 1-01-0-44100                       | Grant Revenue             | .00                 | 1,470.21              | 46,470.21           | 40,500.00           | 5,970.21           | 115%        |
| 1-01-0-44200                       | Donations Received        | .00                 | 6,475.00              | 39,574.31           | 10,000.00           | 29,574.31          | 396%        |
| 1-01-0-44300                       | Confagration Income       | .00                 | 18,005.83             | 24,550.49           | 50,000.00           | 25,449.51-         | 49%         |
| 1-01-0-45000                       | Misc Revenue              | .60                 | 362.24                | 8,350.08            | 10,100.00           | 1,749.92-          | 83%         |
| 1-01-0-49990                       | Beginning Working Capital | .00                 | .00                   | 2,671,679.19        | 2,532,559.00        | 139,320.19         | 106%        |
| <b>Total GENERAL FUND REVENUE:</b> |                           | <b>2,979,830.96</b> | <b>3,311,683.59</b>   | <b>6,367,704.82</b> | <b>6,842,009.00</b> | <b>474,304.18-</b> | <b>93%</b>  |
| <b>GENERAL FUND Revenue Total:</b> |                           | <b>2,979,830.96</b> | <b>3,311,683.59</b>   | <b>6,367,704.82</b> | <b>6,842,009.00</b> | <b>474,304.18-</b> | <b>93%</b>  |
| <b>Net Total GENERAL FUND:</b>     |                           | <b>2,979,830.96</b> | <b>3,311,683.59</b>   | <b>6,367,704.82</b> | <b>6,842,009.00</b> | <b>474,304.18-</b> | <b>93%</b>  |

| Account Number      | Account Title                          | 2022-23<br>Prior YTD<br>Actual | Current Period<br>Actual | Current YTD<br>Actual | 2023-24<br>Current Year<br>Budget | Variance             | % of Budget |
|---------------------|----------------------------------------|--------------------------------|--------------------------|-----------------------|-----------------------------------|----------------------|-------------|
| <b>GENERAL FUND</b> |                                        |                                |                          |                       |                                   |                      |             |
|                     | Total ADMINISTRATION DEPARTMENT:       | 245,857.39                     | 49,593.17                | 293,234.83            | 640,279.00                        | 347,044.37           | 48%         |
|                     | Total OPERATIONS DEPARTMENT:           | 878,484.73                     | 158,039.87               | 913,898.94            | 2,336,517.00                      | 1,422,820.08         | 39%         |
|                     | Total MAINTENANCE DEPARTMENT:          | 3,839.58                       | 1,135.37                 | 7,565.18              | 26,775.00                         | 19,209.82            | 28%         |
|                     | Total VOLUNTEERS DEPARTMENT:           | 35,564.95                      | .00                      | 3,900.00              | 17,872.00                         | 13,972.00            | 22%         |
|                     | <b>GENERAL FUND Expenditure Total:</b> | <b>1,163,746.65</b>            | <b>208,768.21</b>        | <b>1,218,396.75</b>   | <b>3,021,443.00</b>               | <b>1,803,046.25</b>  | <b>40%</b>  |
|                     | <b>Net Total GENERAL FUND:</b>         | <b>1,163,746.65-</b>           | <b>208,768.21-</b>       | <b>1,218,396.75-</b>  | <b>3,021,443.00-</b>              | <b>1,803,046.25-</b> | <b>40%</b>  |
|                     | <b>Net Grand Totals:</b>               | <b>1,163,746.65-</b>           | <b>208,768.21-</b>       | <b>1,218,396.75-</b>  | <b>3,021,443.00-</b>              | <b>1,803,046.25-</b> | <b>40%</b>  |

| Account Number      | Account Title                          | 2022-23<br>Prior YTD<br>Actual | Current Period<br>Actual | Current YTD<br>Actual | 2023-24<br>Cur Year<br>Budget | Variance           | % of Budget |
|---------------------|----------------------------------------|--------------------------------|--------------------------|-----------------------|-------------------------------|--------------------|-------------|
| <b>GENERAL FUND</b> |                                        |                                |                          |                       |                               |                    |             |
|                     | Total ADMINISTRATION DEPARTMENT:       | 42,336.04                      | 15,149.86                | 50,903.43             | 251,742.00                    | 200,838.57         | 20%         |
|                     | Total OPERATIONS DEPARTMENT:           | 57,698.97                      | 14,545.82                | 98,160.74             | 192,025.00                    | 93,864.26          | 51%         |
|                     | Total MAINTENANCE DEPARTMENT:          | 85,793.09                      | 8,804.57                 | 108,370.17            | 341,799.00                    | 233,428.83         | 32%         |
|                     | Total VOLUNTEERS DEPARTMENT:           | 59,230.91                      | 19,582.11                | 108,746.57            | 250,205.00                    | 141,458.43         | 43%         |
|                     | <b>GENERAL FUND Expenditure Total:</b> | <b>245,059.01</b>              | <b>58,082.16</b>         | <b>366,180.91</b>     | <b>1,035,771.00</b>           | <b>669,590.09</b>  | <b>35%</b>  |
|                     | <b>Net Total GENERAL FUND:</b>         | <b>245,059.01-</b>             | <b>58,082.16-</b>        | <b>366,180.91-</b>    | <b>1,035,771.00-</b>          | <b>669,590.09-</b> | <b>35%</b>  |
|                     | <b>Net Grand Totals:</b>               | <b>245,059.01-</b>             | <b>58,082.16-</b>        | <b>366,180.91-</b>    | <b>1,035,771.00-</b>          | <b>669,590.09-</b> | <b>35%</b>  |

| Account Number      | Account Title                          | 2022-23<br>Prior YTD<br>Actual | Current Period<br>Actual | Current YTD<br>Actual | 2023-24<br>Current Year<br>Budget | Variance   | % of Budget |
|---------------------|----------------------------------------|--------------------------------|--------------------------|-----------------------|-----------------------------------|------------|-------------|
| <b>GENERAL FUND</b> |                                        |                                |                          |                       |                                   |            |             |
|                     | Total ADMINISTRATION DEPARTMENT:       | 1,200.00                       | .00                      | .00                   | .00                               | .00        | .00         |
|                     | Total OPERATIONS DEPARTMENT:           | .00                            | .00                      | .00                   | .00                               | .00        | .00         |
|                     | Total MAINTENANCE DEPARTMENT:          | 10,621.20                      | .00                      | .00                   | .00                               | .00        | .00         |
|                     | <b>GENERAL FUND Expenditure Total:</b> | <b>11,821.20</b>               | <b>.00</b>               | <b>.00</b>            | <b>.00</b>                        | <b>.00</b> | <b>.00</b>  |
|                     | <b>Net Total GENERAL FUND:</b>         | <b>11,821.20-</b>              | <b>.00</b>               | <b>.00</b>            | <b>.00</b>                        | <b>.00</b> | <b>.00</b>  |
|                     | <b>Net Grand Totals:</b>               | <b>11,821.20-</b>              | <b>.00</b>               | <b>.00</b>            | <b>.00</b>                        | <b>.00</b> | <b>.00</b>  |



**SISTERS-CAMP SHERMAN  
BALANCE SHEET  
NOVEMBER 30, 2023**

**GENERAL FUND**

**ASSETS**

|             |                                |               |                     |
|-------------|--------------------------------|---------------|---------------------|
| 1-00-0-1070 | LGIP ACCT #4374                | 3,640,000.48  |                     |
| 1-00-0-1080 | US BANK OPERATING ACCT         | 87,750.43     |                     |
| 1-00-0-1081 | US BANK OPERATING ACCT 2022    | 86,289.58     |                     |
| 1-00-0-1099 | PETTY CASH                     | 383.72        |                     |
| 1-00-0-1103 | NOTE RECEIVABLE                | 40,000.00     |                     |
| 1-00-0-1120 | AMBULANCE RECEIVABLES          | 251,951.10    |                     |
| 1-00-0-1180 | ALLOWANCE FOR UNCOLLECTIBLE AM | ( 128,137.73) |                     |
| 1-00-0-1440 | PREPAID EXPENDITURES           | 785,835.00    |                     |
| 1-00-0-1450 | PROPERTY TAXES RECEIVABLE      | 55,061.89     |                     |
|             |                                |               |                     |
|             | <b>TOTAL ASSETS</b>            |               | <b>4,820,914.46</b> |

**LIABILITIES AND EQUITY**

**LIABILITIES**

|             |                                |           |                  |
|-------------|--------------------------------|-----------|------------------|
| 1-00-0-2000 | ACCOUNTS PAYABLE               | ( 914.85) |                  |
| 1-00-0-2155 | DEFERRED COMPENSATION LIABILIT | 13.02     |                  |
| 1-00-0-2160 | INSURANCE/DISABILITY LIABILITY | 310.43    |                  |
| 1-00-0-2180 | MISCELLANEOUS LIABILITY        | 840.00    |                  |
| 1-00-0-2250 | DEFERRED REVENUE               | 37,738.69 |                  |
|             |                                |           |                  |
|             | <b>TOTAL LIABILITIES</b>       |           | <b>37,787.29</b> |

**FUND EQUITY**

|             |                                     |                      |                     |
|-------------|-------------------------------------|----------------------|---------------------|
| 1-00-0-3190 | CURRENT YEAR APPROPRIATION          | ( 8,842,010.00)      |                     |
|             | <b>UNAPPROPRIATED FUND BALANCE:</b> |                      |                     |
| 1-00-0-3900 | RETAINED EARNINGS                   | 8,842,010.00         |                     |
|             | REVENUE OVER EXPENDITURES - YTD     | 4,783,127.16         |                     |
|             |                                     |                      |                     |
|             | <b>BALANCE - CURRENT DATE</b>       | <b>11,625,137.16</b> |                     |
|             | <b>TOTAL FUND EQUITY</b>            |                      | <b>4,783,127.16</b> |
|             | <b>TOTAL LIABILITIES AND EQUITY</b> |                      | <b>4,820,914.46</b> |

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
NOVEMBER 30, 2023

EMPLOYMENT RESERVE FUND

ASSETS

|             |                     |            |                   |
|-------------|---------------------|------------|-------------------|
| 2-00-0-1070 | EMPL FUND           | 400,650.52 |                   |
|             | <b>TOTAL ASSETS</b> |            | <u>400,650.52</u> |

LIABILITIES AND EQUITY

FUND EQUITY

|             |                                     |                     |                   |
|-------------|-------------------------------------|---------------------|-------------------|
| 2-00-0-3120 | EMPLOYMENT RESERVE                  | ( 836,838.00)       |                   |
|             | UNAPPROPRIATED FUND BALANCE:        |                     |                   |
| 2-00-0-3900 | RETAINED EARNINGS                   | 636,838.88          |                   |
|             | REVENUE OVER EXPENDITURES - YTD     | <u>400,849.84</u>   |                   |
|             | <b>BALANCE - CURRENT DATE</b>       | <u>1,036,286.52</u> |                   |
|             | <b>TOTAL FUND EQUITY</b>            |                     | <u>400,650.52</u> |
|             | <b>TOTAL LIABILITIES AND EQUITY</b> |                     | <u>400,650.52</u> |

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
NOVEMBER 30, 2023

BUILDING RESERVE FUND

ASSETS

|             |                     |            |                   |
|-------------|---------------------|------------|-------------------|
| 3-00-0-1070 | BLDG FUND           | 199,781.37 |                   |
|             | <b>TOTAL ASSETS</b> |            | <u>199,781.37</u> |

LIABILITIES AND EQUITY

FUND EQUITY

|             |                                     |                   |                   |
|-------------|-------------------------------------|-------------------|-------------------|
| 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> |                   |
|             | <b>BALANCE - CURRENT DATE</b>       | <u>695,270.37</u> |                   |
|             | <b>TOTAL FUND EQUITY</b>            |                   | <u>199,781.37</u> |
|             | <b>TOTAL LIABILITIES AND EQUITY</b> |                   | <u>199,781.37</u> |

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
NOVEMBER 30, 2023

EQUIPMENT RESERVE FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

|             |                                     |                     |                     |
|-------------|-------------------------------------|---------------------|---------------------|
| 4-00-0-3120 | EQUIPMENT RESERVE                   | ( 1,391,692.00)     |                     |
|             | UNAPPROPRIATED FUND BALANCE:        |                     |                     |
| 4-00-0-3900 | RETAINED EARNINGS                   | 1,391,692.00        |                     |
|             | REVENUE OVER EXPENDITURES - YTD     | <u>1,075,922.67</u> |                     |
|             | <b>BALANCE - CURRENT DATE</b>       | <u>2,467,614.67</u> |                     |
|             | <b>TOTAL FUND EQUITY</b>            |                     | <u>1,075,922.67</u> |
|             | <b>TOTAL LIABILITIES AND EQUITY</b> |                     | <u>1,075,922.67</u> |

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
NOVEMBER 30, 2023

DEBT SERVICE FUND

ASSETS

|             |                           |            |                   |
|-------------|---------------------------|------------|-------------------|
| 7-00-0-1030 | BOND TAX REVENUE LGIP     | 255,218.10 |                   |
| 7-00-0-1450 | PROPERTY TAXES RECEIVABLE | 3,747.70   |                   |
|             |                           |            |                   |
|             | <b>TOTAL ASSETS</b>       |            | <b>258,965.80</b> |

LIABILITIES AND EQUITY

LIABILITIES

|             |                          |          |                 |
|-------------|--------------------------|----------|-----------------|
| 7-00-0-2250 | DEFERRED REVENUE         | 2,678.72 |                 |
|             |                          |          |                 |
|             | <b>TOTAL LIABILITIES</b> |          | <b>2,678.72</b> |

FUND EQUITY

|             |                                     |                   |                   |
|-------------|-------------------------------------|-------------------|-------------------|
| 7-00-0-3120 | DEBT SERVICE FUND                   | ( 288,633.00)     |                   |
|             | UNAPPROPRIATED FUND BALANCE:        |                   |                   |
| 7-00-0-3900 | RETAINED EARNINGS                   | 288,633.00        |                   |
|             | REVENUE OVER EXPENDITURES - YTD     | 258,287.08        |                   |
|             |                                     |                   |                   |
|             | <b>BALANCE - CURRENT DATE</b>       | <b>544,920.08</b> |                   |
|             | <b>TOTAL FUND EQUITY</b>            |                   | <b>258,287.08</b> |
|             | <b>TOTAL LIABILITIES AND EQUITY</b> |                   | <b>258,965.80</b> |

Check Register - November 2023

| Date       | Check No. | Payee                              | Description                                                            | Amount        |
|------------|-----------|------------------------------------|------------------------------------------------------------------------|---------------|
| 11/16/2023 | 15192     | Doug Green                         | Reimb. Uniform Boots Purchased                                         | \$ (218.43) V |
| 11/13/2023 | 15977     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 58233689                                             | \$ (4.70) V   |
| 11/13/2023 | 16004     | 911 Supply                         | 5.11 Responder Parka - Lord                                            | \$ 211.68     |
| 11/13/2023 | 16004     | 911 Supply                         | Hero's New EMT Patch - OR                                              | \$ 70.34      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Garden hose nozzles                                                    | \$ 25.74      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Tools and hardware                                                     | \$ 28.50      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Toilet repair - Station 703                                            | \$ 11.84      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | RV antifreeze for primer reservoirs & hardware for 726                 | \$ 32.45      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | 726 ladder rack hardware                                               | \$ 0.68       |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Mounting straps for ECTR shoreline (791 Bay Relocate)                  | \$ 1.80       |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Poster strips                                                          | \$ 9.18       |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Add'l Cluster Box Key                                                  | \$ 2.75       |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Fuel stabilizer                                                        | \$ 19.99      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Replacement broom handles                                              | \$ 22.05      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | 26 Saucer"                                                             | \$ 11.99      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Batteries                                                              | \$ 7.90       |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Halloween Supplies                                                     | \$ 24.99      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Hardware for Halloween Props                                           | \$ 19.99      |
| 11/13/2023 | 16005     | Ace Hardware, Inc.                 | Batteries                                                              | \$ 1.20       |
| 11/13/2023 | 16006     | AFLAC                              | AFLAC Employee Pass-Through Payments                                   | \$ 270.90     |
| 11/13/2023 | 16007     | Alpine Internet Solutions          | Professional mgmt & hosting - December                                 | \$ 85.00      |
| 11/13/2023 | 16008     | Baxter Auto Parts Inc, Auto Parts  | Oil supplement                                                         | \$ 13.19      |
| 11/13/2023 | 16009     | Beverly Halcon                     | Reimburse supplies purchased for Halloween event                       | \$ 30.67      |
| 11/13/2023 | 16010     | BI-Mart Corporation                | DIESEL EXHAUST FLUID                                                   | \$ 131.92     |
| 11/13/2023 | 16010     | BI-Mart Corporation                | Station 703 supplies - seal tight, outlet tester, mop                  | \$ 34.97      |
| 11/13/2023 | 16010     | BI-Mart Corporation                | Station 703 apparatus supplies                                         | \$ 38.97      |
| 11/13/2023 | 16010     | BI-Mart Corporation                | Bath mats for Sta 701 Women's locker room                              | \$ 17.98      |
| 11/13/2023 | 16011     | BOUND TREE MEDICAL, LLC.           | EMS SUPPLY ORDER# 39823064                                             | \$ 586.85     |
| 11/13/2023 | 16011     | BOUND TREE MEDICAL, LLC.           | EMS SUPPLY ORDER# 39823064                                             | \$ 64.07      |
| 11/13/2023 | 16012     | Cameron Building Maintenance, Inc. | Janitorial services - October                                          | \$ 375.00     |
| 11/13/2023 | 16013     | Caselle, Inc.                      | Contract support charges 12/2023                                       | \$ 354.00     |
| 11/13/2023 | 16013     | Caselle, Inc.                      | HR Software Module + training                                          | \$ 5,050.00   |
| 11/13/2023 | 16014     | CEC, INC                           | electric - Camp Sherman                                                | \$ 112.08     |
| 11/13/2023 | 16015     | City of Sisters                    | 04-6332-00 Elm St.                                                     | \$ 249.16     |
| 11/13/2023 | 16015     | City of Sisters                    | Water 02-5766-00 Locust                                                | \$ 24.07      |
| 11/13/2023 | 16016     | Cody Martin                        | Res. Vol. Mileage & Food Reimb. July (50), Aug (50), October (400)     | \$ 500.00     |
| 11/13/2023 | 16017     | DMV                                | dmv record Check                                                       | \$ 3.00       |
| 11/13/2023 | 16018     | DPSST                              | Criminal History Check: Hocker 42923                                   | \$ 46.25      |
| 11/13/2023 | 16019     | Ed Staub & Sons Petroleum          | Fuel                                                                   | \$ 1,693.96   |
| 11/13/2023 | 16020     | Fire Rescue NW, LLC                | ANNUAL HOLMATRO PM SERVICE                                             | \$ 1,525.00   |
| 11/13/2023 | 16020     | Fire Rescue NW, LLC                | HOLMATRO SPREADER REPAIR                                               | \$ 200.00     |
| 11/13/2023 | 16021     | Flowers By Deanna                  | Flowers - Burke Family                                                 | \$ 60.00      |
| 11/13/2023 | 16022     | Grant Dickenson                    | Res. Vol. Lt. Mileage & Food Reimb. (50 ea 7/23,8/23,9/23) (650 11/23) | \$ 800.00     |
| 11/13/2023 | 16023     | HRA VEBA Trust                     | YA527 VEBA Contributions: 700348958 Wales Prorated                     | \$ 3,000.00   |
| 11/13/2023 | 16024     | InnerTech                          | IT Services: Go Daddy Transfer Fee, etc.                               | \$ 237.10     |
| 11/13/2023 | 16025     | L.N. Curtis and Sons               | structure gloves                                                       | \$ 186.18     |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS MEDICATION ORDER# 60233582                                         | \$ 295.28     |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 60233589                                             | \$ 3,828.93   |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS MEDICATION ORDER# 60233582                                         | \$ 35.24      |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 60233589                                             | \$ 44.25      |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 60234408                                             | \$ 138.18     |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 60233589                                             | \$ 149.88     |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | EMS SUPPLY ORDER# 60233589                                             | \$ 20.04      |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | Medical Supplies and meds                                              | \$ 22.88      |
| 11/13/2023 | 16026     | LIFE-ASSIST                        | RTF KIT SUPPLIES                                                       | \$ 144.42     |
| 11/13/2023 | 16027     | Lighthouse Uniform Co.             | CLASS A UNIFORM Items                                                  | \$ 126.10     |
| 11/13/2023 | 16028     | Miss Sew-it-All                    | TO Repair                                                              | \$ 15.00      |
| 11/13/2023 | 16028     | Miss Sew-it-All                    | Seamstress Services                                                    | \$ 108.00     |
| 11/13/2023 | 16029     | Momentum Promo                     | Embroidery - Multiple                                                  | \$ 155.00     |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | SCBA BOTTLE HYDROTESTING                                               | \$ 40.00      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | MEDICAL OXYGEN - D CYLINDER                                            | \$ 94.26      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | MEDICAL OXYGEN - K CYLINDER                                            | \$ 30.04      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | HANDLING CHARGE                                                        | \$ 35.17      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | MEDICAL OXYGEN - K CYLINDER                                            | \$ 30.04      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | MEDICAL OXYGEN - D CYLINDER                                            | \$ 62.84      |
| 11/13/2023 | 16030     | Norco Medical Supply, Inc.         | HANDLING CHARGE                                                        | \$ 35.17      |
| 11/13/2023 | 16031     | Nugget Newspaper, LLC              | Public Notice - RFP Contractor of Record                               | \$ 69.38      |
| 11/13/2023 | 16032     | Pac Office Automation - Lease      | 500-50016158 Konica Contract                                           | \$ 290.00     |

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u>                      | <u>Description</u>                                                     | <u>Amount</u> |
|-------------|------------------|-----------------------------------|------------------------------------------------------------------------|---------------|
| 11/13/2023  | 16033            | Pacific Office Automation, Inc    | Fleet Agreement - HP Printers                                          | \$ 70.24      |
| 11/13/2023  | 16034            | Paladin Background Screening      | Criminal history check - Dreske                                        | \$ 24.00      |
| 11/13/2023  | 16035            | Pediatric Focus                   | PALS Class                                                             | \$ 2,500.00   |
| 11/13/2023  | 16036            | Pony Express, Inc.                | Shipping for vehicles                                                  | \$ 6.61       |
| 11/13/2023  | 16036            | Pony Express, Inc.                | Lighthouse uniform returns                                             | \$ 18.12      |
| 11/13/2023  | 16036            | Pony Express, Inc.                | Shipping PPE repairs                                                   | \$ 25.42      |
| 11/13/2023  | 16036            | Pony Express, Inc.                | Gift sent to Sacramento Fire (Burke Assistance)                        | \$ 13.63      |
| 11/13/2023  | 16037            | Quill                             | Office Supplies: Sharpies, markers, cardstock, post-its                | \$ 114.96     |
| 11/13/2023  | 16037            | Quill                             | Binders                                                                | \$ 67.96      |
| 11/13/2023  | 16038            | Redmond Fencing & Pole Structures | Service call - gate operator                                           | \$ 135.00     |
| 11/13/2023  | 16039            | SDAO                              | Membership Dues 2024                                                   | \$ 3,436.00   |
| 11/13/2023  | 16040            | Sisters-Camp Sherman F&A Assn.    | Pass through donations (see list)                                      | \$ 12,155.10  |
| 11/13/2023  | 16041            | Systems Design                    | EMS billing & postage - October 2023                                   | \$ 1,442.46   |
| 11/13/2023  | 16042            | Terminix                          | Pest control services - Elm Street                                     | \$ 96.00      |
| 11/13/2023  | 16043            | Treasure Valley Coffee            | water and cooler rental                                                | \$ 228.85     |
| 11/13/2023  | 16044            | WCP Solutions                     | White folding towels, can liners, laundry detergent                    | \$ 407.31     |
| 11/13/2023  | 16044            | WCP Solutions                     | Bath tissue and can liners                                             | \$ 116.02     |
| 11/13/2023  | 16045            | ZOLL Medical Corporation          | ACCUVENT SENSOR (10/BOX)                                               | \$ 624.84     |
| 11/13/2023  | 16045            | ZOLL Medical Corporation          | ECG PAPER (6/BOX)                                                      | \$ 98.40      |
| 11/16/2023  | 16047            | Doug Green                        | Reimb. Uniform Boots Purchased                                         | \$ 218.43     |
| 11/16/2023  | 16048            | East Cascade                      | Alarm Monitoring Services 12/01/2023-02/29/2024                        | \$ 308.51     |
| 11/16/2023  | 16049            | Enerspect Medical Solutions, LLC  | AED GRANT - ROUNDHOUSE FOUNDATION                                      | \$ 247.50     |
| 11/16/2023  | 16050            | Julle Spor                        | Cell Phone Reimbursement (5 mos - 7/23-11/23)                          | \$ 250.00     |
| 11/16/2023  | 16051            | Local Government Law Group, P.C.  | Legal: Personnel                                                       | \$ 54.00      |
| 11/16/2023  | 16052            | Momentum Promo                    | 4 Fire District Patches"                                               | \$ 425.00     |
| 11/16/2023  | 16053            | Republic Services                 | Disposal Services - Sta 703                                            | \$ 20.77      |
| 11/16/2023  | 16054            | ULINE                             | Trash cans for Community Hall                                          | \$ 814.83     |
| 11/16/2023  | 16055            | Van Handel Automotive, Inc.       | Tahoe Repairs - Oil pressure sensor code                               | \$ 1,202.87   |
| 11/21/2023  | 16056            | Avlon Water Co Inc.               | Water-703                                                              | \$ 29.19      |
| 11/21/2023  | 16057            | Central Oregon                    | CoRE 3 Funding - Contribution to Regional EMS Training & Coord. Center | \$ 838.44     |
| 11/21/2023  | 16058            | Central Oregon Com College        | 820314087 Klosterman Tultion                                           | \$ 1,718.25   |
| 11/21/2023  | 16059            | Jessa Hocker                      | Res. Vol. Mileage & Food Reimb. - November 2023                        | \$ 400.00     |
| 11/21/2023  | 16060            | L.N. Curtis and Sons              | Hose Assy, MP, Flow Test, G1                                           | \$ 507.31     |
| 11/21/2023  | 16061            | Quill                             | Desk pad - Lord                                                        | \$ 48.99      |
| 11/21/2023  | 16062            | SDIS                              | Admln Health Insurance                                                 | \$ 6,421.70   |
| 11/21/2023  | 16062            | SDIS                              | Operations Health Insurance                                            | \$ 17,858.63  |
| 11/21/2023  | 16062            | SDIS                              | Lord Health Insurance                                                  | \$ 2,305.88   |
| 11/21/2023  | 16062            | SDIS                              | ins/Disability - Orthodontia pass through plus 1/2 Linker              | \$ 932.21     |
| 11/21/2023  | 16063            | Terminix                          | Pest control services - Camp Sherman                                   | \$ 89.00      |
| 11/30/2023  | 700033           | US Bank - Visa                    | FLAGGING DISPENSERS FOR RTF VESTS                                      | \$ 193.86     |
| 11/30/2023  | 700033           | US Bank - Visa                    | PACKS FOR RTF VESTS                                                    | \$ 848.95     |
| 11/30/2023  | 700033           | US Bank - Visa                    | RTF LITTERS                                                            | \$ 131.88     |
| 11/30/2023  | 700033           | US Bank - Visa                    | RTF 12X12" ABD ISRAELI"                                                | \$ 37.68      |
| 11/30/2023  | 700033           | US Bank - Visa                    | RTF 6 ISRAELI"                                                         | \$ 34.08      |
| 11/30/2023  | 700033           | US Bank - Visa                    | RTF HYFIN CHEST SEAL                                                   | \$ 48.32      |
| 11/30/2023  | 700033           | US Bank - Visa                    | RTF ARS NEEDLE                                                         | \$ 153.36     |
| 11/30/2023  | 700033           | US Bank - Visa                    | SHIPPING                                                               | \$ 13.40      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Air compressor pressure switch for 703 bay air compressor repair       | \$ 54.30      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Latch for 721 attic ladder                                             | \$ 25.00      |
| 11/30/2023  | 700033           | US Bank - Visa                    | 721 chimney kit replacement mirror                                     | \$ 9.99       |
| 11/30/2023  | 700033           | US Bank - Visa                    | Tweezers for kits                                                      | \$ 27.40      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Automotive light bulbs                                                 | \$ 8.40       |
| 11/30/2023  | 700033           | US Bank - Visa                    | Adobe pro subscription Light duty assignment                           | \$ 14.99      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Radio charger/batts - Craig                                            | \$ 103.80     |
| 11/30/2023  | 700033           | US Bank - Visa                    | Leadership Training - Craig                                            | \$ 395.00     |
| 11/30/2023  | 700033           | US Bank - Visa                    | Leadership Training - Duda                                             | \$ 395.00     |
| 11/30/2023  | 700033           | US Bank - Visa                    | Leadership Training - Dickenson                                        | \$ 395.00     |
| 11/30/2023  | 700033           | US Bank - Visa                    | Lunch for PALS class                                                   | \$ 177.10     |
| 11/30/2023  | 700033           | US Bank - Visa                    | 711 Tahoe hardware kit                                                 | \$ 44.62      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Lunch for live fire training                                           | \$ 203.23     |
| 11/30/2023  | 700033           | US Bank - Visa                    | Elkhart 2 1/2 seal kit"                                                | \$ 140.00     |
| 11/30/2023  | 700033           | US Bank - Visa                    | 733 slide dump valve                                                   | \$ 75.81      |
| 11/30/2023  | 700033           | US Bank - Visa                    | battery cable harness for 721                                          | \$ 44.95      |
| 11/30/2023  | 700033           | US Bank - Visa                    | SCBA mask cleaner                                                      | \$ 227.64     |
| 11/30/2023  | 700033           | US Bank - Visa                    | C Batts                                                                | \$ 17.91      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Liquid smoke for smoke machine                                         | \$ 74.97      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Lunch for live fire training                                           | \$ 58.99      |
| 11/30/2023  | 700033           | US Bank - Visa                    | El Rancho Grande - Business Lunch Johnson                              | \$ 16.79      |
| 11/30/2023  | 700033           | US Bank - Visa                    | Fuel - OFDDA Conference Johnson                                        | \$ 58.99      |

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u>   | <u>Description</u>                                | <u>Amount</u> |
|-------------|------------------|----------------|---------------------------------------------------|---------------|
| 11/30/2023  | 700033           | US Bank - Visa | Coaxsher order return                             | \$ 17.18      |
| 11/30/2023  | 700033           | US Bank - Visa | Lodging - Lord Training                           | \$ 829.35     |
| 11/30/2023  | 700033           | US Bank - Visa | Adobe pro subscription - Puller                   | \$ 19.99      |
| 11/30/2023  | 700033           | US Bank - Visa | Halloween Haunted House Props Oriental Trading    | \$ 115.96     |
| 11/30/2023  | 700033           | US Bank - Visa | paper cups/napkins for D-Ward going away event    | \$ 32.29      |
| 11/30/2023  | 700033           | US Bank - Visa | Linker nametags                                   | \$ 35.89      |
| 11/30/2023  | 700033           | US Bank - Visa | punch supplies for Halloween event                | \$ 36.57      |
| 11/30/2023  | 700033           | US Bank - Visa | Popcorn bags for events                           | \$ 37.99      |
| 11/30/2023  | 700033           | US Bank - Visa | Cookies and supplies for Halloween event          | \$ 283.07     |
| 11/30/2023  | 700033           | US Bank - Visa | Pizza for pumpkin carving night                   | \$ 181.41     |
| 11/30/2023  | 700033           | US Bank - Visa | Lunches for Saturday drills - Multiple            | \$ 302.61     |
| 11/30/2023  | 700033           | US Bank - Visa | Card stock for Christmas tags                     | \$ 9.99       |
| 11/30/2023  | 700033           | US Bank - Visa | Hocker - credit for prior learning fees           | \$ 80.00      |
| 11/30/2023  | 700033           | US Bank - Visa | Lunches for finance meeting                       | \$ 104.00     |
| 11/30/2023  | 700033           | US Bank - Visa | Community Christmas dinner supplies               | \$ 260.70     |
| 11/30/2023  | 700033           | US Bank - Visa | CO alarms for smoke alarm programs                | \$ 119.97     |
| 11/30/2023  | 700033           | US Bank - Visa | Supplies for Firebusters parties                  | \$ 62.82      |
| 11/30/2023  | 700033           | US Bank - Visa | Dickenson nametag                                 | \$ 18.59      |
| 11/30/2023  | 700033           | US Bank - Visa | Adobe pro subscription Linker                     | \$ 19.99      |
| 11/30/2023  | 700033           | US Bank - Visa | Microsoft suite for RJ Laptop                     | \$ 249.99     |
| 11/30/2023  | 700033           | US Bank - Visa | Lodging - Miller OFDDA conference                 | \$ 536.64     |
| 11/30/2023  | 700033           | US Bank - Visa | Annual Survey Monkey subscription                 | \$ 468.00     |
| 11/30/2023  | 700033           | US Bank - Visa | Annual Zoom subscription                          | \$ 1,899.05   |
| 11/30/2023  | 700033           | US Bank - Visa | Frame - Craig                                     | \$ 7.99       |
| 11/30/2023  | 700033           | US Bank - Visa | OGFOA Dues - Spor                                 | \$ 120.00     |
| 11/30/2023  | 700034           | US Bank - Visa | Credit for return of dual flagging tape dispenser | \$ (193.86)   |
| 11/30/2023  | 700034           | US Bank - Visa | Fire Officer 1 Training - Otasu                   | \$ 500.00     |
| 11/30/2023  | 700034           | US Bank - Visa | Adobe Pro Subscription - Light Duty Assignment    | \$ 14.99      |
| 11/30/2023  | 700034           | US Bank - Visa | Best Western - Lodging for Millar training        | \$ 198.20     |
| 11/30/2023  | 700034           | US Bank - Visa | Coffee - Station 701                              | \$ 294.00     |
| 11/30/2023  | 700034           | US Bank - Visa | Firebusters pizza parties                         | \$ 188.55     |
| 11/30/2023  | 700034           | US Bank - Visa | Straw for live fire training                      | \$ 116.91     |
| 11/30/2023  | 700034           | US Bank - Visa | Christmas dinner supplies                         | \$ 262.97     |
| 11/30/2023  | 700034           | US Bank - Visa | Annual fee PO Box Camp Sherman                    | \$ 35.00      |



Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

| Date                          | Reference Number | Payee or Description            | Account Number | Account Title                  | Debit Amount | Credit Amount |
|-------------------------------|------------------|---------------------------------|----------------|--------------------------------|--------------|---------------|
| 11/30/2023                    | 1                | Ambulance Receivables to Actual | 1-00-0-1120    | Ambulance Receivables          | 21,790.59    |               |
| 11/30/2023                    | 2                | Ambulance Receivables to Actual | 1-00-0-1160    | Allowance for Uncollectible Am | .00          | 10,895.30-    |
| 11/30/2023                    | 3                | Ambulance Receivables to Actual | 1-01-0-41100   | Ambulance Revenue              | .00          | 10,895.29-    |
| Total JOURNAL ENTRIES (JE):   |                  |                                 |                |                                | 21,790.59    | 21,790.59-    |
| References: 3 Transactions: 3 |                  |                                 |                |                                |              |               |
| Grand Totals:                 |                  |                                 |                |                                | 21,790.59    | 21,790.59-    |

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

## Ambulance Receivable as of November 30, 2023

|                                    | <u>SystDes</u>    |
|------------------------------------|-------------------|
| Beginning Ambulance Receivable     | <b>230,160.51</b> |
| Payments received                  | 50,418.03         |
| Adjustments                        | 63,575.38         |
| New Charges                        | 135,784.00        |
| <b>ENDING Ambulance Receivable</b> | <b>251,951.10</b> |

**Total # of Transports** **60**

### Adjustments

|                           |                  |
|---------------------------|------------------|
| Medicare/Medicaid         | 55,207.38        |
| Collection                | 6,574.20         |
| Bankruptcy/Other Writeoff | 578.83           |
| FireMed                   | 1,214.97         |
| <b>Total Adjustments</b>  | <b>63,575.38</b> |

### Outstanding Accounts By Age

|                                           |                   |
|-------------------------------------------|-------------------|
| CURRENT                                   | 141,146.52        |
| 31 to 60 days                             | 64,899.60         |
| 61 to 90 days                             | 10,537.87         |
| 91 to 120 days                            | 19,656.23         |
| OVER 120 days                             | 15,710.88         |
| <b>Total Outstanding as of 11/30/2023</b> | <b>251,951.10</b> |

## Engine Response Billing as of November 30, 2023

|                                      |                    |             |
|--------------------------------------|--------------------|-------------|
| <b>Beginning Engine Response Rec</b> | <b>6,562.50</b>    |             |
| <b>Payments received</b>             | <b>575.00</b>      |             |
| <b>Adjustments</b>                   | <b>-</b>           |             |
| <b>New Charges</b>                   | <b>325.00</b>      |             |
| <b>ENDING Engine Response Rec</b>    | <b>6,312.50</b>    |             |
|                                      |                    |             |
| Total # Billed in 2019/20            |                    | 7           |
| Total # Billed in 2020/21            |                    | 12          |
| Total # Billed in 2021/22            |                    | 3           |
| Total # Billed in 2022/23            |                    | 20          |
| <b>Total # Billed in 2023/24</b>     | <b>8</b>           |             |
|                                      |                    |             |
| 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 |
| <b>Total Billed in 2023/24</b>       | <b>\$ 1,456.25</b> |             |
|                                      |                    |             |
| 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 |
| <b>Total Received 2023/24</b>        | <b>\$ 2,331.25</b> |             |
|                                      |                    |             |
| 2019/20 % Collected                  |                    | 46%         |
| 2020/21 % Collected                  |                    | 94%         |
| 2021/22 % Collected                  |                    | 20%         |
| 2022/23 % Collected                  |                    | 52%         |
| <b>2023/24 % Collected to Date</b>   | <b>160%</b>        |             |



**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  
November 21, 2023

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

1. Call to order at 1018
2. Minutes Review
  - a. October 17, 2023. Approved as presented.
3. Accidents/Injuries
  - a. November 1, 2023 – Engine 721 collision into Station 701 and Attic ladder clip. D. Frutos revisited the policy (3-5-1 Driver-Engineer Responsibilities revision2) and noticed there was a section titled “Starting of Apparatus” and a section titled “Backing of Apparatus” but nothing specifically relating to simply *moving* the apparatus. He went back through and created a “Moving of Apparatus” section. Much of the information was already there, but not referenced to *any* apparatus movement. He reorganized some things, removed some redundancies, and added some verbiage to clarify when 360 “walk arounds” are required. He also moved the section on “Driver Responsibilities” to be located before the hand signals.
  - b. D. Frutos is going to look at the sensors to see if they can be adjusted.
  - c. When moving the ladder rack either up or down, need to do it completely up or down and not partially moving it.
  - d. Chief Craig is working to create a standardized Reporting form for incidents. Possibly add “near misses” to be report.

**4. New business**

- a. Review of OSHA Inspection. See attached. We are required to correct everything listed.
- b. One (1) serious.
- c. Change to training for Lock out, Tag out. Only need to train those that are specifically doing the work, not everyone. We can change the training program.
- d. Chief Craig to also order the needed supplies/signage listed in the OSHA report.
- e. Item 1 from the OSHA report stated that the Safety Committee did not elect its chair. Motion to approve Chief Tim Craig as the Chair by D. Frutos, second by Grant. The meeting then unanimously approved the motion

**5. Old business**

- a. Firefighter Physicals on Hold.
- b. Chief Craig will be reviewing Life Scan out of Eugene that is a mobile group.

**6. Other Business**

- a. Next meeting 01/16/2024

**7. Adjourn at 1047**

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# CORRESPONDENCE

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JSS

X

Proudly serving the communities of  
Blue River, Rainbow and McKenzie Bridge

Bert Cantley  
Paul Johnson

Tanya

Jane

Shawn

Melanie

←

Chief Rainbow

E

For your courage,  
sacrifices, and caring.  
You are so appreciated.

Jim

There is no THANK YOU big enough

Shirley

SW

Donald

Thank you for your  
assistance to our  
district during the  
Lookout Fire and  
for being good neighbors  
to the East always  
Chief Rainbow

Thank you all  
so much for making us  
feel welcome. We appreciate  
you making your space  
available for library programming.  
-Y

Thank you for  
allowing the library  
to program in your  
space! We appreciate  
your partnership!  
-BA

Being able to use  
the hall was such  
a lifesaver! I can't  
thank you enough  
for being so accomodating  
-Laurel

Thank you so much for  
partnering with us and providing  
up n Sisters! I really appreciate it and  
have so enjoyed sharing the space.  
Happy Holidays! Best CD !!



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# FIRE CHIEF REPORT

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

**I. FIRE ACTIVITY STATUS:**

There were no significant structural fires in the past month.

**II. NOTEWORTHY OPERATIONAL EVENTS:**

There were no noteworthy operational events for the month.

**III. COMMUNITY SERVICE EVENTS/ MEETINGS:**

1. I attended the following meetings and community events in the past 30 days.

- a. Sisters Fire District all career staff monthly meeting.
- b. Oregon Fire Chiefs Association board meeting/interviews.
- c. Shift Commander coordination meeting.
- d. State Interoperability Executive Committee Mtg.
- e. State Fire Marshal HB 2522 meetings
- f. Oregon Fire Chiefs Association legislative stakeholder coordination mtg.
- g. Central Oregon Fire Chiefs meeting.
- h. Western Fire Chiefs wildfire policy meeting.
- i. Oregon Statewide Communication Interoperability Plan (SCIP) mtg.
- j. Wildfire detection camera interoperability committee meeting.
- k. Sisters Country evacuation planning meeting.
- l. Distinguished Service plaque dedication.
- m. City of Sisters defensible space and building code planning meeting.
- n. SCIP strategic planning meeting.
- o. Internal Communications Work Group meeting.
- p. Jefferson County tax coordination meeting.

**IV. SPECIAL PROJECTS UPDATE:**

1. I am happy to announce that we received the Distinguished budget award again this year from GFOA. Julie should be recognized for this outstanding achievement!
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. The Spirit of Christmas gift program is in full swing and Angela is doing a great job of coordinating all of the donations and volunteers.
4. 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.
5. We are hosting a burn to learn at the USFS offices on December 30 and January 6. Directors are invited to attend either date at 11:00 if you are interested.
6. We are making good progress on our organizational goals for the year and the retention and communications working groups are meeting regularly. We implemented a fire district newsletter this month and it has been received well.

V. VOLUNTEER STATUS:

Chief Craig and Captain Duda met with a new prospective volunteer in Camp Sherman this month.

VI. OTHER:

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# **FIRE SAFETY MANAGER REPORT**

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## Fire & Life Safety Manager Report December 2023

### Pub Education Report & Fire Corps:

- ISU Events / Responses
  - No Events or responses
- CPR Training
  - 11 Students
- Community AED
  - 0
- Blood Pressure Screenings
  - 6 with 1 referral
- Wildfire Home Safety Assessments
  - 0
- Smoke Alarm Installations
  - 6
- Fire Station Tours
  - 5
- Special Events
  - Holiday Palooza
- Address Signs
  - 0
- Child Safety Seats
  - 6

### Public Event Permit Applications Review:

- Holiday Craft Fair
- Holiday Palooza
- Christmas Eve Community Service
- 386 N Fir Street - Sisters Folk Festival Camping

### New or Existing Construction Plan Review:

- 484 E. Adams Pre-construction – Workforce housing cottages
- 69013 Camp Polk Rd. – RV Camping / Taphouse
- 718 W. View Loop – Residential over commercial
- 382 E. Hood Ave. – Wine Bar

**Alarm Sprinkler Final:**

- None

**Commercial Business Inspections:**

- None

**Other Fire Safety / Prevention / Pub Education Request:**

- 5 Information request
- 3 Land Use request review
- 2 Addressing review
- 1 Knox-box lockups.
- Firewise Renewal – Crossroads
- Firewise Renewal – Starr Ranch
- Firebusters – Grand Prize Party – Black Butte School (Camp Sherman)
- Firebusters pizza party Sisters Elementary School – Pre-Kindergarten class
- New Elementary School Building Walkthrough with A- Shift and Volunteers

**Fire Investigations:**

- 0

**Outside Training**

- FF/CRS Lord completed the Water and Access training class

**Meetings Attended**

- City of Sisters Defensible Space
- Sisters Country Wildfire Mitigation Group
- SCSFD Officers Meeting
- Retention Work Group Meeting
- Project Wildfire Meeting
- Central Oregon Fire Prevention Coop Meeting
- SCSFD Staff Meeting