



AGENDA

Notice of Joint Meeting of the

Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District and the Local Contract Review Board January 16, 2024 – 5:00 p.m.

- 1. Open the Joint Meeting**
- 2. Consent agenda**
 - a. Administrative Summary**
 - b. December 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. Updates to Old Business - None**
- 3. Correspondence**
 - a. Chief House – Sacramento Metro Fire District**
- 4. Administration**
 - a. Quarterly Goal Tracker**
 - b. Policy Review**
 - i. 2-3-5 Paid Leave Oregon**
 - ii. 3-12-11 Policy and Notice of Non-Discrimination**
 - iii. 2-8-8 Payroll**
 - iv. 2-8-9 Financial Reports**
 - v. 2-8-10 Grant Compliance**
 - vi. 2-8-11 Fiscal Policy**
 - vii. 2-8-12 Ending Fund Balance**
 - viii. 2-8-13 Reserve Funds**
 - ix. 2-8-14 Revenue**
 - x. 2-8-15 Debt Financing**
 - c. Resolutions**
 - i. 2023-2024-007 Amending Public Contracting Rules**
- 5. President's Report**
 - a. Fire Chief Recruitment Update & Upcoming Executive Session**
- 6. Fire Chief Report**
- 7. Fire Safety Manager report**
- 8. Other business**
- 9. Adjourn meeting**

CONSENT AGENDA

Administrative Summary for Consent Agenda

December 2023 Data

Minutes – No changes or additions.

Revenue & Expenditure Dashboard Report

- The target goal for this period is 50% of budgeted revenue and expenditures. Revenue is at 98% of the budget with the majority coming from the current year's tax payments. Expenditures overall are tracking at 45% of budget.

Operations Overview Dashboard Report

- EMS transports decreased for December compared to last year at the same time. There were two fire responses in December.
- Total calls increased for the fourth consecutive month (127 calls) in December (year over year), and are up overall for the year by approximately 20%.
- A total of 13 7PC's were called in December and there were three move-ups requested by the District in December. There were 22 back-to-back calls in December.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$5,374,563.62 at the end of December. The interest rate remained at 5%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$258,606.01.

U.S. Bank Operating (old account)

- Total sum of funds in the old (ending 7070) US Bank checking at the end of December balances with the bank and totals \$88,768.69.

U.S. Bank Operating (new account)

- Total sum of funds in the new (ending 8849) US Bank checking at the end of December balances with the bank and totals \$136,845.13.

Operating Fund Summaries

Revenue

- Property taxes are coming in and current year taxes collected so far are at 95%.
- Several donations were received in December including a \$15,000 donation to the Fire Corps and a \$10,000 to the Association from one family. Several other donations were received for the Spirit of Christmas.

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 once the new enrollee completes enrollment paperwork.
- Insurance disability/liability balance is AFLAC and health insurance/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: 160955 to Wilson Heirgood & Associates.** This is an annual installment payment on the District's life insurance policy for all personnel.
- **Check number: 16115 to Timothy Dietz.** This is a payment for an outside instructor to teach Peer Support Training. A portion of this was reimbursed by a county grant.
- **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.

**Four checks were signed by Chief Johnson and the Finance Manager (checks 16119-16122). Chief Craig was out on vacation.*

Adjusting Journal Entries

- Entry for ambulance receivables to actual.

Ambulance Report - Total of 52 transports for December.

Engine Response Report – No new payments and one new charge for December.



**Minutes of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
December 19, 2023**

1. **Open the Regular Meeting.**
 - a. Board President Kristie Miller opened the meeting at 5 p.m.
 - i. Board attending: President Miller, Secretary/Treasurer McGowan, Director Herrmann (via Zoom), and Director Cooper. Absent: Vice President Schulz.
 - ii. Staff attending: Chief Johnson, Finance Mgr./Executive Asst. Spor and Chief Puller.
2. **Consent Agenda.**
 - a. ***Unanimously approved the Consent Agenda as presented. Motion by Director Herrmann, Director Cooper second.***
 - i. Discussion items:
 1. Director Cooper inquired about delinquent ambulance accounts and the process of turning them to collections. He also inquired about the amount turned to collections annually.
3. **Correspondence.** Thank you letters were received from Chief Rainbow of Upper McKenzie Rural Fire and Sisters Library.
4. **Administration.**
 - a. **Surplus Property:** Community Hall Tables
 - i. ***Unanimously approved declaring the existing community halls as surplus property to be disposed of in the best interest of the District. Motion by Director Cooper, Director Herrmann second.***
 1. New lighter-weight community hall tables were budgeted for and ordered with a delivery date of mid-January.
5. **President's Report.**
 - a. President Miller reported the Board just completed Zoom calls with some of the Fire Chief candidates. The candidates, who Western Fire Chief's recruitment team and the Board felt were good candidates, were encouraged to apply for the position during the SDAO open process (December 15-Jan 15). Chief Johnson forwarded a copy of the SDAO ad for the position to the Board. Director Herrmann inquired about getting a detailed timeline for planning purposes.
6. **Fire Chief Report.** Chief Johnson provided an overview of activity over the past month.
 - a. We had a near-miss structure fire in the Buffalo Road area with minimal damage.
 - b. Chief recognized Julie Spor for receiving the GFOA Distinguished Budget Award.
 - c. He also recognized Angela and her team of volunteers for their hard work on the Spirit of Christmas program. 160 children were served, 67 families, several thousand in cash donations, and 255 volunteer hours.
 - d. Chief also mentioned the District is helping where they can with the City of Sisters defensible space and home hardening code. The City is waiting on some pieces of the code until the wildfire risk map is complete.

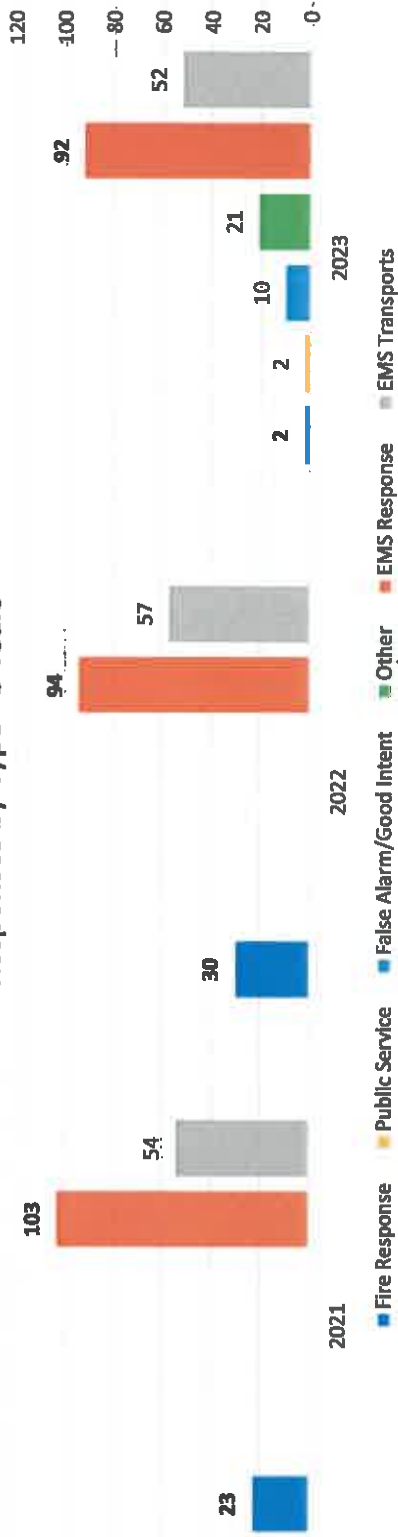
- e. The Fire District will be conducting a live fire training exercise on December 30 and January 6 at the forest service compound off Pine Street. Directors are invited to attend.
 - f. The District recently started publishing a monthly department newsletter as a part of the work the Internal Communications work group is doing.
7. **Fire Safety Manager Report.** FSM Puller provided an overview of his report.
- a. Director McGowan inquired about the water and access training class. Chief Puller said this was for FF Lord as a requirement of his Inspector 1 and 2 certifications.
 - i. Chief Johnson said that most new development is regulated by the building code, but the fire department is responsible for access and water.
 - b. Shifts have been touring the new elementary school.
 - c. Working on an ISO project to update our website with insurance requirements for ISO and related questions. Working with the Deschutes County GIS department to streamline that process. This would be a county-wide program.
8. **Other Business.**
- a. Chief Johnson said that Chief Puller is working with a couple of downtown businesses right now from a fire code compliance perspective. The District is obligated to reach out to the county when we identify fire and life safety issues. This is a sensitive and delicate thing in a small community and responsibility not to look away when we identify these issues.
9. No further business was discussed and the meeting adjourned at 5:37 p.m.

Respectfully submitted by,

Julie Spor, Clerk of the Board

OPERATIONS OVERVIEW - AS OF DECEMBER 31, 2023

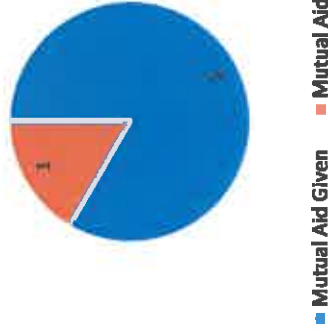
Responses by Type - 3 Years



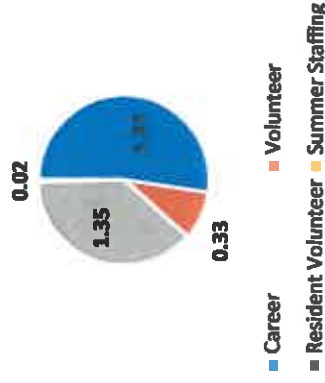
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

22

Callback Overview

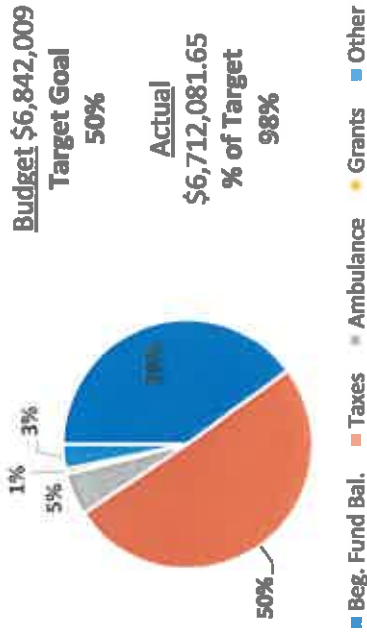
Personnel Callbacks (7PC's) = 13
 7PC's Staffed with ALS Staffing = 9
 7PC's Staffed with Engine Staffing = 4
 Move-Ups = 3

Ave Personnel on Standby

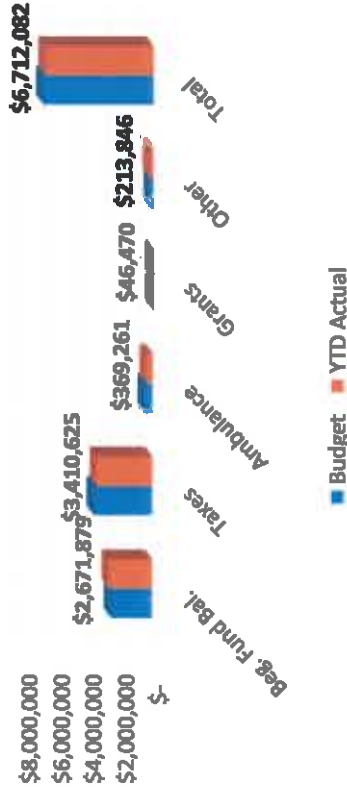
1.40

REVENUE & EXPENDITURE OVERVIEW - AS OF DECEMBER 31, 2023

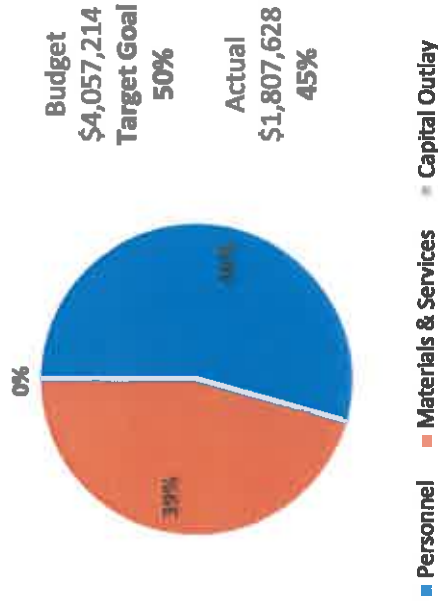
23/24 Actual Revenue as % of Budget



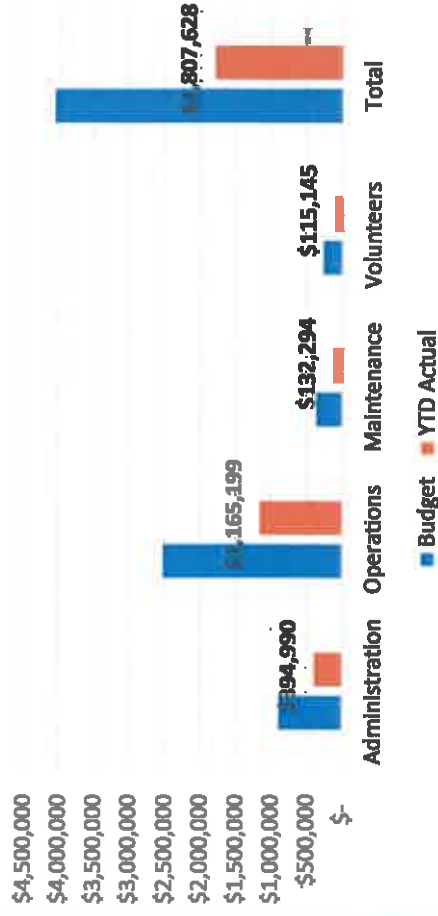
Budget vs. Actual Revenue - Year to Date



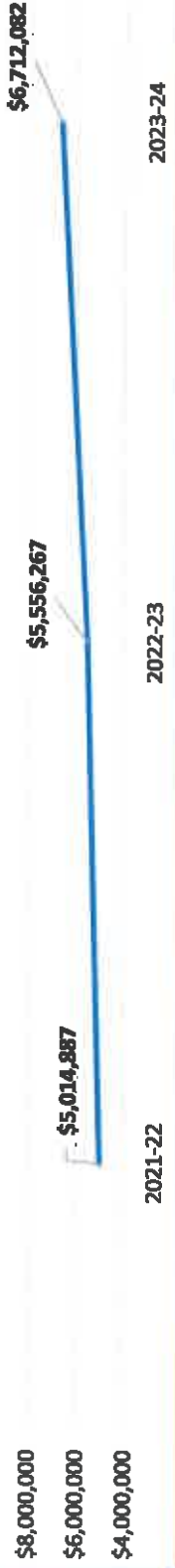
23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date



Total Revenue - 3 Years
As of December 31, 2023



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001080
Bank Account Number: 153695237070

Bank Statement Balance:	88,768.69	Book Balance Previous Month:	87,750.43
Outstanding Deposits:	.00	Total Receipts:	1,182.76
Outstanding Checks:	.00	Total Disbursements:	164.50
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	88,768.69	Book Balance:	88,768.69

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!



SISTERS-CAMP SHERMAN RURAL
 FIRE PROTECTION DISTRICT
 OPERATING FUND
 PO BOX 1509
 SISTERS OR 97759-1509

Business Statement

Account Number:
 1 536 9523 7070
 Statement Period:
 Dec 1, 2023
 through
 Dec 29, 2023

INFORMATION YOU SHOULD KNOW (CONTINUED)

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

Account Summary

	# Items		
Beginning Balance on Dec 1		\$	87,750.43
Other Deposits	1		1,182.76
Other Withdrawals	1		164.50-
Ending Balance on Dec 31, 2023		\$	88,768.69

Other Deposits

<i>Date</i>	<i>Description of Transaction</i>	<i>Ref Number</i>		<i>Amount</i>
Dec 18	Electronic Deposit REF=233490033234760N00	From CIGNA 9751677627HCCLAIMPMT930932704	\$	1,182.76 ✓
Total Other Deposits			\$	1,182.76

Other Withdrawals

<i>Date</i>	<i>Description of Transaction</i>	<i>Ref Number</i>		<i>Amount</i>
Dec 14	Analysis Service Charge	1400000000	\$	164.50-
Total Other Withdrawals			\$	164.50-

Balance Summary

<i>Date</i>	<i>Ending Balance</i>	<i>Date</i>	<i>Ending Balance</i>
Dec 14	87,585.93	Dec 18	88,768.69

Balances only appear for days reflecting change.

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 10001081

Bank Account Number: 189700958849

Bank Statement Balance:	145,499.25	Book Balance Previous Month:	86,289.58
Outstanding Deposits:	1,727.72	Total Receipts:	289,164.87
Outstanding Checks:	10,381.84	Total Disbursements:	218,589.32
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	136,845.13	Book Balance:	136,845.13

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
60	423.65	86	1,182.78	152	121.31			
							Total:	1,727.72

Deposits cleared: 61 items Deposits Outstanding: 3 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
14	283.29	18086	395.00	18099	320.32	18112	72.57
15965	8.25	18090	882.00	18104	945.88	18115	2,240.00
15970	1.34	18093	332.00	18108	270.00		
15974	17.57	18094	3,855.00	18109	353.38	Total:	10,381.84
15975	3.79	18098	85.00	18110	318.65		

Checks cleared: 68 items Checks Outstanding: 17 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 97759-1609

Business Statement
Account Number:
1 697 0095 8849
Statement Period:
Dec 1, 2023
through
Dec 31, 2023
Page 2 of 5



MUNICIPAL INVESTOR CHECKING

Member FDIC

U.S. Bank National Association

Account Number 1-697-0095-8849

Account Summary

	# Items	\$		\$
Beginning Balance on Dec 1		130,826.05	Interest Paid this Year	333.71
Customer Deposits	5	34,970.87	Number of Days in Statement Period	31
Other Deposits	47	235,852.83		
Other Withdrawals	9	226,720.23		
Checks Paid	57	28,230.07		
Ending Balance on Dec 31, 2023		145,499.25		

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Dec 11	8014639685	29,198.37 ✓		Dec 14	8914044963	2,750.00 ✓
	Dec 12	8315827481	830.00 ✓		Dec 20	8613801958	1,227.50 ✓
	Dec 14	8914044983	965.00 ✓				
			Total Customer Deposits			\$	34,970.87

Other Deposits

Date	Description of Transaction	Refer to Maker	SPT Return	Ref Number	\$	Amount
Dec 1	Check 16063	Location/Ser#0000016063		1201020083		89.00 ✓
Dec 1	Electronic Deposit	From STRIPE				116.22 ✓
Dec 1	Electronic Deposit	From AETNA AS01				773.42 ✓
Dec 1	Electronic Deposit	From LOYALELTH SVBT				1,873.06 ✓
Dec 4	Electronic Deposit	From Regence BCBSO -				130.26 ✓
Dec 4	Electronic Deposit	From Regence BCBSO				137.96 ✓
Dec 5	Electronic Deposit	From NORIDIAN WAORAK				654.36 ✓
Dec 6	Electronic Deposit	From IStream				3,988.15 ✓
Dec 7	Electronic Deposit	From AARP Supplementa				315.04 ✓
Dec 7	Electronic Deposit	From AETNA AS01				623.85 ✓
Dec 7	Electronic Deposit	From PacificSource				1,978.11 ✓
Dec 7	Electronic Deposit	From PacificSource				1,435.02 ✓
Dec 8	Electronic Deposit	From STRIPE				28.83 ✓
Dec 11	Electronic Deposit	From AARP Supplementa				312.39 ✓
Dec 12	Electronic Deposit	From LOYALELTH SVBT				281.44 ✓
Dec 12	Electronic Deposit	From OR DIS MP UMIS				276.07 ✓
Dec 13	Electronic Deposit	From STRIPE				221.23 ✓
Dec 13	Electronic Deposit	From IStream				316.74 ✓
Dec 14	Electronic Deposit	From STRIPE				28.83 ✓

60 23 83 + 18 26

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	258,808.01	Book Balance Previous Month:	255,218.10
Outstanding Deposits:	.00	Total Receipts:	3,387.91
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	258,808.01	Book Balance:	258,608.01

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



Account Statement - Transaction Summary

For the Month Ending December 31, 2023

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

Asset Summary

Oregon LGIP

Opening Balance	255,218.10	December 31, 2023	November 30, 2023
Purchases	3,387.91	258,606.01	255,218.10
Redemptions	0.00		
Total	\$258,606.01	\$258,606.01	\$255,218.10

Closing Balance	\$258,606.01
Dividends	1,092.61



Account Statement - Transaction Summary

For the Month Ending December 31, 2023

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

Oregon LGIP

Opening Balance 5,316,355.02
 Purchases 258,208.70
 Redemptions (200,000.10)

Asset Summary

Oregon LGIP December 31, 2023 November 30, 2023
 5,374,563.62 5,316,355.02
Total \$5,374,563.62 \$5,316,355.02

Closing Balance \$5,374,563.62
 Dividends 23,201.06

LGIP 3,698,209.06 +
 EQUIPMENT 400,650.52 +
 BLDG 199,781.37 +
 EQUIPMENT 1,075,922.67 +
 5,374,563.62 *

Bal Exact

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		11/30/2023 (11/23) Balance	.00 *	.00 *	3,640,000.46
CD	1	LGIP ACH Redemption Fees		.10-	
CR	1	Deschutes County Property Tax Collections	38,406.95		
CR	13	Jefferson County Tax Turnover	194,741.83		
CR	16	Jefferson County Tax Turnover	1,859.06		
CR	19	Accrual Income Div Reinvestment Distributions	23,201.08		
CRUS	71	Transfer from LGIP to Checking Bills/Payroll		200,000.00-	
		12/31/2023 (12/23) Period Totals and Balance	258,208.70 *	200,000.10- *	3,696,209.66

Number of transactions: 8 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	258,208.70	200,000.10-	58,208.60

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
	11/30/2023 (11/23)	Balance	.00 *	.00 *	400,650.52
	12/31/2023 (12/23)	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					
	11/30/2023 (11/23)	Balance	.00 *	.00 *	199,781.37
	12/31/2023 (12/23)	Period Totals and Balance	.00 *	.00 *	199,781.37

Number of transactions: 0 Number of accounts: 1

Debit	Credit	Proof
.00	.00	.00

Total BUILDING RESERVE FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070 Equipment Fund					
	11/30/2023 (11/23)	Balance	.00 *	.00 *	1,075,922.67
	12/31/2023 (12/23)	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
5-00-0-1075 Technology Reserve Fund					
	11/30/2023 (11/23)	Balance	.00 *	.00 *	.00
	12/31/2023 (12/23)	Period Totals and Balance	.00 *	.00 *	.00
Number of transactions: 0 Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total REVENUE:			<u>.00</u>	<u>.00</u>	<u>.00</u>
Number of transactions: 8 Number of accounts: 5			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:			<u>258,208.70</u>	<u>200,000.10-</u>	<u>58,208.60</u>

Report Criteria:

Actual amounts

All accounts

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

Account Number	Account Title	2022-23	Current Period Actual	Current YTD Actual	2023-24	Bal Remaining +/-	% Collected
		Prior YTD Actual			Current Year Budget		
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	223,359.18	233,024.01	3,375,143.49	3,556,994.00	181,850.51-	95%
1-01-0-40200	Property Taxes-Prior	4,101.12-	1,189.19	35,481.65	50,000.00	14,518.35-	71%
1-01-0-41100	Ambulance Revenue	43,046.31	49,301.85	315,918.84	450,000.00	133,878.16-	70%
1-01-0-41110	GEMT Ambulance Revenu	.00	2,400.76	53,342.41	40,000.00	13,342.41	133%
1-01-0-41200	Other Fees for Service	3,406.27	1,735.37	11,908.32	11,856.00	77.32	101%
1-01-0-42100	Fire Med Subscriptions	2,290.00	952.50	6,966.25	15,000.00	8,033.75-	46%
1-01-0-43100	Interest Income	13,343.54	24,008.64	90,731.90	75,000.00	15,731.90	121%
1-01-0-44100	Grant Revenue	.00	.00	48,470.21	40,500.00	5,970.21	115%
1-01-0-44200	Donations Received	7,188.46	31,565.00	71,139.31	10,000.00	64,211.82	742%
1-01-0-44300	Conflagration Income	.00	.00	24,550.49	50,000.00	25,449.51-	49%
1-01-0-45000	Misc Revenue	1,403.82	199.51	8,549.59	10,100.00	340.37	103%
1-01-0-49990	Beginning Working Capital	.00	.00	2,671,879.19	2,532,559.00	139,320.19	106%
Total GENERAL FUND REVENUE:		289,936.46	344,376.83	6,712,081.65	6,842,009.00	124,736.06-	98%
GENERAL FUND Revenue Total:		289,936.46	344,376.83	6,712,081.65	6,842,009.00	124,736.06-	98%
Net Total GENERAL FUND:		289,936.46	344,376.83	6,712,081.65	6,842,009.00	124,736.06-	98%

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:	284,927.41	43,535.58	336,770.21	640,279.00	303,508.79	53%
	Total OPERATIONS DEPARTMENT:	1,020,343.78	134,989.90	1,048,666.84	2,336,517.00	1,287,850.16	45%
	Total MAINTENANCE DEPARTMENT:	3,951.23	355.46	7,920.64	28,775.00	18,854.36	30%
	Total VOLUNTEERS DEPARTMENT:	43,798.46	5,112.90	9,012.90	17,872.00	8,859.10	50%
	GENERAL FUND Expenditure Total:	1,353,020.88	183,973.84	1,402,370.59	3,021,443.00	1,619,072.41	46%
	Net Total GENERAL FUND:	1,353,020.88-	183,973.84-	1,402,370.59-	3,021,443.00-	1,619,072.41-	46%
	Net Grand Totals:	1,353,020.88-	183,973.84-	1,402,370.59-	3,021,443.00-	1,619,072.41-	46%

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Cur Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	80,197.11	7,316.28	56,219.71	261,742.00	193,522.29	23%
	Total OPERATIONS DEPARTMENT:	104,033.67	7,164.03	116,532.27	192,025.00	76,492.73	61%
	Total MAINTENANCE DEPARTMENT:	123,998.68	16,002.73	124,372.90	341,799.00	217,426.10	36%
	Total VOLUNTEERS DEPARTMENT:	79,654.89	8,593.39	106,132.48	250,205.00	144,072.54	42%
	GENERAL FUND Expenditure Total:	387,782.15	39,076.43	405,257.34	1,035,771.00	630,513.66	39%
	Net Total GENERAL FUND:	387,782.15-	39,076.43-	405,257.34-	1,035,771.00-	630,513.66-	39%
	Net Grand Totals:	387,782.15-	39,076.43-	405,257.34-	1,035,771.00-	630,513.66-	39%

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:	6,266.00	.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
	GENERAL FUND Expenditure Total:	16,887.20	.00	.00	.00	.00	.00
	Net Total GENERAL FUND:	16,887.20-	.00	.00	.00	.00	.00
	Net Grand Totals:	16,887.20-	.00	.00	.00	.00	.00

SISTERS-CAMP SHERMAN
BALANCE SHEET
DECEMBER 31, 2023

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	3,898,209.06	
1-00-0-1080	US BANK OPERATING ACCT	88,788.89	
1-00-0-1081	US BANK OPERATING ACCT 2022	138,845.14	
1-00-0-1099	PETTY CASH	281.23	
1-00-0-1103	NOTE RECEIVABLE	40,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	263,411.43	
1-00-0-1180	ALLOWANCE FOR UNCOLLECTIBLE AM	(141,867.90)	
1-00-0-1440	PREPAID EXPENDITURES	785,835.00	
1-00-0-1460	PROPERTY TAXES RECEIVABLE	55,081.89	
		4,948,324.54	4,948,324.54

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	2,158.47	
1-00-0-2155	DEFERRED COMPENSATION LIABILITY	13.02	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	1,242.64	
1-00-0-2180	MISCELLANEOUS LIABILITY	720.00	
1-00-0-2260	DEFERRED REVENUE	37,738.89	
		41,870.82	41,870.82

FUND EQUITY

1-00-0-3180	CURRENT YEAR APPROPRIATION	(6,842,010.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	6,842,010.00	
	REVENUE OVER EXPENDITURES - YTD	4,904,453.72	
		11,746,463.72	
	BALANCE - CURRENT DATE	11,746,463.72	
	TOTAL FUND EQUITY	4,904,453.72	4,904,453.72
	TOTAL LIABILITIES AND EQUITY		4,948,324.54

SISTERS-CAMP SHERMAN
BALANCE SHEET
DECEMBER 31, 2023

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND		400,850.52
	TOTAL ASSETS		400,850.52
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	(635,636.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	835,636.88	
	REVENUE OVER EXPENDITURES - YTD	400,849.64	
	BALANCE - CURRENT DATE	1,036,266.52	
	TOTAL FUND EQUITY		400,850.52
	TOTAL LIABILITIES AND EQUITY		400,850.52

SISTERS-CAMP SHERMAN
BALANCE SHEET
DECEMBER 31, 2023

BUILDING RESERVE FUND

<u>ASSETS</u>			
3-00-0-1070	BLDG FUND		199,781.37
	TOTAL ASSETS		199,781.37
<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	199,781.37	
	BALANCE - CURRENT DATE		695,270.37
	TOTAL FUND EQUITY		199,781.37
	TOTAL LIABILITIES AND EQUITY		199,781.37

SISTERS-CAMP SHERMAN
BALANCE SHEET
DECEMBER 31, 2023

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	1,075,922.67	
	TOTAL ASSETS		1,075,922.67

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(1,391,692.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	1,391,692.00	
	REVENUE OVER EXPENDITURES - YTD	1,075,922.67	
	BALANCE - CURRENT DATE	2,467,814.67	
	TOTAL FUND EQUITY		1,075,922.67
	TOTAL LIABILITIES AND EQUITY		1,075,922.67

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

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	258,808.01	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		<u>282,353.71</u>

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(288,833.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	288,833.00	
	REVENUE OVER EXPENDITURES - YTD	259,874.99	
	BALANCE - CURRENT DATE	<u>548,307.99</u>	
	TOTAL FUND EQUITY		<u>259,874.99</u>
	TOTAL LIABILITIES AND EQUITY		<u>282,353.71</u>

Check Register - December 2023

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
12/7/2023	16064	Ace Hardware, Inc.	703 apparatus lights	\$ 4.17
12/7/2023	16064	Ace Hardware, Inc.	Screw for mens lockerroom shower repair	\$ 0.50
12/7/2023	16064	Ace Hardware, Inc.	Batteries for Fire Corps	\$ 24.62
12/7/2023	16064	Ace Hardware, Inc.	Magnets for cabinet closures	\$ 14.71
12/7/2023	16064	Ace Hardware, Inc.	O-rings for valve stem extension repair	\$ 1.20
12/7/2023	16064	Ace Hardware, Inc.	Razor blades and rubber pads	\$ 12.86
12/7/2023	16064	Ace Hardware, Inc.	Hardware	\$ 2.40
12/7/2023	16064	Ace Hardware, Inc.	Sandbags for Christmas lights display	\$ 15.80
12/7/2023	16065	AFLAC	AFLAC Employee Pass-Through	\$ 270.90
12/7/2023	16066	Alpine Internet Solutions	Content plan for December	\$ 395.00
12/7/2023	16067	Beverly Halcon	Reimb. for Firebusters pizza parties	\$ 51.31
12/7/2023	16068	Caselle, Inc.	Contract support charges 1/2024	\$ 182.00
12/7/2023	16069	CEC, INC	electric - Elm Street	\$ 2,114.02
12/7/2023	16069	CEC, INC	electric-Buffalo	\$ 177.31
12/7/2023	16069	CEC, INC	electric - Camp Sherman	\$ 143.58
12/7/2023	16070	CenturyLink	Phone service - Camp Sherman 333226873	\$ 59.90
12/7/2023	16071	City of Sisters	04-6332-00 Elm St.	\$ 325.26
12/7/2023	16071	City of Sisters	02-5766-00 Locust	\$ 24.07
12/7/2023	16072	Cruz Jones	Res. Vol. Mileage & Food Reimb. - Dec 2023	\$ 400.00
12/7/2023	16073	DMV	dmv record Check	\$ 12.00
12/7/2023	16074	Eastern Oregon University	910217779 Spor - Tuition Charges	\$ 2,407.20
12/7/2023	16074	Eastern Oregon University	910227735 Ufm - Tuition Charges	\$ 3,436.80
12/7/2023	16075	Ed Staub & Sons Petroleum	Propane - Elm (330 gals)	\$ 567.60
12/7/2023	16075	Ed Staub & Sons Petroleum	Fuel	\$ 1,370.86
12/7/2023	16075	Ed Staub & Sons Petroleum	Propane - Elm (216.9 gals)	\$ 373.07
12/7/2023	16076	Enerspect Medical Solutions, LLC	Balance on Invoice 20059	\$ 2.50
12/7/2023	16077	InnerTech	IT Services: Troubleshoot 911 connectivity issue	\$ 127.50
12/7/2023	16078	Kristle Miller	Reimb. Meals & Mileage for OFDDA Conference	\$ 60.00
12/7/2023	16078	Kristle Miller	Reimb. Meals & Mileage for OFDDA Conference	\$ 348.85
12/7/2023	16079	Lesley Truman Designs	Career Duty Jackets	\$ 300.08
12/7/2023	16080	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
12/7/2023	16080	Mission Linen Supply, Inc.	mats/rugs	\$ 57.06
12/7/2023	16081	OFDDA	Losap administration fee	\$ 300.00
12/7/2023	16082	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
12/7/2023	16083	Pacific Office Automation, Inc	copies/kit - Konica	\$ 166.79
12/7/2023	16083	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 9.64
12/7/2023	16083	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 70.24
12/7/2023	16084	Paladin Background Screening	Backgrounds - Oliver, Ramey & Brown	\$ 72.00
12/7/2023	16085	Pony Express, Inc.	Lighthouse uniform returns	\$ 18.12
12/7/2023	16085	Pony Express, Inc.	Postage for turnout return	\$ 18.06
12/7/2023	16086	Quill	Office Supplies	\$ 89.74
12/7/2023	16087	Ranch Country Outhouses	Portable Toilet Rental 05/23-06/23	\$ 85.00
12/7/2023	16087	Ranch Country Outhouses	Portable toilet rental - 7/23-8/23	\$ 85.00
12/7/2023	16087	Ranch Country Outhouses	Portable toilet rental 7/23-8/23	\$ 85.00
12/7/2023	16087	Ranch Country Outhouses	Portable toilet rental 8/23-9/23	\$ 85.00
12/7/2023	16087	Ranch Country Outhouses	Portable toilet rental 9/23-10/23	\$ 85.00
12/7/2023	16087	Ranch Country Outhouses	Portable toilet rental 10/23-11/23	\$ 85.00
12/7/2023	16088	Systems Design	EMS billing & postage for November 2023	\$ 1,411.38
12/7/2023	16089	TDS	8224 60 007 0119276 - 703 Cable	\$ 160.10
12/7/2023	16089	TDS	8224 60 003 0017578 - Cable Elm	\$ 658.66
12/7/2023	16090	Temp-Rite Mechanical	Preventative HVAC Maintenance	\$ 882.00
12/7/2023	16091	Treasure Valley Coffee	water & cooler rental	\$ 197.65
12/7/2023	16092	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - Nov 2023	\$ 400.00
12/7/2023	16093	US Postal Service	USPS PO Box Fee 1509	\$ 332.00
12/7/2023	16094	Vohs Custom Landscaping	Fall cleanup plus dump trailer	\$ 3,855.00
12/7/2023	16095	Wilson-Helgood & Associates,	Installment Pmt Life Insurance Pol#PRCO92824OR10091	\$ 192.00
12/7/2023	16095	Wilson-Helgood & Associates,	Installment Pmt Life Insurance Pol#PRCO92824OR10091	\$ 528.00
12/7/2023	16095	Wilson-Helgood & Associates,	Installment Pmt Life Insurance Pol#PRCO92824OR10091	\$ 1,863.00
12/7/2023	16096	WRIGHT FORD INC	776 MAP sensor recalibration	\$ 135.47
12/7/2023	16096	WRIGHT FORD INC	771 Oil Change	\$ 144.67
12/7/2023	16097	Republic Services	Disposal services - Buffalo Drive	\$ 20.77
12/18/2023	16098	Alpine Internet Solutions	Professional management and hosting - January	\$ 85.00
12/18/2023	16099	AT&T MOBILITY	FirstNet Service	\$ 320.32
12/18/2023	16100	Avion Water Co Inc.	Water-703	\$ 28.61

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
12/18/2023	16101	Department of Environmental Quality	Permit No: 13133 High Risk Injection System	\$ 333.84
12/18/2023	16102	Ed Staub & Sons Petroleum	Propane - Camp Sherman (295.8 gals)	\$ 498.60
12/18/2023	16102	Ed Staub & Sons Petroleum	Propane - Buffalo Road (281 gals)	\$ 483.32
12/18/2023	16102	Ed Staub & Sons Petroleum	Fuel	\$ 1,282.51
12/18/2023	16102	Ed Staub & Sons Petroleum	Propane - Elm (252.3 gals)	\$ 412.91
12/18/2023	16103	Flowers By Deanna	Flowers - Schulz Family (Sympathy)	\$ 73.00
12/18/2023	16104	Government Ethics Commission	Gov Ethics Assessment FY 23/24	\$ 945.68
12/18/2023	16105	Grant Dickenson	Reimb. Duty Boots Purchased	\$ 200.00
12/18/2023	16105	Grant Dickenson	Res. Vol. Lt. Mileage & Food Reimb. - December 2023	\$ 650.00
12/18/2023	16106	Jessa Hocker	Res. Vol. Mileage & Food Reimb. December 2023	\$ 400.00
12/18/2023	16107	LIFE-ASSIST	EMS SUPPLY ORDER# 61231490	\$ 125.75
12/18/2023	16107	LIFE-ASSIST	Luer Lock Adapter	\$ 57.30
12/18/2023	16107	LIFE-ASSIST	NG/OG Tubes	\$ 94.80
12/18/2023	16107	LIFE-ASSIST	EMS SUPPLY ORDER# 61232362	\$ 330.52
12/18/2023	16107	LIFE-ASSIST	EMS MEDICATION ORDER# 60233582	\$ 105.00
12/18/2023	16108	Local Government Law Group, P.C.	Legal - Personnel	\$ 270.00
12/18/2023	16109	Momentum Promo	Embroidery: Dickenson, Cooper, Spivey, Otasu	\$ 124.00
12/18/2023	16109	Momentum Promo	Embroidered 1/4 zip sweatshirts	\$ 229.38
12/18/2023	16110	Municipal Emergency Services, Inc.	PRO-BAR 30 HALLIGAN	\$ 316.65
12/18/2023	16111	Norco Medical Supply, Inc.	SCBA BOTTLE HYDROTESTING	\$ 40.00
12/18/2023	16111	Norco Medical Supply, Inc.	SCBA HYDRO HANDLING CHARGE	\$ 35.17
12/18/2023	16111	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 60.08
12/18/2023	16111	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 62.84
12/18/2023	16111	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 35.17
12/18/2023	16112	Quill	Labelwriter labels	\$ 18.59
12/18/2023	16112	Quill	Steno Pads	\$ 37.99
12/18/2023	16112	Quill	Cardstock for Spirit of Christmas tags	\$ 15.99
12/18/2023	16113	TELEFLEX FUNDING LLC	MAD NASAL DEVICE (25/BOX)	\$ 159.50
12/18/2023	16114	Terminix	NSF fee for postive pay issue error	\$ 25.00
12/18/2023	16115	Timothy William Dietz	ICISF Peer Support Training (Paid by Grant)	\$ 500.00
12/18/2023	16115	Timothy William Dietz	ICISF Peer Support Training	\$ 1,500.00
12/18/2023	16115	Timothy William Dietz	Workbooks/Certificates ICISF Peer Support Training	\$ 240.00
12/18/2023	16116	Tyler Wallace	Reimb. for fingerprints for EMT	\$ 58.75
12/18/2023	16117	WCP Solutions	Car & truck wash	\$ 76.40
12/18/2023	16118	ZOLL Medical Corporation	PEDI PADZ II - AED PLUS PEDS DEFIB ELECTRODES	\$ 87.75
12/18/2023	16118	ZOLL Medical Corporation	CPR STAT PADZ	\$ 71.25
12/18/2023	16118	ZOLL Medical Corporation	AED BATTERIES	\$ 69.00
12/20/2023	16119	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - Oct 2023	\$ 400.00 *
12/20/2023	16119	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - Nov 2023	\$ 400.00 *
12/20/2023	16119	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - Dec 2023	\$ 400.00 *
12/20/2023	16120	Ernest Halcon	Reimb. Food purchased for Burn to Learn	\$ 402.20 *
12/20/2023	16121	Solomon Byles	Res. Vol. Mileage & Food Reimb. - Nov 2023	\$ 400.00 *
12/20/2023	16122	Xpress Printing, Inc.	VITALS PAD (50 SHEETS/PAD)	\$ 131.28 *

*Denotes checks signed by Chief Officer and Finance Manager

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
12/31/2023	1	Ambulance receivables to actual	1-00-0-1120	Ambulance Receivables	31,480.33	
12/31/2023	2	Ambulance receivables to actual	1-00-0-1160	Allowance for Uncollectible Am	.00	15,730.17-
12/31/2023	3	Ambulance receivables to actual	1-01-0-41100	Ambulance Revenue	.00	15,730.16-
Total JOURNAL ENTRIES (JE):					31,480.33	31,460.33-
References: 3 Transactions: 3						
Grand Totals:					31,480.33	31,460.33-

Report Criteria:

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

Ambulance Receivable as of December 31, 2023

	<u>SystDes</u>
Beginning Ambulance Receivable	251,951.10
Payments received	33,571.69
Adjustments	54,209.98
New Charges	119,242.00
ENDING Ambulance Receivable	283,411.43

Total # of Transports **52**

Adjustments

Medicare/Medicaid	51,820.24
Collection	1,954.00
Bankruptcy/Other Writeoff	-
FireMed	435.74
Total Adjustments	54,209.98

Outstanding Accounts By Age

CURRENT	214,329.16
31 to 60 days	19,833.54
61 to 90 days	19,514.50
91 to 120 days	4,378.12
OVER 120 days	25,356.11
Total Outstanding as of 12/31/2023	283,411.43

Engine Response Billing as of December 31, 2023

Beginning Engine Response Rec	6,312.50	
Payments received	-	
Adjustments	-	
New Charges	250.00	
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	9	
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	\$ 2,681.25	
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	\$ 2,331.25	
2019/20 % Collected		46%
2020/21 % Collected		94%
2021/22 % Collected		20%
2022/23 % Collected		52%
2023/24 % Collected to Date	87%	

Updates to Old Business

Julie Spor

From: Julie Spor
Sent: Tuesday, January 9, 2024 11:00 AM
To: 'Jack McGowan'; 'Kristi Miller'; 'Rob Schulz'; 'Rodney Cooper'; 'Tom Hermann'
Cc: Roger Johnson
Subject: Cooper Amb Collections Question

Good Morning –

In the meeting last month, Director Cooper inquired about delinquent ambulance accounts. When they are turned, how much we receive, etc.

Here is some data for 2023:

Billed = \$1,358,310
Contractual Write-Offs = \$625,178
Payments as of 12/31/2023 = \$461,859
Pending Payments = \$248,346
Uncollected = \$17,364

In the calendar year 2023, Systems Design sent \$47,585 to Wakefield for collections. This would include tickets older than 2023.

I believe we collected less than \$1,000 from Wakefield last year.

Please let me know if you have any additional questions.

Thank you,



Julie Spor, Finance Mgr.
Executive Assistant/PIO

O: 541-549-0771 F: 541-549-1343

E: spor@sistersfire.com

W: www.sistersfire.com

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CORRESPONDENCE



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADAM A. HOUSE
Fire Chief

December 18, 2023

Fire Chief Roger Johnson
301 South Elm Street
P.O Box 97759
Sisters, Oregon 97759

Dear Chief Johnson,

I am in receipt of the challenge coins and your letter of appreciation for the hospitality our members provided to Firefighter Pat Burke and his family during their stay in Sacramento from October 13-20, 2023.

I share your sentiments and appreciation for their kindness during this difficult time for the Burke family. They went above and beyond to ensure the Burke family was cared for in every way possible and that the hospitality provided was seamless across all three shifts. Their actions are a great example of how we, as a fire service family, always look out for one another, esprit de corps.

To memorialize our appreciation, I have written each member a thank-you letter and enclosed your letter and a challenge coin.

Again, thank you for sharing your kind words. The District takes great pride in our members' dedication, professionalism, and selfless devotion to duty.

Please do not hesitate to contact me at (916) 859-4501 should you or your department ever need assistance.

Sincerely,

Adam A. House
Fire Chief

ADMINISTRATION

PURPOSE:

The Sisters-Camp Sherman Fire District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meet their personal needs.

SCOPE:

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

COST:

As a part of the District's salary and benefits package, the Board of Directors has elected to cover the employee's 0.6% deduction from gross wages for each paycheck on behalf of District employees.

The employee and employer minimum and maximum, as well as overall costs, of this coverage, will be assessed annually by District staff, the Board of Directors, and the Oregon Employment Department and may change. The District will provide notice to employees in advance of any change.

LENGTH OF LEAVE:

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single-week segments. Coverage in less than single-week segments may be approved at the discretion of the Fire Chief or his/her designee.

REASONS FOR LEAVE:

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth

- Through adoption
- When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

A "family member" is any of the following:

- Your spouse or domestic partner
- Your child or the child's spouse or domestic partner
- Your parent or your parent's spouse or domestic partner
- Your sibling or step-sibling or their spouse or domestic partner
- Your grandparent or your grandparent's spouse or domestic partner
- Your grandchild or your grandchild's spouse or domestic partner
- Anyone you are related to by blood or anyone who lives with or is connected to you like a family member.

INSURANCE BENEFIT WHILE ON LEAVE:

The amount of benefit the employee will receive will be calculated based on the employee's earnings for the prior year. This will also be part of the determination of the coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit <https://paidleave.oregon.gov/employees/benefits-calculator.html> for the current rates.

NOTE: Employers may allow employees to make up the difference between their PLO benefit amount and their regular rate of pay with their paid leave balance(s). Employers may not require an employee to use these leave balance(s). The following language is optional:

Employee may make up the difference between the PLO benefit amount and their regular rate of pay. The following leave banks are available for this purpose; Holiday, Vacation, Sick Leave.

NOTIFICATION OF THE NEED FOR LEAVE:

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Notice Form found at S:\Read Only\Forms to notify the employer of the intention to take leave. The employee may also contact the Finance Manager/Executive Assistant for a copy.

FILING A CLAIM FOR COVERAGE:

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claims. The employer will be unable to complete the application process on the employee's behalf.

JOB AND BENEFIT PROTECTION WHILE ON LEAVE:

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist Employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

The employee will be required to pay their portion of all elected benefits premiums while on leave (orthodontia, AFLAC, other employee elected benefits).

COMPLAINTS PROCEDURE:

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Fire Chief promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of

Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

PAYROLL

Personnel:

The **Finance Manager/Executive Assistant** is charged with the responsibility of maintaining personnel files on all staff and volunteers.

Personnel files shall contain the following information, at a minimum:

- Employment application, resume, hiring documentation
- A record of background investigation
- Date of employment
- DMV information
- I-9 Immigration form (filed separately)
- Performance evaluations
- All payroll related files including position, pay rates, deductions, status changes, and W-4's
- Deferred compensation files
- PERS files
- Temporary labor payroll files
- Termination data, when applicable

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Separate files are kept which contain medical and worker's compensation injury information.

All current personnel records are to be kept in a locked office or stored electronically in a secure file on the District's server.

Payroll Preparation and Timekeeping:

1. Pay dates are on the 25th of each month for service from the 18th through the 17th day of each month. If the 25th falls on a weekend or holiday, the previous working day shall be the pay date.
2. Monthly time sheets are to be signed by the employee and supervisor and submitted to the **Finance Manager/Executive Assistant** by the designated payroll cutoff date.
3. **The Finance Manager/Executive Assistant** prepares payroll and direct deposit checks through the Paychex program.
4. **The Finance Manager/Executive Assistant** and ~~for the~~ Deputy Chief reviews payroll reports for accuracy including PTO, changes in pay rates or employment status, hours worked, etc.

SISTERS-CAMP SHERMAN RFPD
CHAPTER 8; SUBJECT 8
FINANCIAL MANAGEMENT PRACTICES – PAYROLL
APPROVED DATE: 6/16/2020
LAST REVISED: 9/22/2023

BOOK 2 – ADMINISTRATION
CODE: 2-8-8

Page 2 of 2

FINANCIAL REPORTING:**Monthly Reports:**

The Finance Manager ~~and/or~~ Executive Assistant shall prepare a set of monthly financial reports for distribution to the Board of Directors, Fire Chief and Deputy Chief. The reports shall include:

- Balance Sheet
- Budget-to-Actual summary report for revenue and expenditures
- Check Register from A/P
- Bank Statements (first page)
- Bank Reconciliation Reports

Reports on Demand:

The Finance Manager ~~and/or~~ Executive Assistant shall provide reports as requested by other staff/volunteers in order to help them manage their budget line items.

Year-End Report/Audit:

Pursuant to Oregon statutes, the District undergoes a comprehensive independent financial audit. At fiscal year-end, a year-end Audit report shall be prepared summarizing the total income and expense activity for the year. This report will be initially reviewed by the Fire Chief, Deputy Chief, and Finance Manager, and then by the Board of Directors.

Bids for an independent auditor to conduct this audit will be accepted between January and March every five (5) to ten (10) years. The auditing process will begin during the fall and finish up with a presentation to the Board of Directors no later than December.

GRANT COMPLIANCE:

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Fire Chief and **Finance Manager/Executive Assistant**.
2. The **Finance Manager/Executive Assistant** shall set up a permanent file for the grant and maintain the contract along with any other fiscal correspondence regarding the grant.
3. It is the responsibility of the **Finance Manager/Executive Assistant** to review the grant contract and extract any fiscal items ~~which~~ **that** must be complied with by the District. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and FEMA to which **the** District is responsible for adhering.

Governmental Generally Accepted Accounting Principles:

1. It is a policy of the District to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, District employees are expected to bring to the attention of management, any instances of non-compliance.
2. The District will never request federal funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contributions or ~~donation~~ **donations** to others
 - c. Entertainment expenses
 - d. Fines and penalties
 - e. Interest, fundraising, and other financial costs
3. Federal funds received in advance will be deposited into a separate federally insured bank account. Any interest earned from those monies will be submitted to the funding agency. [It is the District's current policy to receive federal funds only on a reimbursement basis.]

FISCAL POLICY STATEMENTS:

1. All cash accounts owned by the District will be held in financial institutions- ~~which-that~~ are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$5,000 will be capitalized on the books and records of the District.
3. Employee paychecks and/or personal checks will not be cashed through the District's petty cash fund.
4. No salary advances will be made under any circumstances.
5. It is the policy of the District to reimburse ~~out-of-pocket~~ ~~out-of-pocket~~ expenses only when supporting documentation has been presented for approved costs incurred.
6. It is the policy of the District to establish pay rates ~~which-that~~ equal or surpass the federal minimum wage.
7. The Fire Chief, Deputy Chief, and Finance Manager are signators of all District bank accounts. Two signatures are required for all disbursements.
8. Bank statements will be reconciled monthly ~~in-order-to~~ ~~to~~ account for any outstanding or lost checks.
9. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
10. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the District fiscal year-end.

ENDING FUND BALANCE:

Introduction:

Sisters-Camp Sherman Fire District follows a fiscal year that begins on July 1 of each year and ends on June 30 of the following year. The primary source of revenue for the District is property taxes, which are assessed effective July 1, but are usually not received until around the middle of November. The District therefore must either operate on cash that is carried over from the previous year or borrow money to meet operating needs.

Sisters-Camp Sherman Fire District carries an ending fund balance (contingency) receipt of property tax revenues in mid-November. The working capital is referred to as "Ending Working Capital" from the previous budget year which becomes "Beginning Working Capital" in the following year.

Because the ending fund balance becomes a resource at the beginning of the succeeding year, it is important to ensure that the District maintains the working capital in its ending fund balance to meet cash-flow requirements in the months preceding the receipt of tax dollars.

Authority:

The Board of Directors designates the Fire Chief as the custodial officer of all District financial accounts. The custodial officer has the responsibility to ensure that the District can meet day-to-day demands and also to ensure that the district can access the resources necessary to meet cash flow requirements during the months ~~prior to~~ before receiving property taxes. Among those responsibilities are:

- Recommending Board action on cash-flow requirements,
- Taking the steps necessary to ensure that the District has the operating resources necessary to meet its cash-flow needs, and
- ~~Developing~~ Develop contingency plans for those years when the District falls short of its cash flow needs.

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In the absence of, or at the request of the Fire Chief, the Deputy Chief will have the authority and responsibility to manage the District's financial accounts.

Policy:

It shall be the goal of the Board of Directors to maintain sufficient resources in its ending fund balance to meet cash flow needs in the succeeding year. For ~~the purpose of~~ this policy, ending fund balance shall mean the sum of the amount budgeted as "contingency" plus the amount budgeted as "transfer to reserve accounts". The baseline amount for determining "sufficient resources" shall be

calculated as follows:

1. Five-twelfths (5/12) of the amount budgeted in the personnel services line item; plus
2. One-fourth (1/4) of the amount budgeted in the Materials and Services line item; plus
3. One-fourth (1/4) of the amount budgeted in the Capital Outlay line item.

The Board's objective shall be to maintain sufficient funds in ending fund balance and to avoid using debt financing to obtain operating capital. The Board of Directors recognizes that the local and regional economic environment, changes to the tax structure, and changes in consumer demand for service will at times make it impossible to allocate sufficient funds to meet the baseline amount described above. While tax anticipation borrowing may be acceptable on a short-term basis, it does not meet the Board's policies over the long term.

Goals:

The goals of the ending fund balance (contingency) policy are established below:

1. To meet cash flow needs by providing working capital during succeeding years' budgets.
2. To reduce costs by limiting tax anticipation borrowing and by accruing interest revenue on the carryover funds.
3. To have a certain "emergency" buffer amount established for unexpected expenses or decreased revenues.

RESTRICTED RESERVE FUNDS:

Introduction:

Sisters-Camp Sherman Fire District has set aside three (3) Reserve Funds for unanticipated costs and one (1) Reserve Fund for Debt Service. Maintaining a “restricted reserve” line item in the annual budget is an appropriate way to provide the District with financial liquidity in the event of unanticipated expenses.

The Employment Reserve Fund is for unanticipated labor expenses, separation of service, vacation, and retirement payouts along with saving for PERS unfunded liabilities.

The Building Reserve Fund is for unanticipated large repairs and maintenance costs related to the buildings.

The Equipment Reserve Fund is used to fund large vehicle replacements ~~i.e.~~, ~~ambulanceambulances~~, fire engines, staff vehicles, and EMS equipment. The District maintains a comprehensive equipment replacement schedule ~~which that~~ identifies when equipment should be replaced to meet manufacturer and industry recommendations.

The Debt Service Fund is used solely for the acceptance of Bond tax revenue and interest and repayment of the Bond.

Authority:

The ~~b~~Board~~ard~~ of ~~d~~Directors shall vote as a Board Resolution to expend monies from these funds and transfer monies to these funds upon recommendation from the Fire Chief as the custodial officer.

Goals:

The goal of the restricted funds is to provide liquidity of capital in the event of an unanticipated expense.

REVENUE POLICIES:

Introduction:

Sisters-Camp Sherman Fire District raises revenues to fund operations through taxes and other sources. -This policy outlines objectives.

Appropriate Fund Balance

The Finance Manager/~~Executive Assistant~~ shall prepare an analysis of each operating fund every year, which recommends the appropriate fund balance for the fund. The ~~Finance Manager/Executive Assistant~~ ~~Finance Manager~~ shall take into account cash flow requirements, future capital needs, and significant revenue and expenditure trends. -The Budget Committee and District Board shall amend and approve the recommended appropriate fund balance through the adoption of the annual budget.

Generally, the fund balance levels are dictated by:

- a) Cash flow requirements to support expenditures;
- b) Susceptibility to emergency or unanticipated expenditures;
- c) ~~Credit worthiness~~ Creditworthiness and capacity to support debt service requirements;
- d) Legal or regulatory requirements affecting revenues, expenditures, and fund balances;
- e) Reliability of outside revenues.

Sources of Revenue

The District will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source and ~~ensures~~ ensure its ability to provide ongoing service.

Restricted Revenue

Restricted revenue shall only be used for the purpose legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be ~~clearly~~ designated as such.

Intergovernmental Revenues

Intergovernmental revenues shall be used to finance only those capital improvements that are consistent with the capital improvement plan and local government priorities, and whose operation and maintenance costs have been

included in operating budget forecasts.- Intergovernmental revenue restricted for specific operating purposes will be expended consistent with those restrictions.

Reliance on Property Taxes

In preparing the proposed budget, the **Finance Manager/Executive Assistant Finance Manager** shall make recommendations to the Fire Chief regarding options to reduce the District's reliance on property tax revenue.

Tax and Revenue Anticipation Notes

As a matter of policy, the District will at all times attempt to maintain an ending fund balance at the end of each fiscal year that is at least sufficient to meet the organization's financial needs until November 15 of the following fiscal year.

However, where their use is judged by the **Finance Manager/Executive Assistant Finance Manager** to be prudent and advantageous to the District, the District may choose to issue Tax and Revenue Anticipation Notes as a source of internal working capital and cash flow needs.

Before issuing such notes, cash flow projections will be prepared and reviewed by the Fire Chief and the **Finance Manager/Executive Assistant Finance Manager**. Tax and revenue anticipation notes may be sold in either a competitive or negotiated sale, subject to authorization and approval by the District Board of Directors.

Revenue Collection

The District shall manage its revenue collections by actively pursuing the collection of all funds owed to the District.

Grants

The District may pursue grant opportunities; however, before accepting grants, the District will consider the current and future implications of both accepting and rejecting the monies.

In reviewing grants, the Fire Chief and **Finance Manager/Executive Assistant Finance Manager** shall evaluate each grant offer and make their recommendation after considering:

1. The amount of matching funds required;
2. ~~In-kind~~In-kind services that are to be provided;

3. Length of grant and consequential disposition of service (i.e., is the District obligated to continue the service after the grant has ended); and,
4. The related expenditures including administration, record keeping, and auditing expenditures.

Transfers

To the extent feasible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific programs or services. Amounts not needed to support such specific programs or service expenditures shall be transferred back to the General Fund, unless the Board directs the transfer to be used for other purposes.

Transfers for specific programs or projects, or to support special operations, should occur ~~on the basis of~~ based on cash flow needs of the program or service being supported. A reconciliation of actual transfers against budgeted transfers will be included in the year-end audit process.

Inter-fund Loans

For short-term cash deficits, in non-General Fund funds during ~~the course of~~ the year, short-term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans, or where loan transactions would be too numerous and costly to be effective.

Subject to Board approval, the District may engage in borrowing between funds to meet operating capital, cash flow, or other requirements. ~~When inter-fund borrowing occurs, as a matter of policy the Finance Manager/Executive Assistant Finance Manager~~ will ensure that the appropriate funds are repaid during the same budget year in which they are borrowed. ~~That repayment will include interest in on~~ the amount that would have been earned had the inter-fund borrowing not occurred. ~~When appropriate or prudent,~~ the Board of Directors may authorize inter-fund borrowing for longer terms.

Property Tax Allocations

The property tax base was approved by the voters to support the general services of the District. ~~The Statutory authority to levy property taxes by individual levy was removed through the passage of a constitutional amendment, known as Measure 50. Measure 50 has resulted in a single property tax rate. Local option levies for one to ten years in length can be approved by voters to fund operations.~~

Each year during the budget process, the District Board declares by resolution

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where to allocate general property taxes. Every effort shall be made to hold the property tax allocation rates stable for a minimum of two years to improve long-term financial planning and fiscal stability.

DEBT FINANCING:

Introduction:

This policy establishes provisions for financing to meet the Facilities Master Plan and Equipment Master Plan. -The Sisters-Camp Sherman Fire District has been an infrequent user of long-term debt instruments. -The District has a fundamental philosophy of funding its programs, including capital outlay programs, through the use of General Fund dollars whenever possible. -Nevertheless, the District recognizes that at times long- or short-term funding may be necessary to maximize the value that the District provides to its stakeholders.

Comprehensive Planning and Financing System

The District shall develop a capital planning and financing system for use in preparing multi-year Facilities and Equipment Master Plans for (1) real estate purchases and improvements and (2) purchasing and improving apparatus and other equipment. -These Plans shall be reviewed at least annually by the Board of Directors and will be used in preparing the District's annual budget. -Responsibility for adopting the Master Plans resides with the Board of Directors.

The Plans shall at least include an overview of planned projects, a description of the sources of funds, the timing of capital projects, the effect of the projects on future debt sales, the annual debt outstanding, and debt service requirements. The plan shall also analyze the conformance of planned debt financings with policy targets regarding the (1) magnitude and composition of the District's indebtedness and (2) the economic and fiscal resources of the District to bear such indebtedness over the life of the debt.

1. **Debt Calendar and Financing Priorities.** -The **Finance Manager/Executive Assistant** ~~Finance Manager~~ shall be responsible to oversee and coordinate the timing, process of issuance, and marketing of the District's borrowing and capital funding activities required in support of the Plans. -In this capacity, the **Finance Manager/Executive Assistant** ~~Finance Manager~~ shall make recommendations to the District Board regarding necessary and desirable actions and shall keep it informed through regular and special reports as to the progress and results of current-year activities under the Plan.
2. **Funding of Capital Outlays.** -As part of its capital financing philosophy, the District shall not finance through debt more than 90 percent of the total costs of each capital project unless authorized by the Board of Directors. -The remaining 10 percent of the total capital cost may be contributed from the District's current revenues, restricted funds, or outside funding sources such as state or federal grants.

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3. Maintenance, Replacement, and Renewal. -Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good repair and ~~to~~ ~~maximizemaximizing~~ the capital stock's useful life, the District should set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal.
4. Debt Authorization. No District debt issued ~~for the purpose of funding to fund~~ capital projects shall be authorized by the District Board of Directors unless it has been included in the Master Plans or until the Board has modified the Plans. - Such modification shall occur only after the Board has received a report of the impact of the contemplated borrowing on the existing Master Plans and recommendations as to the financing arrangements from the ~~Finance Manager/Executive Assistant~~ ~~Finance Manager~~.

Long-term Debt

Sisters-Camp Sherman Fire District shall only use ~~long-term~~ ~~long-term~~ debt for capital projects that cannot be financed out of current revenues within the Revenue Policy guidelines for rate increases.

Debt financing shall generally be limited to one-time capital improvement projects and only under the following circumstances:

1. When the project's useful life is greater than or equal to the term of the financing;
2. When the project's revenue or specific resources will be sufficient to service the debt; and,
3. When the project will benefit the citizens of Sisters-Camp Sherman Fire District.

Debt financing shall not be considered appropriate for:

1. Current operating and maintenance expenses (except for issuing short-term instruments such as revenue anticipation notes or tax anticipation ~~note~~ ~~notes~~); and
2. Any recurring purpose (except as indicated above).

Short-term Debt

Short-term debt outstanding at the end of the budget year will not exceed 5% of net operating revenues (including tax anticipation notes but excluding bond anticipation notes.) -Tax and revenue anticipation debt will be retired within the fiscal year issued, and bond anticipation notes will be retired no later than six months after completion of the project.

General Obligation Debt

Outstanding general obligations indebtedness of the District, other than enterprise ~~revenue-backed~~ ~~revenue-backed~~ bonds, shall not exceed 3% of the true cash value of the taxable property within the District. -The issuance of general obligation bonds requires an affirmative vote of a majority of electors voting in any special or general election.

Leasing

Lease purchase financing shall be considered only when the life of the item is equal to or greater than the length of the lease, and a lease purchase is the most economical method of purchasing available. -If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should be either purchased with cash or placed on an operating lease.

Rating Agency Relationship

The District shall maintain good communication with bond rating agencies about its financial condition. -The District will provide full disclosure on every financial report and bond prospectus. -The District will comply with all aspects of the Securities and Exchange Commission rule 15c2-12 ~~pertaining to~~ ~~about~~ secondary market disclosure.

Debt Management Plan

A Comprehensive Debt Management Plan shall be developed and updated ~~prior~~ ~~to~~ ~~before~~ the issuance of any additional debt. -The District Board shall review the Comprehensive Debt Plan ~~prior to~~ ~~before~~ the issuance of new debt and any recommendations made therein.

The Comprehensive Debt Management Plan shall encompass all debt of the District including, but not limited to:

1. Detail of the sources of funding for all debt,
2. Current and future debt capacity analysis,
3. Issues to be addressed for sound debt management,
4. A contingency debt plan should any of the funding sources become unavailable in the foreseeable future, and
5. Reporting as to the District's compliance with its debt policies.

APPROVED DATE: 1/19/2016

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LAST REVISED: 11/7/2023

Carolyn H. Connelly
Ross M. Williamson*
Mark A. Wolf
Diana Moffat
Lori J. Cooper
Armand Resto-Spotts
*Also Admitted in Washington

December 19, 2023

Via Email Only To: spor@sistersfire.com

Julie A. Spor, Administrative Assistant
Sisters-Camp Sherman Rural Fire Protection District
301 South Elm Street
P.O. Box 1509
Sisters, OR 97759

Re: Public Contracting Rules Packet

Dear Julie:

Enclosed are a resolution and accompanying Public Contracting Rules drafted to replace the District's Rules adopted in 2023 to address statutory amendments adopted in the interim. ORS Chapters 279A, 279B and 279C (the "Public Contracting Code" or "Code") has been in place since March 1, 2005. Since that date, the legislature has amended some aspect of the Code nearly every session. The most recent changes take effect January 1, 2024. Per ORS 279A.065, the Attorney General's Model Rules govern government agency public contracting. The statute goes on, however, to allow a public entity to adopt its own procurement rules which may or may not include portions of the Attorney General's Model Rules. Agencies adopting their own rules must determine whether updates are required each time the Code is amended to ensure compliance with statutory changes. I conduct that review for you.

Rules

These updated Rules address the following 2023 legislative amendments:

- 1) Effective January 1, 2024, SB 1047 increases: 1) the "Small Procurement/Direct Award" threshold for goods and service (Division 47) *and* public improvement (Division 49) contracts from \$10,000 to \$25,000; and 2) the Intermediate Procurement threshold for goods and service contract from \$150,000 to \$250,000 (Division 47). The Legislature did not adopt a similar intermediate procurement increase for public improvement contracts. Therefore, Divisions 47 and 49 Intermediate procurements have different upper thresholds, yet again.

We have increased our E-17 and E-18, Personal Service thresholds from \$10,000 to \$25,000 to correspond to the Division 47 small procurement increase.

- 2) HB 2295 expanded the preference for service-disabled veterans to all veterans. This minor change is reflected in Divisions 46 and 49 of our updated Rules. In sum, a business must be 51% owned by a qualifying veteran, the owner must manage the day-to-day operation of the enterprise, and the business must have annual revenues below \$23.98 million. As with all preferences, consult ORS 200.005 to determine exactly who qualifies.
- 3) Rule 137-046-0300(5) now allows, but does not require, a public contracting agency to grant a 5% preference to for-profit businesses that benefit society or the environment (known as a certified B-Corp.) HB 3572.
- 4) Our Rules continue to track state law, making demolition contracts and those for the removal of hazardous waste "public works" subject to prevailing wage laws. SB 594.

Spending Authority

As used in the Rules and the Resolution, the term "Contracting Agency" references the District. The term also includes the District's chief administrative officer, his or her designee, and any other purchasing agent identified by District policy. The authority of the Contracting Agency is, however, subject to all other District policies. Therefore, if your District's policies are not clear as to a District officer's authorized level of spending, this is a good time to determine that authority, and what contract amounts must come back to the Board of Directors. If you wish, we can help in drafting or updating such purchasing authority policies.

Adoption Process

Because the 2023 Public Contracting Rules do not add or amend any special procurement class exemption, the District may adopt these Rules by resolution, without notice or hearing. However, the Resolution and Rules may only be adopted jointly by both the Board of Directors and the Local Contract Review Board. The Board can conduct other Board business at the meeting as well, so long as this is reflected in the Board agenda. For example, your agenda could state:

- (1) CALL TO ORDER JOINT MEETING OF THE DISTRICT BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD
- (2) STAFF REPORT (Staff Report by XXXX)
- (3) RESOLUTION

Sisters-Camp Sherman Rural Fire Protection District
December 19, 2023
Page 3 of 3

Joint Resolution of the District Board and Local Contract Review Board
Amending Public Contracting Rules for Sisters-Camp Sherman Rural Fire
Protection District (Staff Report by XXXXX)
- Action Required

**(4) ADJOURN JOINT MEETING OF THE DISTRICT BOARD/LOCAL
CONTRACT REVIEW BOARD**

For additional clarity, staff could also offer the following proposed motion to ensure that both bodies act on the Resolution/Rules:

"I move to adopt Resolution No. _____ on behalf of Sisters-Camp Sherman Rural Fire Protection District and on behalf of the District's Local Contract Review Board."

Please call with any questions.

Sincerely yours,



Carolyn H. Connelly
chc@localgovtlaw.com

CHC:kad

Enclosures



Resolution 2023-2024-007

- I. **Topic:** Amending Public Contracting Rules **Date:** January 16, 2024
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** None
- IV. **Contact Person:** Chief Johnson

JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD AMENDING PUBLIC CONTRACTING RULES FOR THE SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT

WHEREAS, in 2005, the Sisters-Camp Sherman Rural Fire Protection District (District) opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own Public Contracting Rules (Rules), which were most recently updated by Resolution No. 2022-2023-009 in May 16, 2023; and

WHEREAS, the 2023 legislature adopted several amendments to Oregon's Public Contracting Code (Code), allowing further updates to the District's Rules, Divisions 46, 47, 49 and Personal Services Rules; but requiring no changes to the District's public contracting Class Exemptions; and

WHEREAS, the District Board and the District's Local Contract Review Board agree that legislative amendments to the Code should be reflected in the District's Rules.

NOW, THEREFORE, it is resolved as follows:

1. **Findings.** The findings set forth in the recitals, above, are hereby adopted as support for the amendments to the District's Public Contracting Rules.
2. **Amendments.** The following identified subsections of District Public Contracting Rules, Divisions 46, 47, 49, and E-17 adopted by Resolution No. 2022-2023-009, Section 3 are hereby amended as follows:
 - a. Subsection 5 of Rule 137-046-0300, Preference for Oregon Goods and Services; Nonresident Bidders, is amended to read as follows:

(5) Discretionary Preference and Award.

- (a) Under ORS 279A.128, a Contracting Agency may provide, in a Solicitation Document for Goods, Services or Personal Services, a specified percentage preference of not more than: (i) ten percent for Goods fabricated or processed entirely in Oregon or Services or Personal Services performed entirely in Oregon or (ii) five percent for Goods or Services provided by a benefit company that is incorporated, organized, formed or created under ORS 60.754, that submits with a bid or proposal a certificate of existence issued under ORS 60.027 and has the majority of the benefit company's regular, full-time workforce located in Oregon at the time the benefit company submits the bid or proposal.**
- (b) When the Contracting Agency provides for a preference under this Section, and more than one Offeror qualifies for the preference, the Contracting Agency may give a further preference to a qualifying Offeror that resides in or is headquartered in Oregon.**
- (c) A Contracting Agency may establish a preference percentage higher than the percentages authorized in (5)(a) of this rule by written order that finds good cause to establish the higher percentage and which explains the Contracting Agency's reasons and evidence for finding good cause to establish a higher percentage.**
- (d) The Contracting Agency may not apply the preferences described in this Section in a Procurement for emergency work, minor alterations, ordinary repairs or maintenance of public improvements, or construction work that is described in ORS 297C.320.**

- b. Rule 137-047-0265, Small Procurements, is amended to read as follows:**

137-047-0265

Small Procurements

(1) Generally. For Procurements of Goods or Services less than or equal to \$25,000 a Contracting Agency may Award a Contract as a small Procurement pursuant to ORS 279B.065 by direct selection or award without any competitive or solicitation process.

(2) Amendments. A Contracting Agency may amend a Public Contract Awarded as a small Procurement in accordance Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to greater than one hundred twenty-five percent (125%) of the small procurement threshold stated in subsection (1) of this Rule.

- c. Rule 137-047-0270, Intermediate Procurements, is amended to read as follows:**

137-047-0270

Intermediate Procurements

(1) Generally. For Procurements of Goods or Services greater than \$25,000 and less than or equal to \$250,000, a Contracting Agency may Award a Contract as an intermediate Procurement pursuant to ORS 279B.070.

(2) Written Solicitations. For any intermediate Procurements, a Contracting Agency may use a Written solicitation to obtain quotes.

(3) Negotiations. A Contracting Agency may negotiate with a Proposer to clarify its quote or offer or to effect modifications that will make the quote or offer acceptable or make the quote or offer more Advantageous to the Contracting Agency.

(4) Amendments. A Contracting Agency may amend a Public Contract Awarded as an intermediate Procurement in accordance with Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to a sum that exceeds one hundred twenty-five percent (125%) of the intermediate procurement threshold stated in subsection (1) of this Rule.

d. Subsection 1 of Rule 137-049-0160, Intermediate Procurements; Competitive Quotes and Amendments, is amended to read as follows:

(1) General. Public Improvement Contracts estimated by the Contracting Agency to cost \$25,000 or more, but not to exceed \$100,000 may be Awarded in accordance with this rule.

e. The term "service-disabled veteran," as used in District Rules 137-046-0210, 137-049-0370, and 137-049-0440, is amended to read "veteran, as defined by ORS 200.005,"

f. Subsection (6)(c) of Rule 137-049-0390 is amended to read:

Negotiation Prohibited. Except as allowed by Rules 137-049-0420(1) and 137-049-0430, the Contracting Agency shall not negotiate scope of Work or other terms or conditions under an Invitation to Bid process prior to Award.

g. The last sentence of Subsection (1) of Rule 137-049-0395 is amended to read:

This requirement does not apply to Award of a small, intermediate (informal competitive quotes) or emergency Public Improvement Contract awarded under ORS 279C.335(1)(c) or (d) or (6).

h. Subsections (6)(a) and (b) of Exemption-17, Personal Services, are hereby amended to increase the threshold of "\$10,000" to "\$25,000."

i. The first paragraph of Exemption E-18, Liability Insurance Contracts, is hereby amended to read:

Contracts for insurance where either the annual or aggregate premium exceeds \$25,000 must be let using one of the following procedures:

3. **Legal Review.** In accordance with ORS 279A.065(6)(b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2023 legislative session in order to determine whether amendments are required to ensure statutory compliance.

4. **Continued Effect.** All unamended provisions of Resolution No. 2022-2023-009, and all rules adopted thereby, shall remain unchanged and in full force and effect.

DATED this 16th day of January, 2024.

Kristie Miller, President
Board of Directors

Kristie Miller, President
Local Contract Review Board

ATTEST:

ATTEST:

Jack McGowan, Secretary
Board of Directors

Jack McGowan, Secretary
Local Contract Review Board

Resolution adopted by a majority vote of the Board of Directors on this 16th day of January 2024.

Julie Spor, Clerk of the Board

PRESIDENT'S REPORT

FIRE CHIEF'S REPORT

FIRE CHIEF'S REPORT MONTH-JANUARY, 2024

I. FIRE ACTIVITY STATUS:

We responded to one structure fire last month on Stevens Canyon Road. The fire was not reported until it was seen from several miles away. When our firefighters arrived, the building had already collapsed and was a total loss. Chief Puller is working with Deputy State Fire Marshal Clara Butler to attempt to determine the fire cause.

II. NOTEWORTHY OPERATIONAL EVENTS:

Last month a Black Butte Ranch Fire ambulance was struck while parked at an emergency scene. We have loaned Black Butte Ranch Fire our reserve until theirs is back in service.

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 mtg.
 - b. Oregon Fire Chiefs Association board mtg.
 - c. Shift Commander coordination mtg.
 - d. State Fire Marshal HB 2522 meetings
 - e. Oregon Fire Chiefs Association legislative stakeholder coordination mtg.
 - f. Central Oregon Fire Chiefs mtg.
 - g. Oregon Department of Forestry Jefferson County Classification mtg.
 - h. Director Grafe wildfire funding proposal mtg.
 - i. SIEC Broadband Committee mtg.

IV. SPECIAL PROJECTS UPDATE:

1. We are half way through the fiscal year and are making good progress on our organizational goals for the year. The board packet will include a copy of our quarterly goal tracking worksheet.
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. I am working on a legislative issue related to funding for ODF wildfire response. As a result of this work, and in coordination with the Deschutes

County Assessors office, we identified several properties within the fire district that are not paying taxes to the District. I am working with the assessor's office to identify an appropriate path forward. I will provide a more detailed presentation on this issue at the February Board of Directors meeting.

4. The Oregon Department of Forestry is completing a re-classification of lands within Jefferson County. The result of the classification process is that the fire district will no longer collect property taxes on 41 lots in the Camp Sherman community. The lost revenue to the District will be approximately \$7,700 yr. Ben Duda with ODF is willing to provide an update to the Board at the February Board meeting.
5. The burn to learn training exercises at the USFS property is now complete for both structures. Kudos to Chief Craig for organizing a great training event and thank you to the Directors that were able to stop by and learn about our training and firefighting activities.
6. We are starting the budget process earlier than normal this year due to several factors including the transition of the Fire Chief position and need to complete another comprehensive salary and benefit review.

V. VOLUNTEER STATUS:

We will be hosting a new volunteer recruit academy beginning April 22, 2024. We are targeting station 703 and 704 station areas.

VI. OTHER:

FIRE SAFETY MANAGER REPORT



Fire & Life Safety Manager Report

January 2024

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - Burn-to-learn support
- CPR Training
 - 7
- Community AED
 - 0
- Blood Pressure Screenings
 - 15
- Wildfire Home Safety Assessments
 - 1
- Smoke Alarm Installations
 - 5
- Fire Station Tours
 - 0
- Special Events
 - Spirit of Christmas
 - Christmas Dinner
- Address Signs
 - 10
- Child Safety Seats
 - 0

Public Event Permit Applications Review:

- 386 N. Fir St. – Sisters Folk Festival Camping
- Winter Solstice Walk

New Business / New Construction Plan Review:

- Sunset Meadows
- 718 W. View Loop
- 382 E. Hood Ave. Suite B-East
- Ray Benson Snow Park – Fuel Tank
- 220 E. Hood Ave – Eurosport Food Trucks
- 100 E. Cascade Ave. – Dixie Addition

Alarm Sprinkler Final:

- New Airport Hanger

Commercial Business Inspections:

- 291 E. Main Ave.
- 1300 W. McKenzie Hwy (Sisters Community Church)
- 442 N Trinity Way Re-Inspection (Wellhouse Church)
- 250 W. Cascade Ave. (Sisters Depot)
- Sisters Elementary School Re-Inspection
- Sisters Middle School Re-Inspection
- Sisters High School Re-Inspection
- 220 W. Cascade Ave. Suite A
- 220 W. Cascade Ave. Suite B

Other Fire Safety / Prevention / Pub Education Request:

- 1 - Information request
- 1 - Land Use request review
- 0 - Addressing review
- 1- Knox-box lockups.
- Fire Busters Pizza Party Sisters Elementary
- New Elementary School Building Walk through for two shift and volunteers

Fire Investigations:

- 0

Outside Training

- 0

OTHER BUSINESS
