



## AGENDA

**Notice of the Regular Meeting of the  
Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District  
February 20, 2024 – 5:00 p.m.**

1. Open the Regular Meeting
2. Consent agenda
  - a. Administrative Summary
  - b. January 2024 Minutes of the Regular Meeting
  - c. January 2024 Minutes of the Special Meeting
    - i. Revision Request – approval for increased per diem (\$100 to \$200) and expenses for four out-of-town candidates.
  - d. Dashboard report
  - e. Bank statement and reconciliations
  - f. Operating fund summaries
  - g. Balance sheets
  - h. Check register
  - i. Adjusting Journal Entries
  - j. Ambulance Receivables
  - k. Engine Response Report
  - l. Updates to Old Business - None
3. Correspondence - None
4. Administration
  - a. Staff Report: SR-24-1 GO Bond Update
  - b. Budget Calendar
  - c. Budget Officer
  - d. Draft Board Goals 2024/2025
  - e. Salary & Benefit Review
5. President's Report
  - a. Fire Chief Recruitment Update
6. Fire Chief Report
7. Fire Safety Manager report
8. Other business
9. Adjourn meeting

# Administrative Summary for Consent Agenda

## January 2024 Data

Minutes – Requested revision to Special Meeting Minutes – consensus on allowable expenses for Fire Chief candidates.

### Revenue & Expenditure Dashboard Report

- The target goal for this period is 58% of budgeted revenue and expenditures.
  - Revenue is at 100%.
  - Expenditures overall are tracking at 58% of budget. The Administration Department is at 60%; the Operations Department at 54%; the Maintenance Department at 40%; and the Volunteers Department at 60%.

### Operations Overview Dashboard Report

- EMS transports decreased for January compared to last year at the same time and overall EMS response was down this year compared to the last two years in January. There was one fire response in January.
- Total calls decreased in January (year over year)
- A total of 21 7PC's were called in January and there were six move-ups requested by the District. There were 17 back-to-back calls in January.

### Bank Statements and Reconciliations

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

- Total sum of all funds balance with the bank and totals \$5,153,832.47 at the end of January. 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 \$253,394.21.

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

- Total sum of funds in the old (ending 7070) US Bank checking at the end of January balances with the bank and totals \$89,332.90.
  - Two fraudulent electronic withdrawals were made to carvana.com on January 31, 2024, for \$1190.00 in total. These were discovered during the bank reconciliation process. The positive pay system did not catch these withdrawals because the party that withdrew the funds used an existing approved vendor's ACH credentials to withdraw the funds. The funds have since been returned after contacting fraud services at US Bank and through our Stripe vendor. Julie is working with US Bank to close this account.

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

- Total sum of funds in the new (ending 8849) US Bank checking at the end of January balances with the bank and totals \$81,646.12.

### Operating Fund Summaries

#### Revenue

- Current property taxes are at 96% of budget. We anticipate another large payment in May 2024. GEMT revenue is at 133% of budget and interest income is at 151% of budget. Grant revenue is currently at 128% of the budget, however, the AFG grant revenue received in January will be transferred to the Equipment Reserve Fund in February.

#### Expenditures

- Overall tracking within budget at 54% at the end of January.

### **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 should be cleared with contributions being sent with February payroll for new enrollees.
- 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: 16161 to Sisters-Camp Sherman Fire & Ambulance Association. This check is for pass-through donations to the Association for various donations received.
- Check number: 16173 to Black Butte Ranch RFPD. This is a reimbursement to Black Butte Ranch RFPD for shared training costs for Chief Ellison to attend a train the trainer Blue Card training course that will benefit both Districts.
- Check number: 16187 to MityLite Inc. This is for the replacement Community Hall tables.
- Check number: 16191 to SDIS. This is for the District's monthly health insurance premiums as well as \$69,727 for annual general liability insurance.
- Check number: 16198 to Umpqua Bank. This is the interest payment for the bond on Station 701. The principal payment will be on the February check register.

*\*One check was signed by Chief Johnson and the Finance Manager (#16190 to Rachelle Otasu). Chief Craig was out on vacation and Rachelle was leaving for training.*

### **Adjusting Journal Entries**

- Entry for ambulance receivables to actual.
- Entry for transfer from the Building Reserve Fund for the Community Hall tables purchased.

**Ambulance Report** - Total of 50 transports for January.

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



**Minutes of the Joint Meeting of the Board of Directors and Local Contract Review Board of the Sisters-Camp Sherman Rural Fire Protection District  
January 16, 2024**

1. Board President Kristie Miller called the meeting to order at 5 p.m.
  - a. Directors attending: President Kristie Miller, Vice President Rob Schulz, Secretary/Treasurer Jack McGowan, Director Herrmann and Director Cooper.
  - b. Staff attending: Chief Roger Johnson, Deputy Chief Tim Craig, Finance Manager/Executive Assistant Julie Spor, and Division Chief Jeff Puller.
2. Consent Agenda.
  - a. ***Unanimously approved the Consent Agenda with changes noted to the December meeting minutes (1ai Director Herrmann was present at the meeting and 4ai added the word "tables" to "...the existing community hall" sentence. Motion by Director Schulz, Director McGowan second.***
3. Correspondence.
  - a. The Board reviewed a thank you letter from Sacramento Metro Fire District.
4. Administration.
  - a. Quarterly Goal Tracker. The Board reviewed the Quarterly Goal Tracker. Chief Johnson reports no concerns with meeting the deadlines listed, however, the goal related to volunteer personnel numbers in outlying stations may be difficult to reach due to ongoing recruitment concerns in those areas. He also reports 2024/25 draft goals will be presented at the February meeting and will include a discussion about potential bond renewal options.
  - b. Policy Review. ***Unanimously approved policies: 2-3-5, 2-8-8, 2-8-9, 2-8-10, 2-8-11, 2-8-12, 2-8-13, 2-8-14, and 2-8-15 as presented with one minor wording change "prior to versus before." Motion by Director Cooper, Director Herrmann second.***
    - i. Director Cooper asked if the District utilizes grants wherever possible to minimize the reliance on property taxes. Chief Johnson affirmed.
    - ii. Director McGowan asked if the District had used tax revenue anticipation notes or interfund loans in the past. Chief Johnson said that some of the finance policies are boilerplate language that gives the District to option to use those tools if needed. FM/EA Spor said that in her history with the District tax revenue anticipation notes nor interfund loans had not been utilized to her knowledge.
  - c. Resolutions. ***Unanimously approved Resolution 2023-2024-007 amending the Public Contracting Rules for the Sisters-Camp Sherman Fire District. Motion by Director Herrmann, Director McGowan second.***
  - d. Forestland Classification and Property Taxes. Chief Johnson gave a PowerPoint presentation on the topic of forestland classification and the effect of that system on property taxes for rural fire protection districts. With the legislative work Chief Johnson

is currently doing, he recently discovered an issue with three lots within the Fire District that had been re-classified and were no longer considered forestland, but that the County had erroneously not coded to be taxed by the District. The error results in approximately \$28,208 annually in lost revenue to the District. As a result, the County, by law, will be required to bill the affected property owners for the back taxes for the past five years. Letters from the County will be sent to the affected property owners within the next two weeks and the Chief wanted to make the Directors aware of the issue. The County has assigned a staff person to review other accounts to ensure no other errors are identified and will report back to the District any findings.

5. President's Report.

- a. Fire Chief Recruitment Update & Upcoming Executive Session. Special Districts received eight applications for the Fire Chief position. Applicant packets will be available for Board review before the weekend. The Board will hold a special meeting with an executive session to review the applications and discuss the upcoming hiring process. President Miller and VP Schulz met with Chief Johnson and brainstormed potential panel members for the interview process. The Board will host a meet and greet with all the candidates on Sunday, March 3 for all department members and the community at Ski Inn in Sisters from 4-6 p.m. The testing process will be held at Station 701 on Monday, March 4.
6. Fire Chief Report. Chief Johnson provided a report. He noted the structure fire on Stevens Canyon Road was a difficult property to find due to its location and where the caller thought the fire was. The cause is still under investigation and that has been delayed due to snowfall the next day and the fire area being too hot still. Both the Oregon State Fire Marshal's office and Oregon State Police Arson Investigators will be continuing the investigation hopefully next week.
7. Fire Safety Manager Report. Chief Puller provided a report. He highlighted the great work the Fire Corps did with several events last month.
8. Adjourn. No further business was discussed and the meeting adjourned at 6:18 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board



**Minutes of the Special Meeting with Executive Session of the Board of Directors of the  
Sisters-Camp Sherman Rural Fire Protection District  
January 25, 2024**

*\*\*Before the special meeting of the Board, the Finance Manager met with Directors Schulz and Cooper to perform the quarterly financial review as requested by the auditors. No issues were raised during the review.*

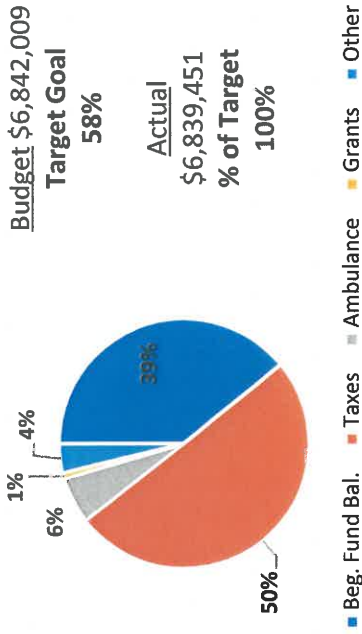
1. **Open the Special Meeting.**
  - a. Board President Kristie Miller opened the meeting at 3 p.m.
    - i. Board attending: President Miller, Vice President Schulz, Secretary/Treasurer McGowan, Director Herrmann, and Director Cooper.
    - ii. Staff/guests attending: Chief Johnson, Finance Mgr./Executive Asst. Spor, and George Dunkel from Special Districts Association Oregon.
2. **Adjourn to Executive Session.** President Miller immediately adjourned to Executive Session under ORS 192.660(2)(a) and 192.660(7) to consider the employment of an officer, employee, staff member, or agent. The staff and guests in attendance included: Chief Johnson, Finance Manager/Executive Assistant Spor, and George Dunkel.
3. **Close the Executive Session and Resume the Special Meeting.** President Miller closed the executive session at 4:27 p.m. and resumed the Special Meeting.
4. **Other Business.** George Dunkel inquired if the Board has agreed to pay for any travel expenses for Fire Chief candidates.
  - a. The consensus of the Board is to cover the costs of coach travel expenses for each candidate and one companion, three nights lodging, per diem up to \$200 per day, plus a rental car for three candidates. One candidate is local and will not need travel/per diem expense reimbursement.
5. No further business was discussed and the meeting adjourned at 4:31 p.m.

Respectfully submitted by,

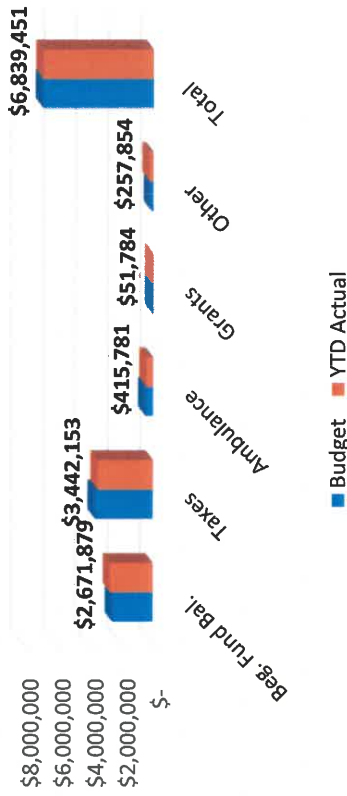
Julie Spor, Clerk of the Board

# REVENUE & EXPENDITURE OVERVIEW - AS OF JANUARY 31, 2024

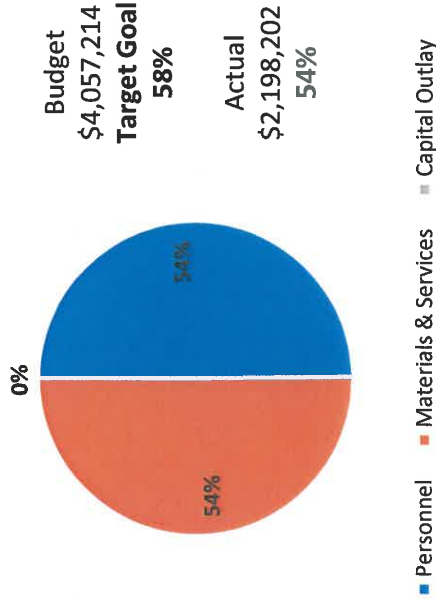
23/24 Actual Revenue as % of Budget



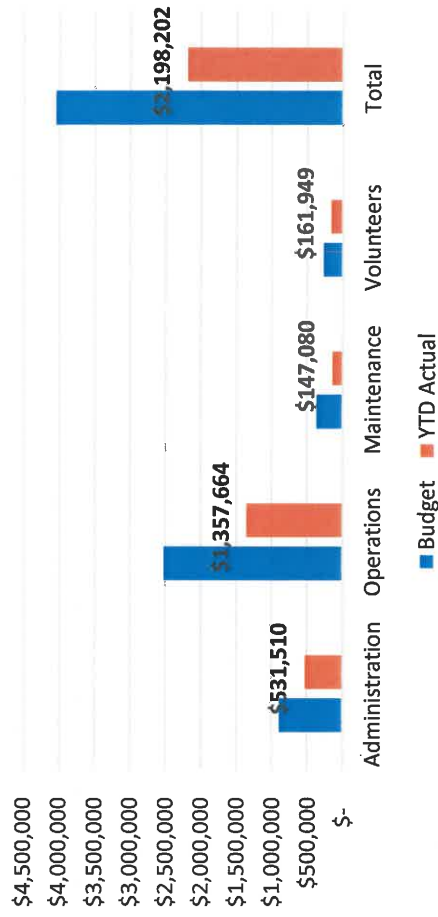
Budget vs. Actual Revenue - Year to Date



23/24 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

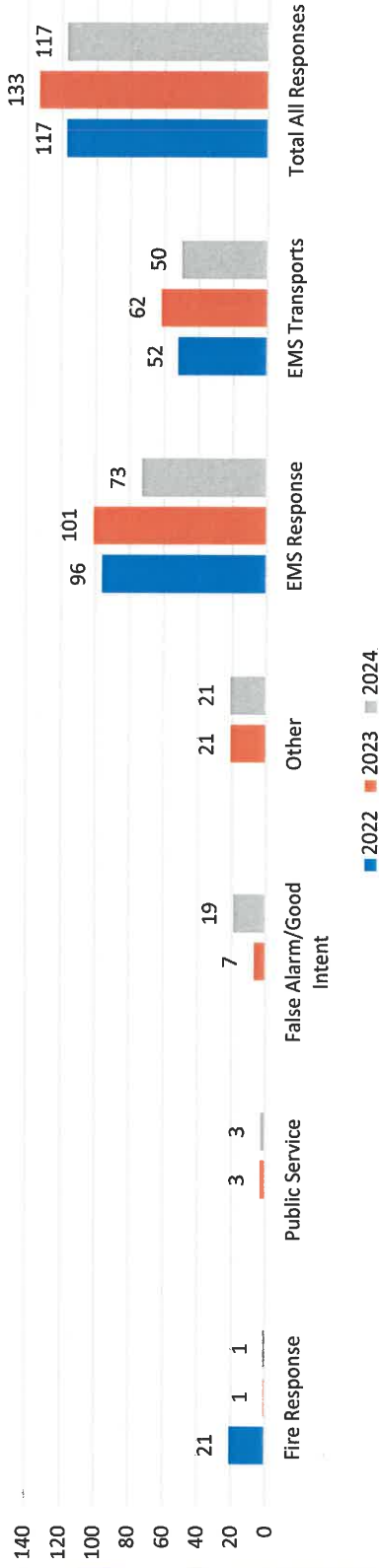


Total Revenue - 3 Years  
As of January 31, 2024

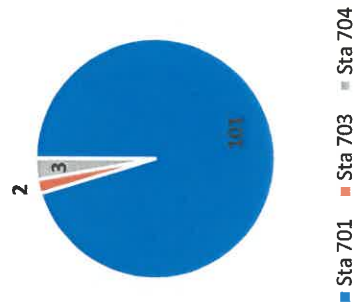


# OPERATIONS OVERVIEW - AS OF JANUARY 31, 2024

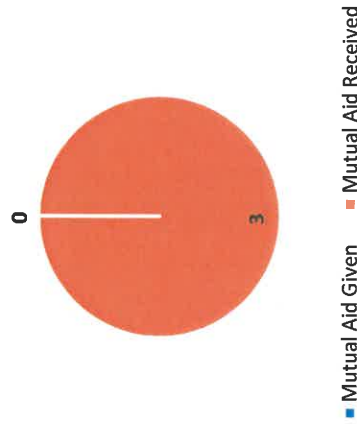
## Historical Emergency Call Data by Type



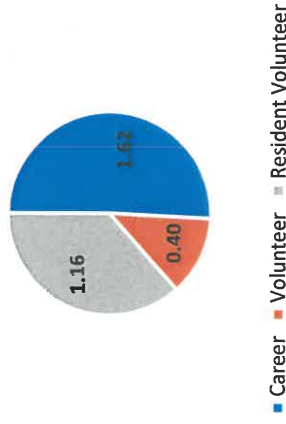
## Responses by First-Due Station



## Mutual Aid Given/Received



## Average Response by Personnel Type



Back to Back Calls  
**17**

**Callback Overview**  
 Personnel Callbacks (7PC's) = 21  
 7PC's Staffed with ALS Staffing = 16  
 7PC's Staffed with Engine Staffing = 11  
 Move-Ups = 6

Ave Personnel on Standby  
**1.82**



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Oper Acct (Operating Account) (7)  
January 31, 2024

Account: 10001080

Bank Account Number: 153695237070

Bank Statement Balance:	89,332.90	Book Balance Previous Month:	88,768.69
Outstanding Deposits:	.00	Total Receipts:	1,935.74
Outstanding Checks:	.00	Total Disbursements:	1,371.53
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	89,332.90	Book Balance:	89,332.90

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 3 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:  
 Jan 2, 2024  
 through  
 Jan 31, 2024



**GOLD BUSINESS CHECKING**

Member FDIC

U.S. Bank National Association

Account Number 1-536-9523-7070

**Account Summary**

	# Items		
Beginning Balance on Jan 2		\$	88,768.69
Other Deposits	2		1,935.74
Other Withdrawals	3		1,371.53-
<b>Ending Balance on Jan 31, 2024</b>		<b>\$</b>	<b>89,332.90</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Jan 4	Electronic Deposit REF=240020189258190N00	From CIGNA 9751677627HCCLAIMPMT930932704	\$ 1,006.18
Jan 16	Electronic Deposit REF=240120106639870N00	From CIGNA 9751677627HCCLAIMPMT930932704	929.56
<b>Total Other Deposits</b>			<b>\$ 1,935.74</b>

**Other Withdrawals**

Date	Description of Transaction	Ref Number	Amount
Jan 16	Analysis Service Charge	1600000000	\$ 181.53-
Jan 31	Electronic Withdrawal REF=240300155545790N00	To carvana.com 4270465600CVNA NONREST- L1F9U6A4O8J4	190.00-
Jan 31	Electronic Withdrawal REF=240300158244800N00	To carvana.com 1800948598CVNA NONREST- X3H6U1A7P4T8	1,000.00-
<b>Total Other Withdrawals</b>			<b>\$ 1,371.53-</b>

**Balance Summary**

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Jan 4	89,774.87	Jan 16	90,522.90	Jan 31	89,332.90

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)  
January 31, 2024

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	134,436.07	Book Balance Previous Month:	135,117.42
Outstanding Deposits:	28.83	Total Receipts:	353,164.88
Outstanding Checks:	52,818.78	Total Disbursements:	406,636.18
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	81,646.12	Book Balance:	81,646.12

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
151	28.83						
						Total:	28.83

Deposits cleared: 72 items    Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
34	39,771.78	16170	85.00	16183	793.00	16195	1,082.39
15965	8.25	16171	160.16	16187	6,928.27	16196	126.37
15970	1.34	16173	3,163.00	16190	20.77	16199	159.00
15974	17.57	16174	75.80	16192	51.75		
15975	3.79	16175	209.98	16193	160.56	Total:	52,818.78

Checks cleared: 85 items    Checks Outstanding: 18 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:  
 1 697 0095 8849  
 Statement Period:  
 Jan 2, 2024  
 through  
 Jan 31, 2024  
 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 Jan 2		145,499.25	Interest Paid this Year	14.61
Customer Deposits	3	11,122.27	Number of Days in Statement Period	31
Other Deposits	54	342,013.78		
Other Withdrawals	8	148,900.27-		
Checks Paid	76	215,298.96-		
<b>Ending Balance on Jan 31, 2024</b>		<b>\$ 134,436.07</b>		

**Customer Deposits**

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Jan 3	8616382088	5,191.29		Jan 25	8912756100	5,130.71
	Jan 25	8912756094	800.27				
<b>Total Customer Deposits</b>							<b>\$ 11,122.27</b>

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Jan 2	Electronic Deposit REF=240020035617430N00	From STRIPE 1800948598TRANSFER ST-E3Y5S0H611U6	\$ 96.80
Jan 2	Electronic Deposit REF=233620103349790N00	From Regence BCBSO - 1930238155HCCLAIMPMTFEPPR00001	161.48
Jan 2	Electronic Deposit REF=233630134157990N00	From AARP Supplementa 1362739571HCCLAIMPMT930932704	167.46
Jan 2	Electronic Deposit REF=233630106802410Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	1,587.82
Jan 2	Electronic Deposit REF=233620103328360N00	From Regence BCBCO 6930238155HCCLAIMPMTPRPMX00001	2,682.72
Jan 3	Electronic Deposit REF=240030061066760N00	From LOYALEHLTH SV9T 10435758818886407815	121.31
Jan 4	Electronic Deposit REF=240030106948040Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	1,113.85
Jan 5	Electronic Deposit REF=240040035285840Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	1,820.28
Jan 8	Electronic Deposit REF=240080064585720N00	From STRIPE 1800948598TRANSFER ST-B8A4G4E9V2H7	57.66
Jan 8	Electronic Deposit REF=240050085803670N00	From AARP Supplementa 1362739571HCCLAIMPMT930932704	357.26
Jan 8	Electronic Deposit REF=240080075638520N00	From LOYALEHLTH SV9T 10435758818886407815	1,210.02
Jan 8	Electronic Deposit REF=240040056977690N00	From Regence BCBCO 6930238155HCCLAIMPMTPRPMX00001	1,407.60
Jan 9	Electronic Deposit REF=240080158621180N00	From STRIPE 1800948598TRANSFER ST-G4I7Z6Z7D9Y2	57.66
Jan 9	Electronic Deposit REF=240080133280670N00	From OSFM 9526099901PAYMENT 1930932704 000	12,780.33
Jan 10	Electronic Deposit REF=240090084414080N00	From STRIPE 1800948598TRANSFER ST-Z4R9L1Z4Q8O6	115.32
Jan 10	Electronic Deposit REF=240090111627710N00	From iStream 00048999914899991	4,110.58
Jan 11	Electronic Deposit REF=240100107361860N00	From STRIPE 1800948598TRANSFER ST-B0W5L4N3C1U2	57.66
Jan 11	Electronic Deposit REF=240090086254520N00	From PacificSource 3562420416CREDIT 3077581	1,268.91
Jan 11	Electronic Deposit REF=240090086236920N00	From PacificSource 2930245545CREDIT 3077581	1,729.53
Jan 11	Electronic Deposit REF=240100113226020N00	From FEMA TREAS 310 9101036151 MISC PAY930932704A70070	5,313.91





# Account Statement - Transaction Summary

For the Month Ending January 31, 2024

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

Asset Summary		
	January 31, 2024	December 31, 2023
<b>Oregon LGIP</b>	5,153,832.47	5,374,563.62
<b>Total</b>	<b>\$5,153,832.47</b>	<b>\$5,374,563.62</b>

Opening Balance	5,374,563.62
Purchases	54,268.90
Redemptions	(275,000.05)

<b>Closing Balance</b>	<b>\$5,153,832.47</b>
Dividends	22,547.27

0.00

LGIP 3,484,406.18 +  
 EMPLOYMENT 400,650.52 +  
 BANKING 192,853.1 +  
 EMPLOYMENT 1,075,922.67 +  
 5,153,832.47 \*

*Bal Exact. J*

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>1-00-0-1070 LGIP Acct #4374</b>					
		12/31/2023 (12/23) Balance	.00 *	.00 *	3,698,209.06
CR	1	Jefferson County Property Tax Collection	2,030.05		
CR	4	Deschutes County Property Tax Collection	29,691.58		
CR	14	LGIP ACH Redemption Fees		.05-	
CR	16	Accrual Income Dividend Reinvestment	22,547.27		
CRUS	42	Transfer from LGIP to Checking Payroll		175,000.00-	
CRUS	50	Transfer from LGIP Bills		100,000.00-	
JE	4	Txfr from Bldg Reserve for Comm Hall Tables	6,928.27		
		01/31/2024 (01/24) Period Totals and Balance	61,197.17 *	275,000.05- *	3,484,406.18

Number of transactions: 7    Number of accounts: 1

Debit	Credit	Proof
61,197.17	275,000.05-	213,802.88-

Total GENERAL FUND:

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070	Empl Fund				
		12/31/2023 (12/23) Balance	.00 *	.00 *	400,650.52
		01/31/2024 (01/24) 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
<b>3-00-0-1070 Bldg Fund</b>					
		12/31/2023 (12/23) Balance	.00 *	.00 *	199,781.37
JE		5 Txfr from Bldg Reserve for Comm Hall Tables		6,928.27-	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	6,928.27- *	192,853.10
Number of transactions: 1    Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total BUILDING RESERVE FUND:			<u>.00</u>	<u>6,928.27-</u>	<u>6,928.27-</u>



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>4-00-0-1070 Equipment Fund</b>					
	12/31/2023 (12/23)	Balance	.00 *	.00 *	1,075,922.67
	01/31/2024 (01/24)	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>					
	12/31/2023 (12/23)	Balance	.00 *	.00 *	.00
	01/31/2024 (01/24)	Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
Total REVENUE:		.00	.00	.00
Number of transactions: 8	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		61,197.17	281,928.32-	220,731.15-

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)  
January 31, 2024

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	253,394.21	Book Balance Previous Month:	258,606.01
Outstanding Deposits:	.00	Total Receipts:	5,211.80-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	253,394.21	Book Balance:	253,394.21

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 3 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 January 31, 2024

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

Asset Summary			
	January 31, 2024	December 31, 2023	
Oregon LGIP	253,394.21	258,606.01	
<b>Total</b>	<b>\$253,394.21</b>	<b>\$258,606.01</b>	

Oregon LGIP	
Opening Balance	258,606.01
Purchases	2,874.80
Redemptions	(8,086.60)

**Closing Balance**  
 Dividends  
**\$253,394.21**  
 1,094.36

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Current Year Budget	Bal Remaining +/-	% Collected
<b>GENERAL FUND</b>							
1-01-0-40100	Property Taxes-Current	38,070.07	29,102.04	3,404,245.53	3,556,994.00	152,748.47-	96%
1-01-0-40200	Property Taxes-Prior	1,676.42	2,425.99	37,907.64	50,000.00	12,092.36-	76%
1-01-0-41100	Ambulance Revenue	44,123.27	48,251.44	362,438.87	450,000.00	87,561.13-	81%
1-01-0-41110	GEMT Ambulance Revenu	1,132.00	.00	53,342.41	40,000.00	13,342.41	133%
1-01-0-41200	Other Fees for Service	660.00	1,923.46	13,831.78	11,856.00	1,975.78	117%
1-01-0-42100	Fire Med Subscriptions	.00	787.50	7,753.75	15,000.00	7,246.25-	52%
1-01-0-43100	Interest Income	13,506.38	22,755.48	113,487.38	75,000.00	38,487.38	151%
1-01-0-44100	Grant Revenue	75,835.31	5,313.91	51,784.12	40,500.00	11,284.12	128%
1-01-0-44200	Donations Received	30.00	3,572.51	74,711.82	10,000.00	64,711.82	747%
1-01-0-44300	Conflagration Income	18,562.25	12,780.33	37,330.82	50,000.00	12,669.18-	75%
1-01-0-45000	Misc Revenue	.00	2,188.55	10,738.14	10,100.00	638.14	108%
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:		193,595.70	129,101.21	6,839,451.45	6,842,009.00	2,557.55-	100%
GENERAL FUND Revenue Total:		193,595.70	129,101.21	6,839,451.45	6,842,009.00	2,557.55-	100%
Net Total GENERAL FUND:		193,595.70	129,101.21	6,839,451.45	6,842,009.00	2,557.55-	100%

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	322,501.79	56,711.81	393,482.02	640,279.00	246,796.98	61%
	Total OPERATIONS DEPARTMENT:	1,165,730.42	174,560.07	1,223,226.91	2,336,517.00	1,113,290.09	52%
	Total MAINTENANCE DEPARTMENT:	4,118.33	847.65	8,768.29	26,775.00	18,006.71	33%
	Total VOLUNTEERS DEPARTMENT:	50,022.06	.00	9,012.90	17,872.00	8,859.10	50%
	<b>GENERAL FUND Expenditure Total:</b>	<b>1,542,372.60</b>	<b>232,119.53</b>	<b>1,634,490.12</b>	<b>3,021,443.00</b>	<b>1,386,952.88</b>	<b>54%</b>
	<b>Net Total GENERAL FUND:</b>	<b>1,542,372.60-</b>	<b>232,119.53-</b>	<b>1,634,490.12-</b>	<b>3,021,443.00-</b>	<b>1,386,952.88-</b>	<b>54%</b>
	<b>Net Grand Totals:</b>	<b>1,542,372.60-</b>	<b>232,119.53-</b>	<b>1,634,490.12-</b>	<b>3,021,443.00-</b>	<b>1,386,952.88-</b>	<b>54%</b>

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Cur Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	Total ADMINISTRATION DEPARTMENT:	75,870.66	78,867.96	138,027.70	251,742.00	113,714.30	55%
	Total OPERATIONS DEPARTMENT:	117,220.14	17,904.34	134,436.61	192,025.00	57,588.39	70%
	Total MAINTENANCE DEPARTMENT:	143,307.85	14,882.36	138,311.54	341,799.00	203,487.46	40%
	Total VOLUNTEERS DEPARTMENT:	127,745.05	46,803.39	152,935.85	250,205.00	97,269.15	61%
	<b>GENERAL FUND Expenditure Total:</b>	<b>464,143.70</b>	<b>158,458.05</b>	<b>563,711.70</b>	<b>1,035,771.00</b>	<b>472,059.30</b>	<b>54%</b>
	<b>Net Total GENERAL FUND:</b>	<b>464,143.70-</b>	<b>158,458.05-</b>	<b>563,711.70-</b>	<b>1,035,771.00-</b>	<b>472,059.30-</b>	<b>54%</b>
	<b>Net Grand Totals:</b>	<b>464,143.70-</b>	<b>158,458.05-</b>	<b>563,711.70-</b>	<b>1,035,771.00-</b>	<b>472,059.30-</b>	<b>54%</b>

Account Number	Account Title	2022-23 Prior YTD Actual	Current Period Actual	Current YTD Actual	2023-24 Current Year Budget	Variance	% of Budget
<b>GENERAL FUND</b>							
	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  
JANUARY 31, 2024

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	3,484,406.18	
1-00-0-1080	US BANK OPERATING ACCT	89,332.90	
1-00-0-1081	US BANK OPERATING ACCT 2022	81,646.12	
1-00-0-1099	PETTY CASH	308.73	
1-00-0-1103	NOTE RECEIVABLE	40,000.00	
1-00-0-1120	AMBULANCE RECEIVABLES	288,623.10	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	( 144,473.74)	
1-00-0-1440	PREPAID EXPENDITURES	785,635.00	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	55,061.89	
	TOTAL ASSETS		4,680,540.18

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	( 473.30)	
1-00-0-2155	DEFERRED COMPENSATION LIABILIT	914.73	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	310.43	
1-00-0-2180	MISCELLANEOUS LIABILITY	800.00	
1-00-0-2250	DEFERRED REVENUE	37,738.69	
	TOTAL LIABILITIES		39,290.55

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	( 6,842,010.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	6,842,010.00	
	REVENUE OVER EXPENDITURES - YTD	4,641,249.63	
	BALANCE - CURRENT DATE	11,483,259.63	
	TOTAL FUND EQUITY		4,641,249.63
	TOTAL LIABILITIES AND EQUITY		4,680,540.18

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2024

EMPLOYMENT RESERVE FUND

<u>ASSETS</u>			
2-00-0-1070	EMPL FUND	400,650.52	
	TOTAL ASSETS		400,650.52
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
2-00-0-3120	EMPLOYMENT RESERVE	( 635,636.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	635,636.88	
	REVENUE OVER EXPENDITURES - YTD	400,649.64	
	BALANCE - CURRENT DATE	1,036,286.52	
	TOTAL FUND EQUITY		400,650.52
	TOTAL LIABILITIES AND EQUITY		400,650.52

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2024

BUILDING RESERVE FUND

ASSETS

3-00-0-1070	BLDG FUND	192,853.10	
	TOTAL ASSETS	192,853.10	192,853.10

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	192,853.10	
	BALANCE - CURRENT DATE	688,342.10	
	TOTAL FUND EQUITY		192,853.10
	TOTAL LIABILITIES AND EQUITY		192,853.10

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2024

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND	1,075,922.67	
	TOTAL ASSETS		1,075,922.67
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
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	2,467,614.67	
	TOTAL FUND EQUITY		1,075,922.67
	TOTAL LIABILITIES AND EQUITY		1,075,922.67

SISTERS-CAMP SHERMAN  
BALANCE SHEET  
JANUARY 31, 2024

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	253,394.21	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	3,747.70	
	TOTAL ASSETS		257,141.91

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	( 288,633.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	288,633.00	
	REVENUE OVER EXPENDITURES - YTD	254,463.19	
	BALANCE - CURRENT DATE	543,096.19	
	TOTAL FUND EQUITY		254,463.19
	TOTAL LIABILITIES AND EQUITY		257,141.91

Check Register - January 2024

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/9/2024	16123	911 Supply	Nametape for Parka	\$ 20.18
1/9/2024	16123	911 Supply	LG Polos and XL Job Shirts	\$ 311.84
1/9/2024	16123	911 Supply	5.11 Job Shirt - Med	\$ 75.50
1/9/2024	16123	911 Supply	Nametape for Parka	\$ 20.18
1/9/2024	16123	911 Supply	Nametape for Parka	\$ 20.18
1/9/2024	16124	Ace Hardware, Inc.	Address sign supplies	\$ 11.81
1/9/2024	16124	Ace Hardware, Inc.	Snow pusher	\$ 75.99
1/9/2024	16124	Ace Hardware, Inc.	Kitchen trash can	\$ 39.99
1/9/2024	16124	Ace Hardware, Inc.	Sta 703 apparatus tool	\$ 11.95
1/9/2024	16124	Ace Hardware, Inc.	Mitre box and hacksaw blades	\$ 14.88
1/9/2024	16124	Ace Hardware, Inc.	Roll pin for 726 portable scene light repair	\$ 0.75
1/9/2024	16124	Ace Hardware, Inc.	Ball bungees for irons, etc.	\$ 9.99
1/9/2024	16124	Ace Hardware, Inc.	721 crosslay retention strap hardware	\$ 7.59
1/9/2024	16124	Ace Hardware, Inc.	Liquid nails	\$ 4.59
1/9/2024	16124	Ace Hardware, Inc.	Vehicle supplies	\$ 27.08
1/9/2024	16124	Ace Hardware, Inc.	Batteries for helmet flashlights	\$ 22.07
1/9/2024	16124	Ace Hardware, Inc.	Screws for 701 lockerroom shower	\$ 1.78
1/9/2024	16124	Ace Hardware, Inc.	PVC Pipe and misc. supplies	\$ 62.99
1/9/2024	16124	Ace Hardware, Inc.	Snap link	\$ 17.24
1/9/2024	16125	Across the Street Productions, Inc.	Blue Card Training: Lord/Otasu	\$ 693.00
1/9/2024	16126	AFLAC	AFLAC	\$ 270.90
1/9/2024	16127	Alpine Internet Solutions	Content Plan for January 2024	\$ 395.00
1/9/2024	16128	Angela Linker	Cell Phone Reimbursement - 2 mos.	\$ 100.00
1/9/2024	16128	Angela Linker	Spirit of Christmas: Brkfst/Lunch	\$ 267.02
1/9/2024	16128	Angela Linker	Postage stamps	\$ 264.00
1/9/2024	16129	Beverly Halcon	Reimb. Costco Supplies purchased for Station	\$ 112.73
1/9/2024	16129	Beverly Halcon	Reimb. Costco Supplies purchased for ISU	\$ 13.99
1/9/2024	16129	Beverly Halcon	Reimb. food purchased for live fire training exercise	\$ 65.79
1/9/2024	16130	Bi-Mart Corporation	Table for Sta 703	\$ 39.99
1/9/2024	16130	Bi-Mart Corporation	DEF for ambulances	\$ 98.94
1/9/2024	16130	Bi-Mart Corporation	SODA FOR POP MACHINE (W/ DEPOSIT)	\$ 300.84
1/9/2024	16130	Bi-Mart Corporation	Paper towels and storage bins	\$ 35.96
1/9/2024	16131	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39848034	\$ 225.90
1/9/2024	16132	Brassroots Training	NFPA Instructor I & II Training	\$ 1,000.00
1/9/2024	16132	Brassroots Training	NFPA Fire Officer II	\$ 1,000.00
1/9/2024	16132	Brassroots Training	NFPA Fire Officer II	\$ 500.00
1/9/2024	16133	Cameron Building Maintenance, Inc.	Janitorial Services per contract plus deep clean of comm hall	\$ 1,275.00
1/9/2024	16134	Caselle, Inc.	Contract support charges 02/01/2024-02/29/2024	\$ 182.00
1/9/2024	16135	CEC, INC	electric - Station 701	\$ 2,340.55
1/9/2024	16135	CEC, INC	electric - Station 703	\$ 170.45
1/9/2024	16135	CEC, INC	electric - Station 704	\$ 197.01
1/9/2024	16136	CenturyLink	Phone service - Station 704	\$ 59.90
1/9/2024	16137	City of Sisters	City Services: 04-6332-00 Elm Street	\$ 204.16
1/9/2024	16137	City of Sisters	City Services: 02-5766-00 Locust St	\$ 24.07
1/9/2024	16138	Crook County Fire & Rescue	BLS Cards	\$ 150.00
1/9/2024	16139	Cruz Jones	Res. Vol. Mileage & Food Reimb. - Jan 2024	\$ 400.00
1/9/2024	16140	Dana Signs	HELMET decals & lettering	\$ 35.00
1/9/2024	16141	DMV	dmv record Check	\$ 6.00
1/9/2024	16142	DPSST	Fieldprint - Wallace 41943	\$ 46.25
1/9/2024	16142	DPSST	Fieldprint: Rosenbohm 42750	\$ 46.25
1/9/2024	16142	DPSST	Fieldprint - Spivey 42751	\$ 46.25
1/9/2024	16143	Ed Staub & Sons Petroleum	Fuel	\$ 1,467.14
1/9/2024	16144	Hoyt's Hardware	OSB Sheathing and Sheetrock for live fire training exercise	\$ 2,187.90
1/9/2024	16144	Hoyt's Hardware	Sheetrock screws for live fire training exercise	\$ 77.63
1/9/2024	16145	InnerTech	Setup of SCBA account and VPN access	\$ 56.10
1/9/2024	16146	LIFE-ASSIST	Sharps container, igel	\$ 57.50
1/9/2024	16146	LIFE-ASSIST	EMS SUPPLY ORDER# 62231252	\$ 307.60
1/9/2024	16146	LIFE-ASSIST	EMS SUPPLY ORDER# 62231223	\$ 487.51
1/9/2024	16146	LIFE-ASSIST	L GLOVES (ORDER ERROR, KEPT ADDITIONAL)	\$ 153.80
1/9/2024	16146	LIFE-ASSIST	EMS SUPPLY ORDER# 62233284 & 62233286	\$ 139.90
1/9/2024	16146	LIFE-ASSIST	EMS SUPPLY ORDER# 62233284 & 62233286	\$ 20.71
1/9/2024	16146	LIFE-ASSIST	EMS SUPPLY ORDER# 62231223	\$ 10.00
1/9/2024	16146	LIFE-ASSIST	OB kit	\$ 21.81
1/9/2024	16147	Lighthouse Uniform Co.	CLASS A UNIFORMS: Burke, Lord and Wales	\$ 2,339.00
1/9/2024	16148	Mission Linen Supply, Inc.	mats/rugs	\$ 59.94
1/9/2024	16149	Momentum Promo	Embroidery: Oliver, Lombardo, Ramey, Orbidan, Rosenbohm, Haynes	\$ 273.46

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/9/2024	16150	Norco Medical Supply, Inc.	oxygen	\$ 98.01
1/9/2024	16151	Northwest Safety Clean	Turnout repairs	\$ 67.52
1/9/2024	16152	Pac Office Automation - Lease	Konica Contract 500-50016158	\$ 290.00
1/9/2024	16153	Pacific Office Automation, Inc	copies/kit - Konica	\$ 159.67
1/9/2024	16153	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 54.03
1/9/2024	16154	Paladin Background Screening	Criminal History Check: Van Rooyen, Steele	\$ 48.00
1/9/2024	16154	Paladin Background Screening	Criminal History Check: Stratton	\$ 24.00
1/9/2024	16155	Patrick Burke	Reimb. Mileage for PALS class	\$ 197.81
1/9/2024	16156	Ponderosa Forge & Ironworks, I	Drill holes in address sign posts	\$ 150.00
1/9/2024	16157	Quill	Office Supplies	\$ 204.88
1/9/2024	16157	Quill	Stamp	\$ 45.53
1/9/2024	16158	Ranch Country Outhouses	Portable toilet rental - Locust St	\$ 85.00
1/9/2024	16159	Robin Holm	Reimb. for t-posts purchased for E-Signs	\$ 164.70
1/9/2024	16160	SDIS	Admin Health Insurance	\$ 6,421.70
1/9/2024	16160	SDIS	Operations Health Insurance	\$ 20,164.52
1/9/2024	16160	SDIS	Ins/Disability - Orthodontia pass through plus 1/2 Linker	\$ 932.21
1/9/2024	16161	Sisters-Camp Sherman F&A Assn.	Donations: Christmas	\$ 8,795.00
1/9/2024	16161	Sisters-Camp Sherman F&A Assn.	Donations: Fire Corps General	\$ 15,000.00
1/9/2024	16161	Sisters-Camp Sherman F&A Assn.	Donations: Association General	\$ 10,050.00
1/9/2024	16161	Sisters-Camp Sherman F&A Assn.	Donations: Smoke Alarms	\$ 95.00
1/9/2024	16162	Solomon Byles	Res. Vol. Mileage & Food Reimb. - Dec. 2023	\$ 400.00
1/9/2024	16163	Systems Design	EMS Billing December	\$ 1,237.98
1/9/2024	16164	TDS	8224 60 007 0119276 - 703 Cable	\$ 160.10
1/9/2024	16164	TDS	8224 60 003 0017578 - Cable Elm	\$ 658.66
1/9/2024	16165	Terminix	Pest control services - Elm Street	\$ 96.00
1/9/2024	16166	Treasure Valley Coffee	water & cooler rental	\$ 189.85
1/9/2024	16167	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - December 2023	\$ 400.00
1/9/2024	16168	WCP Solutions	White folding towels, hand soap, scrub sponges	\$ 178.08
1/9/2024	16168	WCP Solutions	can liners, tp, laundry detergent, bleach	\$ 312.42
1/9/2024	16169	ZOLL Medical Corporation	CPR STAT PADZ	\$ 142.50
1/9/2024	16169	ZOLL Medical Corporation	ECG PAPER (6/BOX)	\$ 24.60
1/24/2024	16170	Alpine Internet Solutions	Website Management & Hosting	\$ 85.00
1/24/2024	16171	AT&T MOBILITY	Acct: 287297124283	\$ 160.16
1/24/2024	16172	Avion Water Co Inc.	Water-703	\$ 28.74
1/24/2024	16173	Black Butte Ranch RFPD	Split Cost for Ellison Blue Card Training	\$ 2,250.00
1/24/2024	16173	Black Butte Ranch RFPD	Airfare for Ellison Blue Card Training	\$ 787.25
1/24/2024	16173	Black Butte Ranch RFPD	Per Diem Ellison Blue Card Training	\$ 125.75
1/24/2024	16174	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39784647	\$ 75.80
1/24/2024	16175	Braun NW, Inc.	771 Replacement forward amber marker lights	\$ 209.98
1/24/2024	16176	Cascade Fire Equipment	Dual Complaint Uniform Pants - Spelatz	\$ 205.00
1/24/2024	16176	Cascade Fire Equipment	Wildland pant - Dual compliant - Spelatz	\$ 221.57
1/24/2024	16177	Eastern Oregon University	Spor - Winter Tuition	\$ 2,667.93
1/24/2024	16177	Eastern Oregon University	Ulm - Winter Tuition	\$ 3,436.80
1/24/2024	16178	Ed Staub & Sons Petroleum	Propane	\$ 565.64
1/24/2024	16178	Ed Staub & Sons Petroleum	Propane - Elm (210 gals)	\$ 368.38
1/24/2024	16178	Ed Staub & Sons Petroleum	Fuel	\$ 1,445.22
1/24/2024	16178	Ed Staub & Sons Petroleum	Fuel	\$ 834.92
1/24/2024	16179	Enerspect Medical Solutions, LLC	PHILIPS AED BATTERY	\$ 425.25
1/24/2024	16179	Enerspect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 46.50
1/24/2024	16179	Enerspect Medical Solutions, LLC	SHIPPING	\$ 21.92
1/24/2024	16180	Grant Dickenson	Res. Vol. Lt. Mileage & Food Reimb. - January 2024	\$ 650.00
1/24/2024	16181	Hughes Fire Equipment, Inc.	Light, Weldon, 2-Wire, Step	\$ 64.73
1/24/2024	16181	Hughes Fire Equipment, Inc.	721 K681 kit for tank-to-pump valve	\$ 561.30
1/24/2024	16181	Hughes Fire Equipment, Inc.	726 Master discharge guage	\$ 211.83
1/24/2024	16182	Jessa Hocker	Res. Vol. Mileage & Food Reimb. - Jan 2024	\$ 400.00
1/24/2024	16183	Life Scan Wellness Centers	Wellness Exam - Craig	\$ 793.00
1/24/2024	16184	LIFE-ASSIST	EMS SUPPLY ORDER# 51240589	\$ 933.47
1/24/2024	16184	LIFE-ASSIST	EMS SUPPLY ORDER# 51240589	\$ 2.50
1/24/2024	16185	Local Government Law Group, P.C.	Legal - General	\$ 210.50
1/24/2024	16185	Local Government Law Group, P.C.	Legal - Personnel	\$ 243.00
1/24/2024	16186	Matthew Millar	Reimb. fuel purchased for small engines	\$ 23.90
1/24/2024	16187	MityLite Inc.	Mitylite - Community Hall Tables per quote MLQ-99d-242a	\$ 6,928.27
1/24/2024	16188	Momentum Promo	Embroidered beanies	\$ 190.68
1/24/2024	16189	Rachelle Otasu	Per Diem Fire Officer 1 Class	\$ 165.00 *
1/24/2024	16190	Republic Services	Disposal services - Buffalo Drive	\$ 20.77
1/24/2024	16191	SDIS	Admin Health Insurance	\$ 6,421.70
1/24/2024	16191	SDIS	Operations Health Insurance	\$ 20,164.52

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/24/2024	16191	SDIS	Ins/Disability - Orthodontia pass through plus 1/2 Linker	\$ 932.21
1/24/2024	16191	SDIS	General liability insurance	\$ 69,727.00
1/24/2024	16192	Solomon Byles	Reimb. textbook purchased for school	\$ 51.75
1/24/2024	16193	TDS	8224 60 007 0119276 - 703 Cable	\$ 160.56
1/24/2024	16194	Terminix	Pest control services - Station 704	\$ 89.00
1/24/2024	16195	Tewalt & Sons, Inc.	snow plowing - Sta 701 01.09.2024	\$ 220.00
1/24/2024	16195	Tewalt & Sons, Inc.	snow plowing - Sta 701 - 01.10.2024	\$ 220.00
1/24/2024	16195	Tewalt & Sons, Inc.	snow plowing - Squaw Creek - 01.13.24 & 01.14.24	\$ 201.14
1/24/2024	16195	Tewalt & Sons, Inc.	snow plowing - Sta 701 - 01.13.2024 & 01.14.2024	\$ 441.25
1/24/2024	16196	Trevor Stratton	Reimb. mileage for parts purchase in Redmond	\$ 34.72
1/24/2024	16196	Trevor Stratton	Reimb. parts purchased for vehicle maintenance	\$ 91.65
1/24/2024	16197	Tyler Wallace	Reimb. textbook purchased for school	\$ 54.25
1/24/2024	16198	Umpqua Bank	Debt service interest payment - Acct 97001612108	\$ 8,086.60
1/24/2024	16199	ZOLL Medical Corporation	PEDI PADZ II - AED PLUS PEDS DEFIB ELECTRODES	\$ 87.75
1/24/2024	16199	ZOLL Medical Corporation	CPR STAT PADZ	\$ 71.25
1/31/2024	700036	US Bank - Visa	FLAGGING DISPENSERS FOR RTF VESTS	\$ 333.27
1/31/2024	700036	US Bank - Visa	AAA BATTERIES	\$ 39.46
1/31/2024	700036	US Bank - Visa	AA BATTERIES	\$ 63.41
1/31/2024	700036	US Bank - Visa	9V BATTERIES	\$ 100.10
1/31/2024	700036	US Bank - Visa	32GB MICRO SD CARD	\$ 18.99
1/31/2024	700036	US Bank - Visa	ACTIVE911 SUBSCRIPTION RENEWAL	\$ 1,027.42
1/31/2024	700036	US Bank - Visa	EAR CLIP SPO2 SENSOR FOR ZOLL	\$ 330.00
1/31/2024	700036	US Bank - Visa	Luz Active 911 subscription	\$ 14.28
1/31/2024	700036	US Bank - Visa	Brass ferrules for hose repair	\$ 14.91
1/31/2024	700036	US Bank - Visa	hose for vacuum splint repair	\$ 6.98
1/31/2024	700036	US Bank - Visa	Windshield deicer spray	\$ 63.97
1/31/2024	700036	US Bank - Visa	New laptop battery - Craig	\$ 28.60
1/31/2024	700036	US Bank - Visa	Adobe pro subscription - light duty assignment	\$ 14.99
1/31/2024	700036	US Bank - Visa	Lunches for Live Fire Training	\$ 472.07
1/31/2024	700036	US Bank - Visa	IFSTA Fire Officer Books	\$ 561.70
1/31/2024	700036	US Bank - Visa	Instructor 1 Training	\$ 400.00
1/31/2024	700036	US Bank - Visa	Instructor 1 Training - Otasu	\$ 200.00
1/31/2024	700036	US Bank - Visa	Bus. Lunch - OSFM Coordination	\$ 42.00
1/31/2024	700036	US Bank - Visa	Meredith Training: Adv Assisting Individuals in Crisis	\$ 384.00
1/31/2024	700036	US Bank - Visa	Protection plan for fitness equipment	\$ 120.99
1/31/2024	700036	US Bank - Visa	OR Fire Code Book	\$ 190.15
1/31/2024	700036	US Bank - Visa	Adobe pro subscription - Puller	\$ 19.99
1/31/2024	700036	US Bank - Visa	Food for Burn to Learn	\$ 204.95
1/31/2024	700036	US Bank - Visa	Supplies for ISU - Rumberger Grant	\$ 713.61
1/31/2024	700036	US Bank - Visa	Supplies for ISU	\$ 271.18
1/31/2024	700036	US Bank - Visa	Lord Mailbox	\$ 13.50
1/31/2024	700036	US Bank - Visa	Coffee for Station 701	\$ 294.00
1/31/2024	700036	US Bank - Visa	Ward Family - Get Well	\$ 80.00
1/31/2024	700036	US Bank - Visa	Linker Adobe Subscription	\$ 19.99
1/31/2024	700036	US Bank - Visa	Byles Get Well	\$ 62.96
1/31/2024	700036	US Bank - Visa	Ulm winter term books	\$ 109.99
1/31/2024	700036	US Bank - Visa	Spor winter term book	\$ 167.57
1/2/2024	7000035	US Bank - Visa	BG TEST STRIPS	\$ 239.94
1/2/2024	7000035	US Bank - Visa	MAGLITE RECHARGEABLE BATTERY	\$ 112.00
1/2/2024	7000035	US Bank - Visa	CREDIT FOR RETURNED ITEMS	\$ (193.86)
1/2/2024	7000035	US Bank - Visa	MILWAUKEE JIGSAW	\$ 126.71
1/2/2024	7000035	US Bank - Visa	JIGSAW BLADES	\$ 14.80
1/2/2024	7000035	US Bank - Visa	ZOLL SPO2 REUSABLE FINGER SENSOR	\$ 559.96
1/2/2024	7000035	US Bank - Visa	PASSPORT SHIELD 721	\$ 79.80
1/2/2024	7000035	US Bank - Visa	PASSPORT SHIELD 744	\$ 19.95
1/2/2024	7000035	US Bank - Visa	PASSPORT SHIELD 731	\$ 19.95
1/2/2024	7000035	US Bank - Visa	SHIPPING	\$ 19.36
1/2/2024	7000035	US Bank - Visa	EAR PLUGS (EAR PRO PPE)	\$ 105.38
1/2/2024	7000035	US Bank - Visa	Replacement vented fuel cap for 726	\$ 40.21
1/2/2024	7000035	US Bank - Visa	Streamlight scene light repair parts	\$ 31.86
1/2/2024	7000035	US Bank - Visa	Trial flagging dispensers for RTF vests	\$ 39.81
1/2/2024	7000035	US Bank - Visa	Fire Officer One Training	\$ 500.00
1/2/2024	7000035	US Bank - Visa	Adobe Pro Subscription - Light Duty Assignment	\$ 14.99
1/2/2024	7000035	US Bank - Visa	Business expense - Chief Craig	\$ 43.80
1/2/2024	7000035	US Bank - Visa	Wallace OHA EMT License Fees	\$ 110.00
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (500.00)
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (14.99)



<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/2/2024	7000035	US Bank - Visa	Food for peer support training	\$ 67.50
1/2/2024	7000035	US Bank - Visa	Best Western Lodging - Millar	\$ 198.20
1/2/2024	7000035	US Bank - Visa	Car wash soap	\$ 5.99
1/2/2024	7000035	US Bank - Visa	Rechargeable batteries for maglites	\$ 22.99
1/2/2024	7000035	US Bank - Visa	Passport nametags	\$ 35.05
1/2/2024	7000035	US Bank - Visa	Reverse of credit taken on additional Nov bill	\$ 193.86
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (198.20)
1/2/2024	7000035	US Bank - Visa	Fuel - Jackson County DC Testing process	\$ 40.05
1/2/2024	7000035	US Bank - Visa	Business expense - Johnson	\$ 74.67
1/2/2024	7000035	US Bank - Visa	Lunches for peer support training	\$ 386.35
1/2/2024	7000035	US Bank - Visa	Headlight restoration kit	\$ 24.48
1/2/2024	7000035	US Bank - Visa	CoVID test kits	\$ 54.95
1/2/2024	7000035	US Bank - Visa	Adobe pro subscription - Puller	\$ 19.99
1/2/2024	7000035	US Bank - Visa	Coffee - Station 701	\$ 441.00
1/2/2024	7000035	US Bank - Visa	Firebusters pizza parties	\$ 440.50
1/2/2024	7000035	US Bank - Visa	Community Christmas Dinner Supplies	\$ 1,167.17
1/2/2024	7000035	US Bank - Visa	Straw for live fire training	\$ 116.91
1/2/2024	7000035	US Bank - Visa	Vol lunches for FF Academy training	\$ 102.80
1/2/2024	7000035	US Bank - Visa	Lunch for peer support training	\$ 168.00
1/2/2024	7000035	US Bank - Visa	Puller nametag	\$ 22.92
1/2/2024	7000035	US Bank - Visa	Lunch for Spirit of Christmas Team	\$ 68.40
1/2/2024	7000035	US Bank - Visa	Propane for ISU	\$ 18.54
1/2/2024	7000035	US Bank - Visa	Immersion blender - Fire Corps activities	\$ 269.70
1/2/2024	7000035	US Bank - Visa	Adobe Pro Subscription - Linker	\$ 19.99
1/2/2024	7000035	US Bank - Visa	Stockpot for ISU Fire Corps Activities	\$ 59.49
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (556.97)
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (188.55)
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (116.91)
1/2/2024	7000035	US Bank - Visa	Winter Term Books - Ulm	\$ 266.78
1/2/2024	7000035	US Bank - Visa	Credit for Klosterman tuition paid by check	\$ (1,808.25)
1/2/2024	7000035	US Bank - Visa	Holiday cards all personnel	\$ 24.25
1/2/2024	7000035	US Bank - Visa	USPS box fee - Station 704	\$ 35.00
1/2/2024	7000035	US Bank - Visa	Credits from additional Nov bill (see detail on hard copy)	\$ (35.00)
1/2/2024	7000035	US Bank - Visa	Klosterman tuition (fall term)	\$ 1,808.25

\*Denotes check signed by Fire Chief 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
01/31/2024	1	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	5,211.67	
01/31/2024	2	Ambulance Receivables to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	2,605.84-
01/31/2024	3	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	.00	2,605.83-
01/31/2024	4	Txfr from Bldg Reserve for Comm Hall Tabl	1-00-0-1070	LGIP Acct #4374	6,928.27	
01/31/2024	5	Txfr from Bldg Reserve for Comm Hall Tabl	3-00-0-1070	Bldg Fund	.00	6,928.27-
Total JOURNAL ENTRIES (JE):					12,139.94	12,139.94-

References: 5 Transactions: 5

Grand Totals:

12,139.94 12,139.94-

Report Criteria:

Include transaction count

Journal Code.Journal code = "JE"

## Ambulance Receivable as of January 31, 2024

	<u>SystDes</u>
Beginning Ambulance Receivable	<b>283,411.43</b>
Payments received	45,442.61
Adjustments	62,211.72
New Charges	112,866.00
<b>ENDING Ambulance Receivable</b>	<b>288,623.10</b>

**Total # of Transports** **50**

### Adjustments

Medicare/Medicaid	56,529.72
Collection	5,632.00
Bankruptcy/Other Writeoff	-
FireMed	50.00
<b>Total Adjustments</b>	<b>62,211.72</b>

### Outstanding Accounts By Age

CURRENT	185,359.39
31 to 60 days	51,320.50
61 to 90 days	12,795.14
91 to 120 days	16,754.84
OVER 120 days	22,393.23
<b>Total Outstanding as of 1/31/2024</b>	<b>288,623.10</b>

## Engine Response Billing as of January 31, 2024

<b>Beginning Engine Response Rec</b>	<b>6,562.50</b>	
<b>Payments received</b>	-	
<b>Adjustments</b>	-	
<b>New Charges</b>	<b>360.00</b>	
<b>ENDING Engine Response Rec</b>	<b>6,922.50</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>10</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>\$</b>	<b>2,791.25</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>\$</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>84%</b>	



## Staff Report #SR-24-1

**Issue:** Consideration of Bond Renewal

**Date:** February 20, 2024

**Initiator:** Roger Johnson, Fire Chief

**Contact Person:** Roger Johnson, Fire Chief

**Background: *Background information on General Obligation Bonds from the Oregon Department of Treasury:***

*“General Obligation (GO) bonds typically benefit a community as a whole and are secured by the full-faith-and-credit and taxing power of the Issuer. The Issuer pledges unconditionally to pay the interest and principal on the debt as it matures. For Oregon local Issuers, a GO pledge means that the Issuer pledges all of its unrestricted resources to meet debt service, including an unlimited property tax on all taxable property within the district. Local government GO bonds may only be issued if authorized by a ballot election of the issuing jurisdiction. Voter-authorized General Obligation Bonds are supported by an unlimited tax levy outside of the limits imposed by the Oregon Constitution, Article XI, Section 11.*

*Under ORS 287A.001-287A.145 General Obligation debt can be incurred for capital costs, including costs associated with acquisition, construction, improvement, remodeling, furnishing, equipping, maintenance, or repair, having an expected useful life of more than one year. This does not include maintenance and repair (the need for which could be reasonably anticipated), supplies, and equipment that are not intrinsic to a structure. General Obligation debt has been the traditional form of financing for capital projects such as land acquisition, schools, water facilities, sewerage facilities, and roads that are owned and operated by governments. GO bonds can also be issued to replace outstanding General Obligation Bonds. See Refunding Bonds for a discussion of such bonds.”*

In 2007 the District issued General Obligation bonds to finance the construction of the Elm Street fire station. The bonds issued were \$2.5 million at a 20-year life. The bonds will be paid off in February of 2027. In 2008 the cost of the bonds was \$.24/1,000 of assessed value. The current tax rate to pay for the bonds is \$.16/1,000 of assessed value. The reason the rate decreases over time is that the value of properties within the District increases year to year, while the bond debt and interest payments are fixed.

It is common for local governments to issue new bonds when the existing bonds are paid off. By timing bond renewal with the expiration of existing bonds, local taxpayers do not see significant changes in property tax rates from year to year. As we prepare next year’s budget, we need guidance from the

Board regarding the possibility of issuing new bonds to fund capital improvement projects in the future. Staff needs guidance at this time to identify and prioritize potential projects to be funded through bond issuance. Portions of this work will require hiring consultants to assess our existing facilities and prepare site plans and cost estimates to complete identified projects. We are anticipating this work will occur during the 2024-2025 fiscal year, and in November of 2026, district residents will vote on the issuance of new bonds.

Staff has contacted David Ulbricht, the Director of Advisory Services with Special Districts Association of Oregon, and requested General Obligation Bond Planning Schedules based on two different tax rate assumptions. These planning schedules are attached and show different revenue estimates based on current interest rates and varying lengths of terms. I will be happy to answer questions about these estimates at the meeting but it may be more appropriate to have David Ulbricht attend a future Board meeting to address any questions in greater detail.

**Recommendation from staff:** Staff asks the Board for direction in planning and budgeting for potential issuance of new General Obligation Bonds in November of 2026.

**Possible Motion:** No motion is required as staff is seeking general guidance and direction on the matter.

#### **BUDGET IMPACT**

If the Board provides direction to move forward with planning for bond renewal, staff will allocate needed resources in the 2024-2025 budget.



## BUDGET CALENDAR FOR FISCAL YEAR 2024/2025

February 20, 2024

Appoint Budget Officer and approve Budget Calendar	February 20, 2024
Budget Team Meetings	Feb-April, 2024
Publish 1 <sup>st</sup> notice of budget committee meeting	May 1, 2024
Deliver proposed budget to Committee	May 3, 2024
Publish 2 <sup>nd</sup> notice of budget committee meeting	May 8, 2024
Budget committee meets	May 21, 2024
Budget committee meets again, if needed	May 22, 2024
Publish notice of budget hearing and summary budget	May 29, 2024
Budget Hearing	June 18, 2024
Board Meeting to enact resolutions to adopt budget, make appropriations, impose and categorize taxes	June 18, 2024
Post Budget on District website	June 28, 2024
Submit 2 copies tax certification to Assessors (LB-50)	July 15, 2024
Submit copy of budget to County Clerks	September 30, 2024

**DRAFT BOARD GOALS  
2024/2025**

**1.10 Maintain volunteer staffing at the following levels:**

- Station 701- 15 volunteers
- Station 703- 5 volunteers
- Station 704- 5 volunteers
- Fire Corps members- 20
- Each station shall have at least one volunteer officer and one engineer
- One resident volunteer lieutenant

**3.0 Ensure District financial management practices contribute to achievement of organizational goals and objectives:**

**Timeline:** 2024-2025 **Responsibility:** Fire Chief, Finance Mgr/Exec Asst.

**Critical Tasks:**

- Evaluate Association non-profit structure and financial management practices.

**3.2 Reserve funds meet projected needs.**

(B) Building Reserve Fund adequate to meet the future building maintenance costs.

**Timeline:** 2023-2024 **Responsibility:** Finance Mgr/Exec Asst & Facilities Mgr

**Critical Tasks:**

- Develop a maintenance schedule and cost estimate for District-owned facilities.
- Evaluate funding status vs. maintenance schedule to ensure adequate funds are available.

**3.7 Develop a plan for when the fire station bond is paid off.**

**Timeline:** 2024-2025 **Responsibility:** Fire Chief

**Critical Tasks:**

- Identify needed projects for bond funding.
- Determine timeline for renewal if Board determines to proceed with renewing bond.

**4.5 Increase the number of Firewise communities within the Fire District.**

(A) Add two Firewise communities within the Fire District each year of the Strategic Plan.

**Timeline:** 2023-2028 **Responsibility:** Fire Safety Manager

**Critical Tasks:**

- Identify a Fire Corps member to assist with the Firewise program.
- Host annual spring meeting of Firewise communities and invite community leaders considering joining program.
- Promote Firewise communities in public relations programs.
- Develop in-house capacity to certify Firewise communities.

**5.1 Develop and enhance collaboration with regional partners**

**Timeline:** 2023-Ongoing **Responsibility:** Fire Chief

**Critical Tasks:**

- Schedule quarterly meetings with regional structural and wildland fire partners.



**5.8 Coordinate with partner agencies for the master planning and development of the training grounds.**

**Timeline:** 2024-2025 **Responsibility:** Deputy Chief

**Critical Tasks:**

- ❑ Work with partner agencies in development of master plan for the training grounds prior to June 30, 2025.
- ❑ Contract with architect to complete the master plan in preparation of potential bond renewal in May 2026.

**6.1 Evaluate regional planned growth and development**

**Timeline:** 2023-Ongoing **Responsibility:** Fire Chief

**Critical Tasks:**

- ❑ Work with the City of Sisters to identify planned growth and development.
- ❑ Work with Economic Development of Central Oregon (EDCO) regarding planned development.
- ❑ Work with Deschutes County regarding potential growth on lands outside of the City limits.

**6.2 Evaluate growth impacts on emergency service demands.**

**Timeline:** 2023-ongoing **Responsibility:** Deputy Chief

**Critical Tasks:**

- ❑ Consistently review response data to ensure that current staffing meets needs
  - Update Standards of Coverage
- ❑ Coordinate with Finance Manager to anticipate financial needs to support additional staffing capacity based on anticipated growth in demand for service
  - Conduct staffing needs analysis

**6.7 Develop plans to mitigate response impacts in high service demand occupancies**

**Timeline:** 2023- ongoing **Responsibility:** Deputy Chief

**Critical Tasks:**

- ❑ Identify or develop targeted programs, based on historical data, to mitigate risk and prevent fires and injuries.
- ❑ Annually monitor efficacy of programs and modify if needed.

Others not currently in the Strategic Plan:

- Staffing analysis (to include: training support, office support, maintenance support).
- Records organization.
- Review of Association structure, reporting, auditing.

FIRE CHIEF'S REPORT  
MONTH-FEBRUARY, 2024

I. FIRE ACTIVITY STATUS:

We had two working structure fires in the past 30 days which resulted in a total loss for one homeowner. The second fire was discovered quickly, and personnel were able to extinguish with moderate property damage to the roof structure. The fire on Old Barn Court is being investigated by the Oregon State Fire Marshals Office with Support by Chief Puller. I will release the fire cause information once their investigation is complete.

II. NOTEWORTHY OPERATIONAL EVENTS:

There were no noteworthy operational events other than the structure fires noted.

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. Sisters Fire District Association meeting.
- c. Oregon Fire Chiefs Association board mtg.
- d. SDAO meeting in Seaside.
- e. State Fire Marshal HB 2522 meetings
- f. Oregon Fire Chiefs Association legislative stakeholder coordination mtgs.
- g. Central Oregon Fire Chiefs mtg.
- h. Sisters Vision Team Executive Committee
- i. Director Grafe wildfire funding proposal mtg.
- j. SIEC Broadband Committee mtg.
- k. SIEC Board meeting.
- l. Western Fire Chiefs Wildfire Policy Committee meeting.
- m. Western Fire Chiefs legislative Coordination meeting.
- n. Oregon Wildfire Detection Camera coordination meeting.
- o. Representative Levy community meeting at the City of Sisters.
- p. Sisters Country emergency evacuation preparedness meeting.
- q. Multiple legislative coordination meetings.

IV. SPECIAL PROJECTS UPDATE:

1. We are currently in a legislative short session which runs through March 10, 2024. There are several wildfire bills I am engaged with on behalf of the Oregon Fire Service.
2. We held our first internal budget committee meeting last week. I would like to recognize Julie and Board Sec. Treasurer McGowan for their work on the internal budget committee. We will be seeking guidance from the Board on salary and benefit adjustments for the next fiscal year. These adjustments are the foundational elements of the budget development process.
3. We will be seeking concurrence on the Board goals for next fiscal year.
4. Angela has been developing a volunteer recruitment marketing campaign for station 703 and 704 communities ahead of our spring academy.
5. We have had discussions with the Sisters Rodeo Association regarding ambulance standby services for this year's rodeo. I will have more information available at the Board meeting.

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 & Life Safety Manager Report

February 2024

### Pub Education Report & Fire Corps:

- ISU Events / Responses
  - Provided rehab support to Burn-to-Learn training 1/6/2024
- CPR Training
  - 9 students
- Community AED
  - 0
- Blood Pressure Screenings
  - 13
- Wildfire Home Safety Assessments
  - 0
- Smoke Alarm Installations
  - 5
- Fire Station Tours
  - 1
- Special Events
  - 5<sup>th</sup> Tuesday
- Address Signs
  - 9
- Child Safety Seats
  - 0

### Public Event Permit Applications Review:

- Big Ponderoo 6/2024
- Lucky Leprechaun run 3/2024
- Three Sisters Skyline Race 9/2024
- Welcome Dinner 6/2024

**New Construction Plan Review:**

- 121 N. Locust St. – triplex
- 25745 SW Suttle-Sherman Rd. – Black Butte School Addition
- Trinity Way – Workforce housing project
- 152 E. Main Ave. – Wine Bar
- 155 W. Lundgren Mill Dr.
- 570 W. Three Peaks Dr.
- 620 W. Three Peaks Dr.

**Alarm Sprinkler Final:**

- None

**Commercial Business Inspections:**

- 31500 Blue Lake Dr., Caldera Arts
- 15820 Barclay Rd., Sisters Eagle Airport Fuel Tank Inspection
- 291 E. Main Ave., Reinspection
- 220 W. Cascade Ave. Suite 101, Martolli's Pizza - Reinspection
- 220 W. Cascade Ave. Suite 104, Open Range – Reinspection
- 1700 W. McKinney Butte Rd, Sisters High School – Reinspection
- 1300 W. McKenzie Hwy., Sisters Community Church – Reinspection
- 29551 SW Suttle Lake Rd., Suttle Lake Camp
- 250 W. Cascade Ave., Sisters Depot
- 560 E. Main Ave., The Cottage Inn at sisters

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

- Information request 6
- Business License review 1
- Addressing review 4
- Knox-box Requests/lockups. 8

**Fire Investigations:**

- Stevenson Canyon Barn/Residential Fire

**Outside Training**

- Defensible Space Assessment Program Inservice class
- Basic Building Code