



AGENDA

Notice of the Regular Meeting of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District

September 17, 2024 – 5:00 p.m.

Zoom Link: <https://us06web.zoom.us/j/84309346113?pwd=bzZqSDZEY1htdjZwV3hEM1VGeTVOZz09>

1. Open the Regular Meeting
2. Receive Public Comment
3. Receive Line Staff Comments
4. Consent agenda
 - a. Administrative Summary
 - b. August 20, 2024 Minutes of the Regular Meeting
 - c. Dashboard report
 - d. Bank statements and reconciliations
 - e. Operating fund summaries
 - f. Balance sheets
 - g. Check register
 - h. Adjusting Journal Entries
 - i. Ambulance Receivables
 - j. Engine Response Report
 - k. Association Update
 - l. Updates to Old Business
 - i. Budget Committee Vacancy - Julie
5. Correspondence
 - a. Letter from Jefferson County Fire & EMS
 - b. Card from Eva Ross
 - c. Card from L4 Ranch Bucking Bulls
6. Administration
 - i. Staff Report # SR-24-10 Fleet and Equipment Master Plan
 - ii. GFOA Budget Award
 - b. Resolutions:
 - i. Solera Proposal.
 1. Resolution 2024-2025-004 Authorization to Expend Building Reserve Funds for Station 701/703 Generator Project
 - ii. Braun Proposal.
 1. Resolution 2024-2025-005 Authorization to Expend Equipment Reserve Funds for remount on Unit 775.
 - iii. Braun Proposal.
 1. Resolution 2024-2025-006 Authorization to Allow Chief to Enter into Contract for New Ambulance Purchase subject to 2025/2026 Budget Adoption.
 - c. Policy Review:
 - i. 2-1-3 Rules, Regulations, and General Orders

- ii. 2-4-5 Violence in the Workplace
 - iii. 2-6-4 Personal Project Issues
 - iv. 2-3-7 Mandatory Overtime Procedure
 - v. 2-1-7 Community Risk Manager Job Description
7. President's Report
 8. Fire Chief Report
 9. Fire Safety Manager Report
 10. Other business
 11. Adjourn meeting

CONSENT AGENDA

Administrative Summary for Consent Agenda

August 2024 Data

Minutes – No changes to the minutes.

Revenue & Expenditure Dashboard Report

- The target goal for this period is 17% of budgeted revenue and expenditures.
 - Revenue is at 42%. A large portion of this can be attributed to the Beginning Working Capital, which is unaudited and could change after we receive the draft audit report.
 - Expenditures overall are at 18% of the budget. The expenditures trend a little higher towards the beginning of each fiscal year with some one-time annual payments due at the start of the year. The Administration Department is at 21.3%; the Operations Department at 18.2%; the Maintenance Department at 10.3%; and the Volunteers Department at 8%.

Operations Overview Dashboard Report

- EMS calls were down slightly month over month at 59. The District responded to 4 fire calls in August.
- Total calls decreased almost 7% over last month, and total calls are up 2.9% year over year.
- A total of 10 7PC's were called in August and 11 move-ups were requested by the District. There were 44 back-to-back calls in August.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$2,379,231.80 at the end of August. The interest rate increased to 5.3%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$82,203.42.

U.S. Bank Operating

- Total sum of funds in the US Bank Operating Account balances with the bank and totals \$53,461.32.

Operating Fund Summaries

Revenue

- Overall tracking at 42% of the budget.
- Beginning Working Capital is unaudited as of the end of August and could be adjusted by the auditors when the audit is complete.
- Donations received includes a \$15,000 grant from the Rumberger Foundation and a \$5,000 donation from Harrison.

Expenditures

- Overall tracking slightly higher than budget at 18% at the end of August.
 - Personnel Services – 20% of budget. This line item trends higher at the beginning of each fiscal year due to the worker's compensation premiums and HRA VEBA contributions paid at the start of the year.
 - Materials & Services – 10% of the budget.
 - Capital Outlay – 15% of the budget at the end of August.

Balance Sheets

-
- Accounts receivable balance is outstanding GEMT revenue for last fiscal year. We anticipate getting this during the next 6-8 weeks.
- Accounts payable credit balance is due to vendor credits that should clear with upcoming invoices.
- SWH tax liability is for Oregon Paid Leave. Paychex had been calculating the amount due incorrectly and this final amount should clear when we are billed by the State. Paychex has since remedied the situation.
- PERS liability will clear with upcoming payroll.
- Insurance disability/liability balance is orthodontia pass-through payments. I am working to reconcile the orthodontia liability and clear that.
- Miscellaneous Liability of \$160 is due to employee pass-through donations to Central Oregon Public Safety Chaplaincy, Community Assistance Fund, and Oregon Fire Service Honor Guard. These will clear quarterly.

Check Register

- Check number 16749 for \$10,318.18 to Target Solutions Learning, LLC. This is the annual payment for the training management system.
- Check number 16752 for \$6,216.60 to Umpqua Bank. This is the payment for interest on the bond for Station 701.
- Check number 16813 for a total of \$66,000. This is for the annual contributions to the health reimbursement accounts (VEBA) for employees as part of their benefit package.
- Check number 16815 for \$7,174.39 to Kendall Ford of Bend. This is for a repair to an electrical inverter issue on ambulance unit 776.
- Check number 16815 for \$4,275.00 to Life Flight Network Membership. This is for the annual air/ground memberships for volunteer personnel.
- Check number 700043 for \$2,920.00 to US Bank Visa. This is a payment for Starlink equipment to be placed at Station 704.
- Check number 700043 for \$2,315.00 to US Bank Visa. This is for a deposit on the canopy for the new 710 Chief's vehicle.

Adjusting Journal Entries

- Entry for the 2024/25 transfer to the Employment Reserve Fund to pay the PERS transitional liability.
- Entry to transfer the prepaid expense for the engine purchased in 2023 from the general fund to the equipment reserve fund.
- Entry to transfer Chief Johnson's payroll expenses from the general fund to the employment reserve fund.
- Entries for deposit on Unit 710's canopy and running boards from the general fund to the equipment reserve fund.
- Entry to adjust the ambulance receivables to actual.

Ambulance Report - Total of 59 transports for August. The total ending ambulance receivable of \$305,225.58 is reconciled to the General Fund balance sheet.

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



**Minutes of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District
August 20, 2024**

1. **Open the Regular Meeting.** Board President Kristie Miller called the meeting to order at 5 p.m.
 - a. Directors attending: President Miller, Vice President McGowan, Secretary/Treasurer Herrmann (via Zoom), Director Campbell, and Director Cooper.
 - b. Staff attending: Chief Prior, Deputy Chief (DC) Craig, Finance Mgr./Executive Asst. (FM/EA) Spor, and Engineer Medic (EM) Frutos.
 - c. Public attending: None.
2. **Public Comments.** No public attended the meeting in person or on Zoom, so no comments were received.
3. **Line Staff Comments.** EM Frutos reported line staff has been working with administrative staff on policies. Nothing else to report.
4. **Consent Agenda. *The Board unanimously approved the Consent Agenda as presented. Motion by Director McGowan, Director Cooper second.***
 - a. Administrative summary. No comments or questions.
 - b. July 16, 2024 minutes of the regular meeting. No comments or questions.
 - c. July 16, 2024 minutes of the special meeting. No comments or questions.
 - d. August 1, 2024 minutes of the special meeting. No comments or questions.
 - e. Dashboard reports. No comments or questions.
 - f. Bank statements and reconciliations. No comments or questions.
 - g. Operating fund summaries. No comments or questions.
 - h. Balance sheets. No comments or questions.
 - i. Check register. Director Cooper inquired why check number 700042 was duplicated on the check register. FM/EA Spor said that each item on a check is listed separately on the check register, so if a check has multiple items, the check number will be listed more than once. Other check numbers in the check register are also reflected this way if multiple items exist on the check.
 - j. Adjusting journal entries. No comments or questions.
 - k. Ambulance receivables. No comments or questions.
 - l. Engine response report. No comments or questions.
 - m. Association update. FM/EA Spor reported for the Association and provided a copy of a letter sent by Association President Matthews. The staff has been working with the Association on several items including their current financial reporting, bylaws review, and potential update, and to set up a strategic planning session. Staff will work with both legal counsel and the District's CPA to ensure that the Association is operating in a legal and fiscally responsible manner and will report back as the work progresses.

- i. The Board of Directors thanked the Association Board for their willingness to look at the current structure and make improvements where necessary.
 - n. Updates to old business.
 - i. Director McGowan recently discussed Board insurance coverage questions with Jeff Griffin from Wilson Heirgood (the District's insurance agent) to determine if the Board should purchase additional directors and officer's coverage. Jeff Griffin reportedly told Director McGowan that the Board has great protections already in place through the Special District's Association Oregon and he would not recommend purchasing additional insurance. Jeff will attend an upcoming Board meeting to discuss further with the Board.
 - ii. Director McGowan performed some research after last month's meeting regarding the Board's interest in performing background checks for new directors that are appointed by the Board and not elected by the public. FM/EA Spor drafted some changes to Policy 1-2-1 to reflect the decision of the Board to require this practice moving forward.
 - 1. ***The Board unanimously approved Policy 1-2-1 with changes noted by Director Campbell. Motion by Director Miller, Director Campbell second.***
 - iii. FM/EA Spor asked the Directors to send her a short bio for the website and she will schedule a time when someone can take photos for the website.
 - iv. FM/EA Spor reported the PERS lump sum payment on the District's transitional liability had been made and resulted in a 11.44% reduction in the District's contribution rates as of August 1, 2024.
 - v. Director Miller thanked Director Campbell for joining the team.
- 5. **Correspondence.** The Directors reviewed correspondence from Margie Lombardo, Anna Westburg, Judy Hotchkiss, Ken Stout, Lee Kearney, and DPSST.
- 6. **Administration.**
 - a. Staff Reports & Resolutions:
 - i. SR-24-8 was reviewed by the Board. Chief Prior is proposing a modification of the District's fleet replacement plan due to some discussions with Braun NW regarding the current fleet of ambulances and the recurring mechanical issues due to higher mileage. Chief Prior is recommending the District consider remounting the existing 2015 (775) unit and placing an order for a new unit to replace the 2011 (776) unit. The cost of a remount is approximately \$100,000 less than purchasing a whole new unit. Director Campbell inquired if the District needed a fourth ambulance and Chief Prior replied he felt we had a sufficient number no. The District would have to consider staffing for an additional unit, and we are not there yet. The draft revised plan was provided for the Board to review. No vote is needed tonight. Chief Prior will return next month looking for a vote on the draft changes.
 - ii. SR-24-9 and corresponding Resolution 2024-2025-003 were reviewed by the Board. Staff budgeted to purchase a command vehicle to replace Unit 710 (Fire Chief's vehicle) in the FY 24/25 budget. Chief Prior and Chief Craig completed research and are recommending a ¾ ton pickup to replace the current unit. This would allow for a mobile command center build-out in the truck and could tow a curtain burner or chipper unit if the District's grant efforts are successful in

purchasing those types of units. Five quotes were reviewed and the best price for the vehicle is through Power Chevrolet in Sublimity, Oregon.

1. ***The Board unanimously approved Resolution 2024-2025-003 authorizing the Fire Chief to award the bid for the purchase of a command vehicle as outlined in Staff Report SR-24-9. Motion by Director Cooper, Director Campbell second.***
 - iii. Resolution 2024-2025-002 was reviewed by the Board. FM/EA Spor asked for authorization from the Board to transfer funds from the Employment Reserve Fund for Chief Johnson's final paychecks (July-September 2024). ***The Board unanimously approved Resolution 2024-2025-002 as presented. Motion by Director Campbell, Director McGowan second.***
 - b. Staff presented the following policies for review by the Board of Directors:
 - i. 2-1-6 Finance Manager, 2-1-38 Office Assistant, 2-1-43 Administrative Assistant, 2-3-6 Pregnancy and Maternity Accommodations, 2-2-0 Employee Rights and Benefits. ***The Board unanimously approved policies 2-1-6, 2-1-38, 2-1-43, 2-3-6, and 2-2-0 as presented. Motion by Director Campbell, Director Cooper second.***
7. **President's Report.**
- a. Director Miller reported a vacancy on the District's Budget Committee after Director Campbell resigned due to his new position on the Board.
 - b. Director Miller thanked her fellow Directors for taking care of District business while she was away on vacation.
8. **Fire Chief Report.**
- a. Chief Prior provided a comprehensive report in the packet and highlighted the following items:
 - i. The national preparedness level may drop next week to level 4. A total of 1.6 million acres have burned so far in Oregon.
 - ii. We have sent personnel to ten task force activations so far. Chief Prior would like to recognize all the personnel that have participated in those activations.
 - iii. The resident volunteer recruit academy is going well. Chief Craig attended a drill in LaPine last week teaching Mayday to the students.
 - iv. The Lower Metolius HOA has done a tremendous amount of work to create defensible space in their area.
 - v. The City is planning some urban growth boundary town halls in October.
 - vi. Chief Prior recognized Fire Marshal Puller and FF/EMT Lord for their efforts in distributing resources to the houseless community. He also thanked Captain Ast for putting kits together and recognized Jeremy Fields from the Forest Service for assisting our staff.
 1. The Directors expressed thanks to the group for their work on the kits and specifically, Captain Ast, Fire Marshal Puller, and FF/EMT Lord for working with this community.
 - vii. Chief Prior emailed the Directors regarding the Jefferson County over-taxation of the PGE property. Chief Prior would like the Board's authorization to send a letter to Jefferson County (similar to the letter he emailed from Crooked River Ranch RFPD) requesting accountability for the issue. Chief Prior would like the Oregon Fire Chief's Association to propose a revision to the legislators

requesting a review of the statute that allows Jefferson County to collect this over-taxation from District's who do not receive any benefit from the taxes.

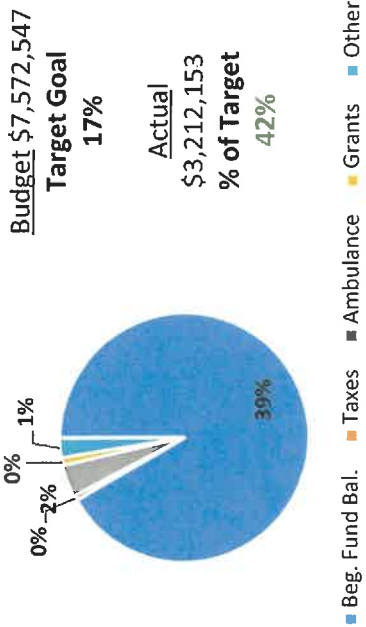
- viii. Chief Prior expressed thanks to the Fire Corps for their work on the Fifth Tuesday and the National Night Out events.
9. **Fire Safety Manager Report.** Chief Prior provided the report for Chief Puller while he's away at training. Fire Marshal Puller and FF/Lord have been very busy in the Fire and Life Safety Division.
10. **Other Business.** FM/EA Spor reported the on-site portion of the District's audit went well. The CPA was thankful for the systems put in place since the last visit. They also complimented the staff and the Board on the District's comprehensive board packets and budget documents.
11. **Adjourn.** No further business was discussed and the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

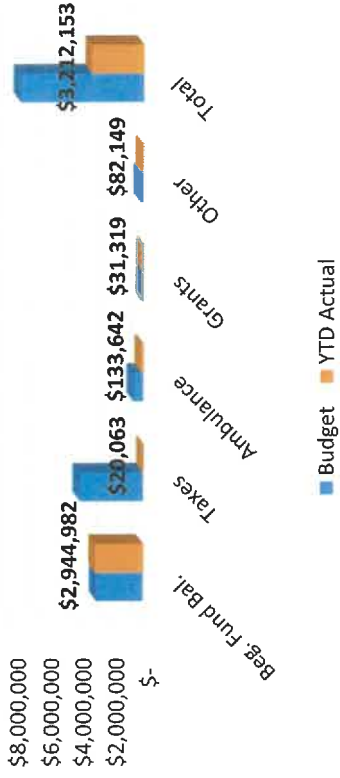
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF AUGUST 31, 2024

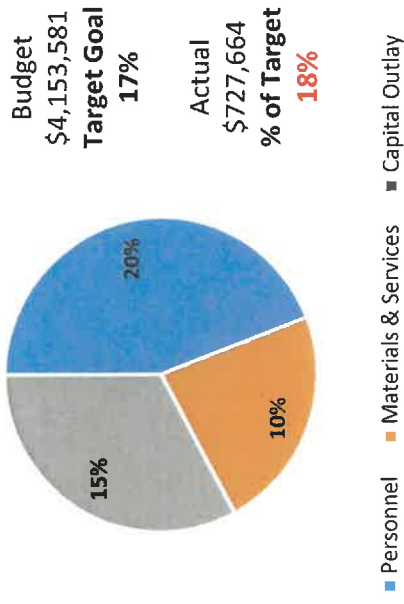
24/25 Actual Revenue as % of Budget



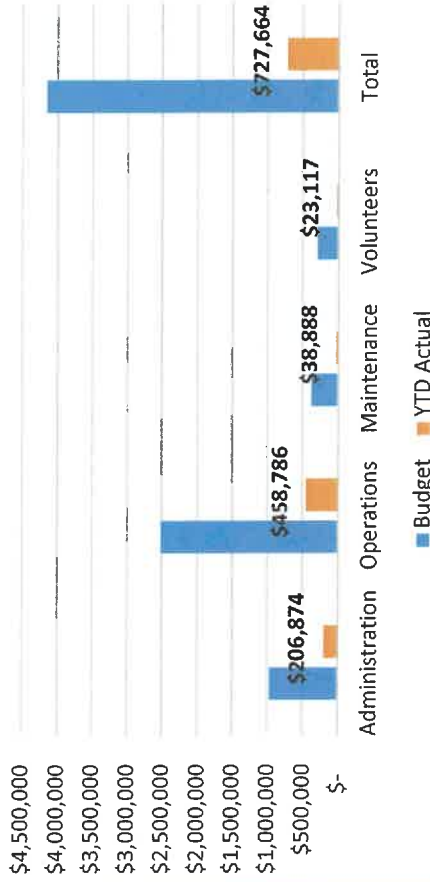
Budget vs. Actual Revenue - Year to Date



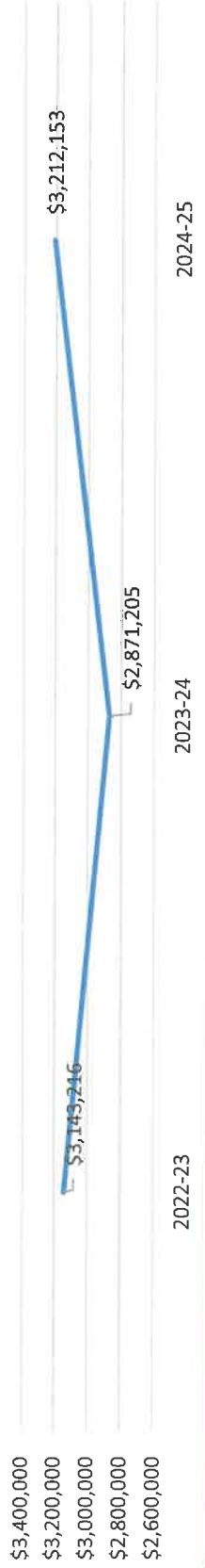
24/25 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

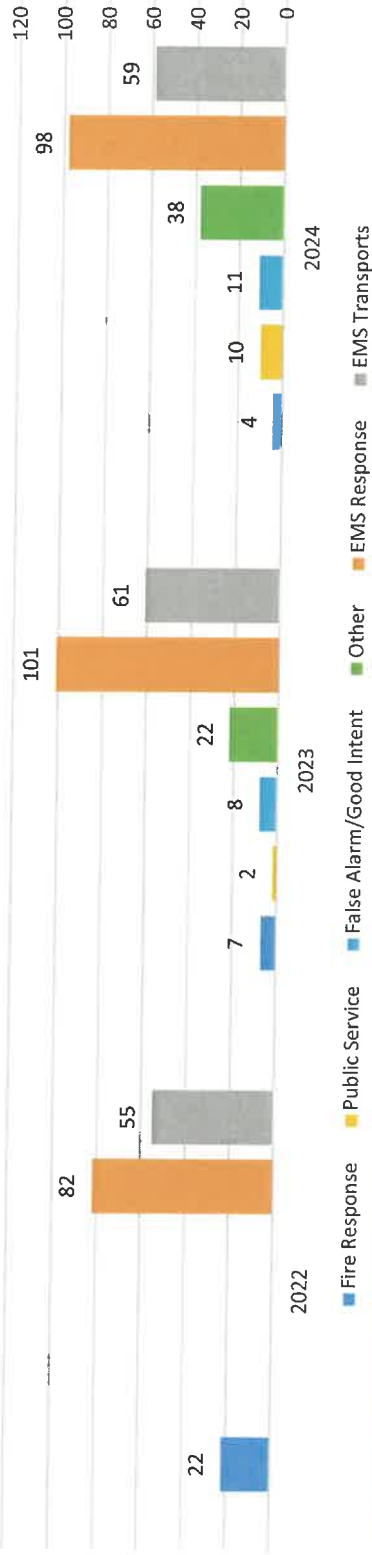


Total Revenue - 3 Years - As of End of August

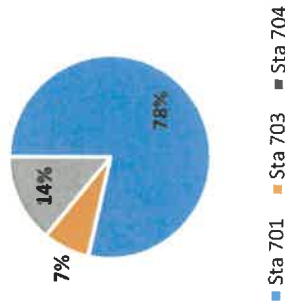


OPERATIONS OVERVIEW - AS OF AUGUST 31, 2024

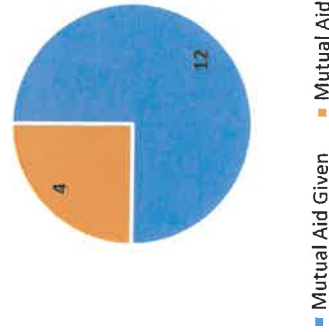
Responses by Type - 3 Years



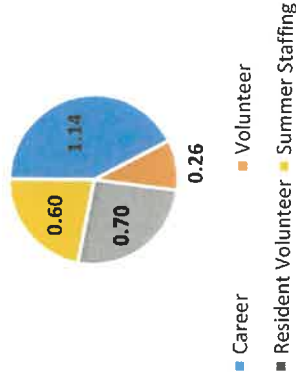
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls

44

Callback Overview

Personnel Callbacks (7PC's) = 10
 7PC's Staffed with ALS Staffing = 3
 7PC's Staffed with Engine Staffing = 3
 Move-Ups = 11

Ave Personnel on Standby

2.57

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)
August 31, 2024

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	206,521.14	Book Balance Previous Month:	103,267.54
Outstanding Deposits:	97.05	Total Receipts:	399,267.03
Outstanding Checks:	153,156.87	Total Disbursements:	449,073.25
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	53,461.32	Book Balance:	53,461.32

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
125	97.05						
						Total:	97.05

Deposits cleared: 84 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	32,648.48	16797	1,973.63	16809	28.58	16821	140.00
15965	8.25	16798	270.90	16810	316.40	16822	182.41
15975	3.79	16799	395.00	16811	1,501.56	16823	120.00
16390	38.57	16800	1,027.44	16812	1,522.72	16824	28,425.45
16553	17.57	16801	28.52	16813	66,000.00	16825	528.00
16634	600.00	16802	75.45	16814	240.15	16826	160.51
16640	600.00	16803	312.50	16815	7,174.39	16827	96.00
16661	1.34	16804	156.34	16816	4,275.00	16828	142.50
16664	65.00	16805	1,448.32	16817	259.95	16829	418.02
16729	395.00	16806	586.00	16818	61.69	16830	1,178.75
16756	85.00	16807	60.40	16819	405.17	16831	40.16
16787	13.98	16808	126.40	16820	201.58		
						Total:	153,156.87

Checks cleared: 90 items Checks Outstanding: 47 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments



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

3233 TRN 6480 S Y ST01

Business Statement

Account Number:
8849
Statement Period:
Aug 1, 2024
through
Aug 31, 2024



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

To Contact U.S. Bank

Commercial Customer
Service: 877-295-2509

U.S. Bank accepts Relay Calls
Internet: usbank.com

INFORMATION YOU SHOULD KNOW

Effective October 1, 2024, we will increase the monthly Deposit Coverage fee to \$0.1498 per \$1,000 of monthly average ledger balance in your account. If you have questions, please contact your banker, or call your customer service team at the phone number shown at the top of this statement.

MUNICIPAL INVESTOR CHECKING

Member FDIC

U.S. Bank National Association

Account Number 1-697-0095-8849

Account Summary

Beginning Balance on Aug 1	# Items	\$	154,902.87	Interest Paid this Year	\$	98.48
Customer Deposits	4		29,777.00	Number of Days in Statement Period		31
Other Deposits	68		369,530.27			
Other Withdrawals	8		253,100.69-			
Checks Paid	75		94,588.31-			
Ending Balance on Aug 31, 2024		\$	206,521.14			

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Aug 2	9213169218	5,116.51		Aug 27	8314205252	1,805.00
	Aug 13	8315004432	22,221.00		Aug 30	9213855637	634.49
Total Customer Deposits							\$ 29,777.00

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Aug 1	Electronic Deposit REF=242130061264220N00	From UnitedHealthcare HCCLAIMPMT1111187726	\$ 800.41
Aug 1	Electronic Deposit REF=242120154175350N00	From PacificSource CREDIT 3562420416	1,411.86
Aug 1	Electronic Deposit REF=242120154155370N00	From PacificSource CREDIT 5930245545	2,162.00
Aug 1	Electronic Deposit REF=242120154164560N00	From PacificSource CREDIT 2930245545	2,432.77
Aug 1	Electronic Deposit REF=242120103082220N00	From AETNA AS01 HCCLAIMPMT1066033492	2,542.37
Aug 2	Electronic Deposit REF=242140132715940N00	From STRIPE TRANSFER 1800948598	28.83
Aug 2	Electronic Deposit REF=242150106319660N00	From LOYALEHLTH SV9T 88864078151043575881	227.10
Aug 2	Electronic Deposit REF=242140085216510Y00	From NORIDIAN WAORAK HCCLAIMPMT9262326076	1,147.45
Aug 5	Electronic Deposit REF=242180037373720N00	From STRIPE TRANSFER 1800948598	28.83

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



Account Statement - Transaction Summary

For the Month Ending August 31, 2024

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

Oregon LGIP		Asset Summary	
		August 31, 2024	July 31, 2024
Opening Balance	4,102,146.22		
Purchases	20,776.83	2,379,231.80	4,102,146.22
Redemptions	(1,743,691.25)		
Total		\$2,379,231.80	\$4,102,146.22

Closing Balance \$2,379,231.80
 Dividends 12,512.56

LGIP 0.00
 EMPLOYMENT 1,293,902.56 +
 BUILDING 90,926.04 +
 EQUIPMENT 380,363.61 +
 EQUIPMENT 614,039.59 +
 2,379,231.80 *
Bad Exact

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		07/31/2024 (07/24) Balance	.00 *	.00 *	1,712,809.98
CR	4	Deschutes County Property Tax Collection	7,424.41		
CR	16	LGIP ACH Redemption Fees		.25-	
CR	7	Jefferson County Property Tax Collection	839.86		
CR	14	LGIP Accrual Income Dividend Reinvestment Distributi	12,512.56		
CRUS	43	Txfr from LGIP to Checking - Payroll/bills		175,000.00-	
CRUS	73	TXFR from LGIP		75,000.00-	
CRUS	94	Transfer for bills		50,000.00-	
JE	1	Annual Transfer to Employment Reserve Fund		943,691.00-	
JE	7	Transfer from Employment Reserve for RJ Aug Sal/Be	15,262.01		
JE	10	Txfr from EqRF to LGIP for Engine Prepayment	785,635.00		
JE	12	Txfr frm EqRF to Checking for Deposit on 710 Canopy	2,315.00		
JE	14	Txfr frm EqRF to Checking for New 710 running board	794.99		
		08/31/2024 (08/24) Period Totals and Balance	824,783.83 *	1,243,691.25- *	1,293,902.56
Number of transactions: 12 Number of accounts: 1			Debit	Credit	Proof
Total GENERAL FUND:			824,783.83	1,243,691.25-	418,907.42-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
		07/31/2024 (07/24) Balance	.00 *	.00 *	606,188.05
CDA	1	PERS Transitional Liability Payment		1,443,691.00-	
JE	2	Annual Transfer to Employment Reserve Fund	943,691.00		
JE	8	Transfer from Employment Reserve for RJ Aug Sal/Be		15,262.01-	
		08/31/2024 (08/24) Period Totals and Balance	943,691.00 *	1,458,953.01- *	90,926.04

Number of transactions: 3 Number of accounts: 1

	Debit	Credit	Proof
Total EMPLOYMENT RESERVE FUND:	943,691.00	1,458,953.01-	515,262.01-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
	07/31/2024 (07/24)	Balance	.00 *	.00 *	380,363.61
	08/31/2024 (08/24)	Period Totals and Balance	.00 *	.00 *	380,363.61

Number of transactions: 0 Number of accounts: 1

	Debit	Credit	Proof
Total BUILDING RESERVE FUND:	.00	.00	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4-00-0-1070 Equipment Fund					
		07/31/2024 (07/24) Balance	.00 *	.00 *	1,402,784.58
JE	9	Txfr from EqRF to LGIP for Engine Prepayment		785,635.00-	
JE	11	Txfr frm EqRF to Checking for Deposit on 710 Canopy		2,315.00-	
JE	13	Txfr frm EqRF to Checking for New 710 running board		794.99-	
		08/31/2024 (08/24) Period Totals and Balance	.00 *	788,744.99- *	614,039.59

Number of transactions: 3 Number of accounts: 1

	Debit	Credit	Proof
Total EQUIPMENT RESERVE FUND:	.00	788,744.99-	788,744.99-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
	07/31/2024 (07/24)	Balance	.00 *	.00 *	.00
	08/31/2024 (08/24)	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: 18	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		1,768,474.83	3,491,389.25-	1,722,914.42-

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)
August 31, 2024

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	82,203.42	Book Balance Previous Month:	81,381.35
Outstanding Deposits:	.00	Total Receipts:	822.07
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	82,203.42	Book Balance:	82,203.42

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 August 31, 2024

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

		Asset Summary	
		August 31, 2024	July 31, 2024
Oregon LGIP			
Opening Balance	81,381.35		81,381.35
Purchases	822.07	82,203.42	
Redemptions	0.00		
Total		\$82,203.42	\$81,381.35

Closing Balance	\$82,203.42
Dividends	367.11

Account Number	Account Title	2023-24	Current Period Actual	Current YTD Actual	2024-25	Bal Remaining +/-	% Collected
		Prior YTD Actual			Current Year Budget		
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	.00	.00	.00	3,822,100.00	3,822,100.00-	.00
1-01-0-40200	Property Taxes-Prior	6,370.59	8,249.69	20,062.50	50,000.00	29,937.50-	40%
1-01-0-41100	Ambulance Revenue	47,811.00	46,388.94	133,641.52	575,000.00	441,358.48-	23%
1-01-0-41110	GEMT Ambulance Revenu	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-41200	Other Fees for Service	1,575.00	4,392.50	8,122.50	15,306.00	7,183.50-	53%
1-01-0-42100	Fire Med Subscriptions	1,713.75	1,182.50	1,830.00	15,000.00	13,170.00-	12%
1-01-0-43100	Interest Income	14,017.95	12,536.18	46,482.58	75,000.00	28,517.42-	62%
1-01-0-44100	Grant Revenue	.00	603.63	31,318.63	30,715.00	603.63	102%
1-01-0-44200	Donations Received	1,245.00	20,702.00	20,767.00	15,000.00	5,767.00	138%
1-01-0-44300	Conflagration Income	.00	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	295.20	3,107.76	4,946.48	10,750.00	5,803.52-	46%
1-01-0-49990	Beginning Working Capital	.00	.00	2,944,982.28	2,863,676.00	81,306.28	103%
Total GENERAL FUND REVENUE:		73,028.49	97,163.20	3,212,153.49	7,572,547.00	4,360,393.51-	42%
GENERAL FUND Revenue Total:		73,028.49	97,163.20	3,212,153.49	7,572,547.00	4,360,393.51-	42%
Net Total GENERAL FUND:		73,028.49	97,163.20	3,212,153.49	7,572,547.00	4,360,393.51-	42%

Account Number	Account Title	2023-24	Current Period Actual	Current YTD Actual	2024-25	Variance	% of Budget
		Prior YTD Actual			Current Year Budget		
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	149,870.99	69,587.69	176,338.68	696,053.00	519,714.32	25%
	Total OPERATIONS DEPARTMENT:	410,598.76	235,785.19	426,697.91	2,303,821.00	1,877,123.09	19%
	Total MAINTENANCE DEPARTMENT:	3,159.88	860.71	1,765.67	25,107.00	23,341.33	7%
	Total VOLUNTEERS DEPARTMENT:	.00	4,275.00	5,851.14	19,672.00	13,820.86	30%
	GENERAL FUND Expenditure Total:	563,629.63	310,508.59	610,653.40	3,044,653.00	2,433,999.60	20%
	Net Total GENERAL FUND:	563,629.63-	310,508.59-	610,653.40-	3,044,653.00-	2,433,999.60-	20%
	Net Grand Totals:	563,629.63-	310,508.59-	610,653.40-	3,044,653.00-	2,433,999.60-	20%

Account Number	Account Title	2023-24	Current Period	Current YTD	2024-25	% of Budget	
		Prior YTD Actual	Actual	Actual	Cur Year Budget	Variance	
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	10,597.77	8,000.68	30,535.53	265,136.00	234,600.47	12%
	Total OPERATIONS DEPARTMENT:	73,889.00	10,908.34	32,087.67	211,922.00	179,834.33	15%
	Total MAINTENANCE DEPARTMENT:	32,895.90	23,076.77	34,202.23	342,280.00	308,077.77	10%
	Total VOLUNTEERS DEPARTMENT:	28,095.06	9,866.38	17,265.54	270,040.00	252,774.46	6%
	GENERAL FUND Expenditure Total:	145,477.73	51,852.17	114,090.97	1,089,378.00	975,287.03	10%
	Net Total GENERAL FUND:	145,477.73-	51,852.17-	114,090.97-	1,089,378.00-	975,287.03-	10%
	Net Grand Totals:	145,477.73-	51,852.17-	114,090.97-	1,089,378.00-	975,287.03-	10%

Account Number	Account Title	2023-24 Prior YTD Actual	Current Period Actual	Current YTD Actual	2024-25 Current Year Budget	Variance	% of Budget
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	.00	.00	.00	9,450.00	9,450.00	.00
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	.00	2,920.00	2,920.00	10,100.00	7,180.00	29%
	GENERAL FUND Expenditure Total:	.00	2,920.00	2,920.00	19,550.00	16,630.00	15%
	Net Total GENERAL FUND:	.00	2,920.00-	2,920.00-	19,550.00-	16,630.00-	15%
	Net Grand Totals:	.00	2,920.00-	2,920.00-	19,550.00-	16,630.00-	15%

SISTERS-CAMP SHERMAN

BALANCE SHEET

AUGUST 31, 2024

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	1,293,902.56	
1-00-0-1081	US BANK OPERATING ACCT 2022	53,461.32	
1-00-0-1099	PETTY CASH	202.92	
1-00-0-1100	ACCOUNTS RECEIVABLE	32,276.38	
1-00-0-1103	NOTE RECEIVABLE	(5,000.00)	
1-00-0-1120	AMBULANCE RECEIVABLES	305,225.58	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(152,774.99)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	64,107.89	
	TOTAL ASSETS		1,591,401.66

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	(1,666.04)	
1-00-0-2120	SWH TAX LIABILITY	735.99	
1-00-0-2150	PERS LIABILITY	3.37	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	19.52	
1-00-0-2170	WBF LIABILITY	(735.99)	
1-00-0-2180	MISCELLANEOUS LIABILITY	160.00	
1-00-0-2250	DEFERRED REVENUE	52,086.69	
	TOTAL LIABILITIES		50,603.54

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	(7,572,547.00)	
	UNAPPROPRIATED FUND BALANCE:		
1-00-0-3900	RETAINED EARNINGS	7,572,547.00	
	REVENUE OVER EXPENDITURES - YTD	1,540,798.12	
	BALANCE - CURRENT DATE	9,113,345.12	
	TOTAL FUND EQUITY		1,540,798.12
	TOTAL LIABILITIES AND EQUITY		1,591,401.66

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2024

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	90,926.04	
	TOTAL ASSETS		<u>90,926.04</u>

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	(1,583,747.00)	
	UNAPPROPRIATED FUND BALANCE:		
2-00-0-3900	RETAINED EARNINGS	1,583,747.00	
	REVENUE OVER EXPENDITURES - YTD	<u>90,926.04</u>	
	BALANCE - CURRENT DATE	<u>1,674,673.04</u>	
	TOTAL FUND EQUITY		<u>90,926.04</u>
	TOTAL LIABILITIES AND EQUITY		<u>90,926.04</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2024

BUILDING RESERVE FUND

ASSETS

3-00-0-1070	BLDG FUND	380,363.61	
	TOTAL ASSETS		380,363.61

LIABILITIES AND EQUITY

FUND EQUITY

3-00-0-3120	BUILDING RESERVE	(672,061.00)	
UNAPPROPRIATED FUND BALANCE:			
3-00-0-3900	RETAINED EARNINGS	672,061.00	
	REVENUE OVER EXPENDITURES - YTD	380,363.61	
	BALANCE - CURRENT DATE	1,052,424.61	
	TOTAL FUND EQUITY		380,363.61
	TOTAL LIABILITIES AND EQUITY		380,363.61

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2024

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	614,039.59	
4-00-0-1440	PREPAID EXPENDITURES	785,635.00	
	TOTAL ASSETS		1,399,674.59

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(958,345.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	958,345.00	
	REVENUE OVER EXPENDITURES - YTD	1,399,674.59	
	BALANCE - CURRENT DATE	2,358,019.59	
	TOTAL FUND EQUITY		1,399,674.59
	TOTAL LIABILITIES AND EQUITY		1,399,674.59

SISTERS-CAMP SHERMAN
BALANCE SHEET
AUGUST 31, 2024

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	82,203.42	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	4,172.70	
	TOTAL ASSETS		86,376.12

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	3,588.72	
	TOTAL LIABILITIES		3,588.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(305,898.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	305,898.00	
	REVENUE OVER EXPENDITURES - YTD	82,787.40	
	BALANCE - CURRENT DATE	388,685.40	
	TOTAL FUND EQUITY		82,787.40
	TOTAL LIABILITIES AND EQUITY		86,376.12

Check Register - August 2024

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/1/2024	16727	911 Supply	5.11 Job Shirts - Chief Prior	\$ 92.90
8/1/2024	16728	AFLAC	AFLAC	\$ 270.90
8/1/2024	16728	AFLAC	AFLAC	\$ 270.90
8/1/2024	16729	Alpine Internet Solutions	Content Plan for August	\$ 395.00
8/1/2024	16730	Angela Linker	Reimb. retirement, going away, grad gifts purchased for District	\$ 276.94
8/1/2024	16731	C & K Market	Paper towels	\$ 11.49
8/1/2024	16732	Cascade Fire Equipment	Dual Complaint Uniform Pants - mens	\$ 820.00
8/1/2024	16732	Cascade Fire Equipment	Wildland pant - Dual compliant - mens	\$ 436.13
8/1/2024	16732	Cascade Fire Equipment	Wildland shirt	\$ 800.00
8/1/2024	16732	Cascade Fire Equipment	Dual Complaint Uniform Pants -womens cut	\$ 310.00
8/1/2024	16733	CEC, INC	electric - Elm Street	\$ 1,196.08
8/1/2024	16733	CEC, INC	electric-Buffalo	\$ 136.57
8/1/2024	16734	CenturyLink	Phone service - Camp Sherman	\$ 60.35
8/1/2024	16735	Cruz Jones	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00
8/1/2024	16735	Cruz Jones	Reimb. Paramedic Program Expenses Paid	\$ 39.50
8/1/2024	16736	Ed Staub & Sons Petroleum	Fuel	\$ 1,424.04
8/1/2024	16737	Ernest Halcon	Reimb. 5th Tuesday Supplies Purchased	\$ 150.72
8/1/2024	16738	Georgia Hampton	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00
8/1/2024	16739	Hughes Fire Equipment, Inc.	726 Compartment Light repair parts	\$ 398.88
8/1/2024	16740	L.N. Curtis and Sons	structure gloves	\$ 187.26
8/1/2024	16740	L.N. Curtis and Sons	Wildland IRPG	\$ 33.40
8/1/2024	16740	L.N. Curtis and Sons	Flashlight - structure	\$ 267.96
8/1/2024	16741	Lighthouse Uniform Co.	CLASS A UNIFORM - Otasu	\$ 738.05
8/1/2024	16742	Momentum Promo	Uniform Shirt - Director Herrmann	\$ 142.00
8/1/2024	16742	Momentum Promo	Embroidery - Maxson	\$ 22.50
8/1/2024	16742	Momentum Promo	Volunteer tees - stock	\$ 763.40
8/1/2024	16743	OFSOA	FY 24/25 Dues - Spor	\$ 40.00
8/1/2024	16744	Pacific Office Automation, Inc	copies/kit - Konica	\$ 192.20
8/1/2024	16745	RACOM	Tait Remote Head Mobile Radio	\$ 2,672.66
8/1/2024	16746	SDIS	Operations Health Insurance	\$18,101.57
8/1/2024	16746	SDIS	Admin Health Insurance	\$ 6,947.01
8/1/2024	16746	SDIS	Lord Health Insurance	\$ 2,451.73
8/1/2024	16746	SDIS	Orthodontia Pass Through & 1/2 Linker	\$ 986.87
8/1/2024	16747	SeaWestern, Inc.	Quarterly air sample and CO monitor calibration	\$ 270.00
8/1/2024	16748	Solomon Byles	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00
8/1/2024	16749	TargetSolutions Learning, LLC	Training Data Mgmt	\$10,318.18
8/1/2024	16750	TDS	8224 60 007 0119276 - 703 Cable	\$ 160.37
8/1/2024	16750	TDS	8224 60 003 0017578 - Cable Elm	\$ 664.99
8/1/2024	16751	Tim Craig	Reimb. Station Boots Purchased	\$ 150.00
8/1/2024	16752	Umpqua Bank	Bond Interest Payment - 97001612108	\$ 6,216.60
8/1/2024	16753	Wakefield and Associates	Amb Coll fee for Muller 132817092	\$ 57.66
8/13/2024	16754	Ace Hardware, Inc.	Car wash soap	\$ 8.59
8/13/2024	16754	Ace Hardware, Inc.	Spray bottles	\$ 12.86
8/13/2024	16754	Ace Hardware, Inc.	Velcro coin	\$ 4.59
8/13/2024	16754	Ace Hardware, Inc.	Garden hose nozzle	\$ 12.87
8/13/2024	16754	Ace Hardware, Inc.	726 compartment switch repair	\$ 13.41
8/13/2024	16754	Ace Hardware, Inc.	AA Batts	\$ 22.99
8/13/2024	16754	Ace Hardware, Inc.	Hardware	\$ 1.00
8/13/2024	16755	Alexis Gregory	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00
8/13/2024	16756	Alpine Internet Solutions	Professional management & website hosting	\$ 85.00
8/13/2024	16757	AT&T MOBILITY	Wireless Acct: 287297124283	\$ 40.04
8/13/2024	16758	AT&T Mobility - Control Center	Data Account: 58833171	\$ 451.42
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Brake clean	\$ 7.50
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Recharge hose	\$ 20.89
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Return Recharge hose	\$ (20.89)
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	A/C leak detection UV penlight	\$ 14.49
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	775 A/C recharge	\$ 39.96
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Freon	\$ 119.88
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Return freon	\$ (119.88)
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Freon - 775 A/C Recharge	\$ 99.90

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Tar remover for 771 drove through tar on 7/10	\$ 8.89
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	Tar remover for 711/791/771/775	\$ 17.78
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	776 oil change	\$ 37.41
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	EGR gasket 2007 Ford F-550	\$ 17.00
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	743 Turbo Hose	\$ 113.51
8/13/2024	16759	Baxter Auto Parts Inc, Auto Parts	741 Oil plug leak	\$ 5.85
8/13/2024	16760	Bi-Mart Corporation	DIESEL EXHAUST FLUID	\$ 115.43
8/13/2024	16760	Bi-Mart Corporation	HVAC supplies - Sta 703	\$ 66.54
8/13/2024	16760	Bi-Mart Corporation	775 A/C Recharge	\$ 79.96
8/13/2024	16760	Bi-Mart Corporation	DIESEL Emmission fluid	\$ 24.99
8/13/2024	16761	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39975949	\$ 152.64
8/13/2024	16761	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39975949	\$ 494.97
8/13/2024	16761	BOUND TREE MEDICAL, LLC.	EMS SUPPLY ORDER# 39987987	\$ 428.73
8/13/2024	16762	Cameron Building Maintenance, Inc.	Janitorial services - Admin Building	\$ 375.00
8/13/2024	16763	Caselle, Inc.	Contract support charges 09/01/2024-09/30/2024	\$ 296.00
8/13/2024	16764	CEC, INC	electric - Camp Sherman	\$ 89.74
8/13/2024	16765	City of Sisters	City Services: 04-6332-00 Elm Street	\$ 450.11
8/13/2024	16765	City of Sisters	City Services: 02-5766-00 Locust St	\$ 61.82
8/13/2024	16766	Consolidated Towing, Inc.	743 Towing to Kendall Ford	\$ 521.00
8/13/2024	16766	Consolidated Towing, Inc.	776 Towing to Kendall Ford	\$ 407.00
8/13/2024	16767	Crook County Fire & Rescue	BLS Cards	\$ 150.00
8/13/2024	16767	Crook County Fire & Rescue	Heart Saver First Aid Cards	\$ 3,500.00
8/13/2024	16768	Cruz Jones	Res. Vol. Mileage & Food Reimb. - August 2024	\$ 400.00
8/13/2024	16769	DMV	dmv record Check	\$ 3.00
8/13/2024	16770	Ed Staub & Sons Petroleum	Fuel	\$ 1,558.85
8/13/2024	16771	Flowers By Deanna	Flowers - Transfer of Command	\$ 50.00
8/13/2024	16771	Flowers By Deanna	Flowers - Henderson	\$ 63.00
8/13/2024	16772	Grant Dickenson	Res. Vol. Mileage & Food Reimb. - August 2024	\$ 650.00
8/13/2024	16773	InnerTech	IT Services and remote assistance - Chief and LS Networks Swapover	\$ 578.75
8/13/2024	16774	Jeff Puller	Per diem: OSFM Inspector I/II Class	\$ 330.00
8/13/2024	16775	Kendall Ford of Bend	776 air filter	\$ 74.68
8/13/2024	16775	Kendall Ford of Bend	775 A/C connection seal	\$ 6.77
8/13/2024	16775	Kendall Ford of Bend	743 EGR Valve	\$ 245.17
8/13/2024	16775	Kendall Ford of Bend	743 EGR Valve core charge	\$ 30.00
8/13/2024	16775	Kendall Ford of Bend	743 Exhaust Pressure Sensor	\$ 143.69
8/13/2024	16775	Kendall Ford of Bend	743 EGR Valve core refund	\$ (30.00)
8/13/2024	16776	LIFE-ASSIST	EMS SUPPLY ORDER# 57242179	\$ 2,686.48
8/13/2024	16776	LIFE-ASSIST	EMS SUPPLY ORDER# 57242179	\$ 10.20
8/13/2024	16776	LIFE-ASSIST	EMS SUPPLY ORDER# 57246195	\$ 871.73
8/13/2024	16776	LIFE-ASSIST	EMS SUPPLY ORDER# 57246195	\$ 40.08
8/13/2024	16776	LIFE-ASSIST	EMS SUPPLY ORDER# 57242179	\$ 74.94
8/13/2024	16777	Lightspeed Networks	Internet & Phone Service - Sta 701	\$ 877.19
8/13/2024	16778	Momentum Promo	Embroidered apparel - sweatshirts, fire corps shirts	\$ 534.36
8/13/2024	16778	Momentum Promo	Embroidery Luz and Maxson	\$ 31.00
8/13/2024	16778	Momentum Promo	Bucket hats for merch	\$ 359.40
8/13/2024	16779	Northwest Safety Clean	Turnout repairs	\$ 296.61
8/13/2024	16780	Pac Office Automation - Lease	500-50016158 Konica Contract	\$ 290.00
8/13/2024	16781	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 59.43
8/13/2024	16782	Paladin Background Screening	Criminal history check: Ast/Westburg	\$ 48.00
8/13/2024	16783	Patrick Burke	Reimb. fuel purchased for Task Force Activation to Jeff Co.	\$ 86.94
8/13/2024	16784	Pony Express, Inc.	Shipping for radio repair	\$ 16.35
8/13/2024	16784	Pony Express, Inc.	Awards sent to past employees/vols	\$ 46.66
8/13/2024	16784	Pony Express, Inc.	Shipping to NW Safety Clean	\$ 20.52
8/13/2024	16785	Ranch Country Outhouses	Portable toilet rental - Locust St. Training Site	\$ 85.00
8/13/2024	16786	Republic Services	Credit on account 3-0675-4832723	\$ (2.09)
8/13/2024	16786	Republic Services	Disposal services - Buffalo	\$ 2.71
8/13/2024	16787	Robin Holm	Reimb. for T-posts purchased for address sign program	\$ 13.98
8/13/2024	16788	SAIF Corporation	Worker's Comp premiums	\$ 6,889.65
8/13/2024	16789	Steven Lord	Per Diem - OSFM Inspector I/II Class	\$ 330.00
8/13/2024	16789	Steven Lord	Reimb. supplies for fire prevention	\$ 19.96
8/13/2024	16790	Systems Design	EMS billing & postage July 2024	\$ 2,016.11

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/13/2024	16791	TELEFLEX FUNDING LLC	MAD NASAL ATOMIZER (25/BX)	\$ 159.50
8/13/2024	16792	Temp-Rite Mechanical	Thermostat error troubleshooting	\$ 162.00
8/13/2024	16792	Temp-Rite Mechanical	Preventative HVAC maintenance	\$ 490.00
8/13/2024	16792	Temp-Rite Mechanical	System line set inspection to check for leak	\$ 162.00
8/13/2024	16793	The Center	Pre-Employment Drug Screen - Ast, T.	\$ 45.00
8/13/2024	16794	Treasure Valley Coffee	water & cooler rental	\$ 288.85
8/13/2024	16795	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - July 2024	\$ 400.00
8/13/2024	16796	Vohs Custom Landscaping	July maintenance per agreement & irrigation repair	\$ 1,669.12
8/29/2024	16797	911 Supply	SO#1-103995 Job Shirts	\$ 75.53
8/29/2024	16797	911 Supply	Short-sleeve polos - Volunteers	\$ 1,193.10
8/29/2024	16797	911 Supply	Short-sleeve polos & job shirts - career	\$ 450.00
8/29/2024	16797	911 Supply	Ss polo - Puller	\$ 255.00
8/29/2024	16798	AFLAC	AFLAC	\$ 270.90
8/29/2024	16799	Alpine Internet Solutions	Content Plan for September	\$ 395.00
8/29/2024	16800	ASI Networks, Inc.	Q31520 Cisco Renewal - SmartNet	\$ 1,027.44
8/29/2024	16801	Avion Water Co Inc.	Water-703	\$ 28.52
8/29/2024	16802	Beverly Halcon	Reimb. Supplies for National Night Out Event	\$ 75.45
8/29/2024	16803	Bradley Neff	LSN Port Assistance	\$ 312.50
8/29/2024	16804	Cascade Fire Equipment	Wildland shrouds	\$ 156.34
8/29/2024	16805	CEC, INC	electric - Elm Street	\$ 1,318.51
8/29/2024	16805	CEC, INC	electric - buffalo	\$ 129.81
8/29/2024	16806	Central Oregon Garage Door, Inc.	Commercial service call - antennas to bays	\$ 586.00
8/29/2024	16807	CenturyLink	Phone service - Station 704	\$ 60.40
8/29/2024	16808	Cruz Jones	Reimb. TB test for Paramedic School	\$ 126.40
8/29/2024	16809	Deschutes County Clerk	2023 Election Costs	\$ 28.58
8/29/2024	16810	East Cascade	Alarm Monitoring Services 09/01/2024-11/30/2024	\$ 316.40
8/29/2024	16811	Ed Staub & Sons Petroleum	Fuel	\$ 1,501.56
8/29/2024	16812	Enerspect Medical Solutions, LLC	CPR MANIKIN LUNGS (96/CASE)	\$ 276.13
8/29/2024	16812	Enerspect Medical Solutions, LLC	CPR INFANT MANIKIN LUNGS	\$ 25.50
8/29/2024	16812	Enerspect Medical Solutions, LLC	PHILIPS AED BATTERY	\$ 708.75
8/29/2024	16812	Enerspect Medical Solutions, LLC	PHILIPS FRX AED PADS	\$ 480.00
8/29/2024	16812	Enerspect Medical Solutions, LLC	SHIPPING	\$ 32.34
8/29/2024	16813	HRA VEBA Trust	YA527 VEBA Contributions	\$16,000.00
8/29/2024	16813	HRA VEBA Trust	YA527 VEBA Contributions	\$ 6,000.00
8/29/2024	16813	HRA VEBA Trust	YA527 VEBA Contributions	\$44,000.00
8/29/2024	16814	Hughes Fire Equipment, Inc.	731 Airhorn solenoid	\$ 240.15
8/29/2024	16815	Kendall Ford of Bend	776 DPF/CAT replacement	\$ 7,174.39
8/29/2024	16816	Life Flight Network Membership	Fire Med Memberships for Volunteers	\$ 4,275.00
8/29/2024	16817	LIFE-ASSIST	EMS SUPPLY ORDER# 57246195	\$ 259.95
8/29/2024	16818	Mission Linen Supply, Inc.	mats/rugs	\$ 61.69
8/29/2024	16819	Momentum Promo	Embroidery Vols	\$ 39.50
8/29/2024	16819	Momentum Promo	Embroidery on new 1/4 zip sweatshirts	\$ 365.67
8/29/2024	16820	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 32.44
8/29/2024	16820	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 47.13
8/29/2024	16820	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
8/29/2024	16820	Norco Medical Supply, Inc.	oxygen	\$ 85.08
8/29/2024	16821	OFSOA	OFSOA Fall Conference Registration - Spor	\$ 140.00
8/29/2024	16822	Pacific Office Automation, Inc	copies/kit - Konica	\$ 182.41
8/29/2024	16823	Ponderosa Forge & Ironworks, I	Drill T-Posts for Address Signs	\$ 120.00
8/29/2024	16824	SDIS	Admin Health Insurance	\$ 6,885.29
8/29/2024	16824	SDIS	Operations Health Insurance	\$18,101.57
8/29/2024	16824	SDIS	Lord Health Insurance	\$ 2,451.73
8/29/2024	16824	SDIS	Orthodontia Pass Through & 1/2 Linker	\$ 986.86
8/29/2024	16825	Solomon Byles	Reimb. TB Test for Paramedic School	\$ 128.00
8/29/2024	16825	Solomon Byles	Res. Vol. Mileage & Food Reimb. - August 2024	\$ 400.00
8/29/2024	16826	TDS	8224 60 007 0119276 - 703 Cable	\$ 160.51
8/29/2024	16827	Terminix	Pest control services - Elm Street	\$ 96.00
8/29/2024	16828	WCP Solutions	White folding towels	\$ 142.50
8/29/2024	16829	ZOLL Medical Corporation	CPR STAT PADZ	\$ 142.50
8/29/2024	16829	ZOLL Medical Corporation	ONESTEP PEDS CPR ELECTRODE	\$ 275.52
8/29/2024	16830	Tri County Paving, LLC	Parking lot crack seal application - Station 703	\$ 1,178.75

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/29/2024	16831	Wakefield and Associates	Collections - Paid at FD	\$ 40.16
8/26/2024	700043	US Bank - Visa	ROTOMOLDED COOLER (745)	\$ 125.00
8/26/2024	700043	US Bank - Visa	LOCKER ROOM SINK REPAIRS	\$ 82.00
8/26/2024	700043	US Bank - Visa	BLENDER LID REPLACEMENT	\$ 23.59
8/26/2024	700043	US Bank - Visa	ELECTROSTATIC DISINFECTANT	\$ 98.99
8/26/2024	700043	US Bank - Visa	Uniform shorts	\$ 56.18
8/26/2024	700043	US Bank - Visa	Speakers front office	\$ 18.93
8/26/2024	700043	US Bank - Visa	AC Leak detection kit	\$ 91.99
8/26/2024	700043	US Bank - Visa	AC charging cord for 733 flashlight	\$ 24.87
8/26/2024	700043	US Bank - Visa	Parts for 791 repair	\$ 33.95
8/26/2024	700043	US Bank - Visa	Threaded plugs for attack nozzle pistol grip	\$ 12.79
8/26/2024	700043	US Bank - Visa	Diswasher magents	\$ 11.98
8/26/2024	700043	US Bank - Visa	Vehicle supplies	\$ 61.92
8/26/2024	700043	US Bank - Visa	CRAIG: PIO course Cramer	\$ 200.00
8/26/2024	700043	US Bank - Visa	CRAIG: Starlink Equip - Sta 704	\$ 2,920.00
8/26/2024	700043	US Bank - Visa	Deposit on Canopy, etc. 2024 Chevy Pickup	\$ 2,315.00
8/26/2024	700043	US Bank - Visa	CRAIG: Running boards new 710	\$ 794.99
8/26/2024	700043	US Bank - Visa	Food for crews on Elk Lane Fire	\$ 67.95
8/26/2024	700043	US Bank - Visa	OFCA Dues - Craig	\$ 120.00
8/26/2024	700043	US Bank - Visa	Bus. Lunch Craig	\$ 57.60
8/26/2024	700043	US Bank - Visa	Round trip airfare for FTTC	\$ 813.64
8/26/2024	700043	US Bank - Visa	Car rental for FTTC	\$ 275.54
8/26/2024	700043	US Bank - Visa	LOF FSM vehicle	\$ 86.37
8/26/2024	700043	US Bank - Visa	Books for fire and life safety	\$ 667.86
8/26/2024	700043	US Bank - Visa	Smoke alarm adapter plugs	\$ 70.15
8/26/2024	700043	US Bank - Visa	NFPA Codes Subscription	\$ 114.99
8/26/2024	700043	US Bank - Visa	Lodging Puller Fire Inspector 1/2	\$ 1,145.88
8/26/2024	700043	US Bank - Visa	Lodging Lord Fire Inspector 1/2	\$ 1,145.88
8/26/2024	700043	US Bank - Visa	Adobe subscription - Puller	\$ 19.99
8/26/2024	700043	US Bank - Visa	Office supplies	\$ 39.62
8/26/2024	700043	US Bank - Visa	Adobe subscription - linker	\$ 19.99
8/26/2024	700043	US Bank - Visa	Paramedic School expenses	\$ 39.50
8/26/2024	700043	US Bank - Visa	File of Life supplies	\$ 139.39
8/26/2024	700043	US Bank - Visa	Office supplies	\$ 21.59
8/26/2024	700043	US Bank - Visa	Coffee for Station 701	\$ 294.00
8/26/2024	700043	US Bank - Visa	File of life supplies	\$ 13.98
8/26/2024	700043	US Bank - Visa	Bytes Paramedic School Expenses	\$ 20.00
8/26/2024	700043	US Bank - Visa	Office supplies	\$ 42.70
8/26/2024	700043	US Bank - Visa	Frutos - Get Well	\$ 53.64
8/26/2024	700043	US Bank - Visa	Linker COSHA Conference Fees	\$ 230.00
8/26/2024	700043	US Bank - Visa	Adobe subscription - Craig	\$ 19.99
8/26/2024	700043	US Bank - Visa	Adobe subscription - Captain's Desk	\$ 19.99
8/26/2024	700043	US Bank - Visa	Canva Pro Subscription	\$ 14.99
8/26/2024	700043	US Bank - Visa	Office supplies	\$ 13.49
8/26/2024	700043	US Bank - Visa	Smoke alarm program - cans of air	\$ 33.69
8/26/2024	700043	US Bank - Visa	GFOA Dues - Spor	\$ 160.00
8/26/2024	700043	US Bank - Visa	Checks	\$ 226.95
8/26/2024	700043	US Bank - Visa	Stamps for Chiefs	\$ 25.09

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
08/01/2024	1	Annual Transfer to Employment Reserve F	1-00-0-1070	LGIP Acct #4374	.00	943,691.00-
08/01/2024	2	Annual Transfer to Employment Reserve F	2-00-0-1070	Empl Fund	943,691.00	
08/01/2024	3	Annual Transfer to Employment Reserve F	1-90-7-57000	Transfers to Reserve Funds	943,691.00	
08/01/2024	4	Annual Transfer to Employment Reserve F	2-01-0-49000	Transfer In	.00	943,691.00-
08/01/2024	5	Txfr Prepaid Exp from Gen Fund to Equip	4-00-0-1440	Prepaid Expenditures	785,635.00	
08/01/2024	6	Txfr Prepaid Exp from Gen Fund to Equip	1-00-0-1440	Prepaid Expenditures	.00	785,635.00-
08/31/2024	7	Transfer from Employment Reserve for RJ	1-00-0-1070	LGIP Acct #4374	15,262.01	
08/31/2024	8	Transfer from Employment Reserve for RJ	2-00-0-1070	Empl Fund	.00	15,262.01-
08/31/2024	9	Txfr from EqRF to LGIP for Engine Prepay	4-00-0-1070	Equipment Fund	.00	785,635.00-
08/31/2024	10	Txfr from EqRF to LGIP for Engine Prepay	1-00-0-1070	LGIP Acct #4374	785,635.00	
08/31/2024	11	Txfr frm EqRF to Checking for Deposit on 7	4-00-0-1070	Equipment Fund	.00	2,315.00-
08/31/2024	12	Txfr frm EqRF to Checking for Deposit on 7	1-00-0-1070	LGIP Acct #4374	2,315.00	
08/31/2024	13	Txfr frm EqRF to Checking for New 710 ru	4-00-0-1070	Equipment Fund	.00	794.99-
08/31/2024	14	Txfr frm EqRF to Checking for New 710 ru	1-00-0-1070	LGIP Acct #4374	794.99	
08/31/2024	15	Ambulance Receivables to Actual	1-00-0-1120	Ambulance Receivables	.00	46,642.94-
08/31/2024	16	Ambulance Receivables to Actual	1-00-0-1160	Allowance for Uncollectible Am	23,321.47	
08/31/2024	17	Ambulance Receivables to Actual	1-01-0-41100	Ambulance Revenue	23,321.47	
Total JOURNAL ENTRIES (JE):					<u>3,523,666.94</u>	<u>3,523,666.94-</u>
References: 17 Transactions: 17						
Grand Totals:					<u>3,523,666.94</u>	<u>3,523,666.94-</u>

Report Criteria:

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

Ambulance Receivable as of August 31, 2024

	<u>SystDes</u>
Beginning Ambulance Receivable	351,868.52
Payments received	69,750.57
Adjustments	114,776.37
New Charges	137,884.00
ENDING Ambulance Receivable	305,225.58

Total # of Transports **59**

Adjustments

Medicare/Medicaid	103,108.65
Collection	11,889.69
Bankruptcy/Other Writeoff	-
FireMed	(221.97)
Total Adjustments	114,776.37

Outstanding Accounts By Age

CURRENT	149,352.75
31 to 60 days	84,839.34
61 to 90 days	34,419.51
91 to 120 days	12,389.52
OVER 120 days	24,224.46
Total Outstanding as of 8/31/2024	305,225.58

Engine Response Billing as of August 31, 2024

Beginning Engine Response Rec	8,357.50	
Payments received	725.50	
Adjustments	-	
New Charges	-	
ENDING Engine Response Rec	7,632.00	
Total # Billed in 2020/21		12
Total # Billed in 2021/22		3
Total # Billed in 2022/23		20
Total # Billed in 2023/24		12
Total # Billed in 2024/25	2	
Total Billed 2020/21	\$	2,700.00
Total Billed 2021/22	\$	1,275.00
Total Billed 2022/23	\$	3,420.00
Total Billed 2023/24	\$	2,431.25
Total Billed in 2024/25	\$	657.50
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
Total Received 2024/25	\$	725.50
2020/21 % Collected		94%
2021/22 % Collected		20%
2022/23 % Collected		52%
2023/24 % Collected		96%
2024/25 % Collected to Date		110%

Updates to Old Business

- Budget Committee Vacancy Update: Ad was run in Nugget and placed on the District website. No applications have been received to date.

CORRESPONDENCE



Jefferson County Fire & EMS
765 S 5th Street – PO Box 30
Madras OR 97741
Phone: 541.475.7274
Fax: 541.475.7411
www.jcfd-1.org

August 21, 2024

Sisters Camp Sherman RFPD
PO Box 1509
Sisters, OR 97759

Dear Chief Prior,

On behalf of the Jefferson County and Madras communities, I want to express our heartfelt gratitude to your department for the exceptional work performed during the Elk Lane fire that began on August 4th. The fire, which burned approximately 5,200 acres, posed a significant threat to our community. Without the dedicated efforts of your crews, the IMT teams, and the conflagration resources, we could have faced substantial property losses.

This fire was a historic moment for our fire department as it was our first conflagration to impact the cities of Madras and Metolius. Thanks to the tireless efforts of your crews and their supervisors, over 30 homes and millions of dollars in infrastructure were successfully protected. The aggressive and skilled response to this fire is a testament to the extensive training and dedication of your team.

The community was understandably anxious about the potential outcomes. However, by the time your resources left our area, there was a deep sense of respect for the fire service partnerships that have been developed through the OSFM conflagration program. The commitment and professionalism demonstrated by departments working outside their own communities have left a lasting positive impression.

We personally extend our thanks to your department for deploying these task forces to our area and for the exceptional work accomplished by your crews. We are proud to be part of the Oregon fire service and look forward to the opportunity to reciprocate the support should you ever need it.

Sincerely,

Jeffrey Blake
Fire Chief
Jefferson County Fire & EMS

Kim Stout
Board Chair
Jefferson County Fire & EMS

RCVD 8/30/24 PO#
ACCT#
CAPT INITIALS
CHIEF INITIALS AT

8-6-24

Sisters Fire Dept.

On June 21st. the
emergency response team
came to my home.

They responded to address
me a stroke individual.

I'm totally thankful for your
team response getting me to
St. Charles.

Your knowledge & skills has
extended the quality of
my life.

Thank you,
Ever Ross

**THANK YOU FOR YOUR CONTINUED SUPPORT
AND FOR HELPING MAKE OUR EVENT A SUCCESS!
WE COULDN'T HAVE DONE IT WITHOUT YOU!**

HIGH DESERT BUCKING BULL ASSOCIATION

ALPS LIVESTOCK & RODEO

L4 RANCH BUCKING BULLS

ADMINISTRATION



Staff Report #SR-24-10

Issue: Fleet and Equipment Master Plan

Date: September 17, 2024

Initiator: Tim Craig, Deputy Chief

Contact Person: Tim Craig, Deputy Chief

Background: A component of our long-range strategic planning process is the development of a fleet and equipment master plan. This plan is a living document that needs to be reviewed and revised on an annual basis. Multiple factors come into play when reviewing the plan. Some of the larger questions that need to be asked are: Does the current fleet meet the needs of our District today? Does our timeline for replacement support effective response? As our District is growing in population, staffing, and call volume, the answers to both questions are no.

Staff underwent a comprehensive review of the fleet to determine reliability of the vehicles. The following changes to the fleet plan are recommended:

- Adjust the ambulance replacement schedule from 15 years to 10, with the understanding that mileage, rather than time is better indicator of need for replacement.
- Move remount of ambulance 775 and approve the purchase of the chassis for the planned replacement of ambulance 776 (to be delivered in 2025/2026) to the current budget year.
- Move up the purchase of two remounted type 6 wildland fire engines based on maintenance costs of the current units, and standardization of chassis between ambulances and type 6 engines.
- Add one additional command vehicle to the fleet for the newly created training officer position. It is our intention to build the replacement vehicle for the deputy chief (already in the plan) and the training officer, to match the vehicle currently being built for the fire chief.

These changes result in a necessary increase in the annual contribution to the fleet and equipment replacement plan. The 2024/2025 contribution is \$341,195. A 3% annual inflationary increase is calculated. The current plan calls for a contribution in 2025/2026 of \$351,431. The new plan will require that contribution to rise to \$400,000 for 2025/2026 with an inflationary increase of 3% per year for each subsequent year.

Recommendation from staff: For the safety of our personnel, reliability of the fleet, and service to the community, staff recommends the board approve the modified fleet and equipment master plan as presented.

Possible Motion: Motion to approve the modified Fleet and Equipment Master Plan as presented.

BUDGET IMPACT

Appropriation of \$XXX,XXX from the fleet and equipment reserve to remount ambulance 775, and purchase the chassis for the new ambulance build to replace ambulance 776 during the 2025/2026 budget year.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

September 03, 2024

Julie Spor
Finance Manager/Executive Assistant
Sisters-Camp Sherman Rural Fire Protection District, Oregon

Dear Julie:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning July 2024. We are pleased to inform you that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption.

Your electronic award package contains the following:

- **Scores and Comments.** Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award.** A camera-ready reproduction of the Award is included for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition.** When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award.
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if the government is a first-time recipient or has received the Award fifteen times since it received its last plaque) or a brass medallion to affix to the plaque.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Awards Programs staff at (312) 977-9700.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

Sisters-Camp Sherman Fire District
Attn: Tony Prior
3201 S Elm Street
Sisters, OR 97759

RE: Generator Design Services

September 9, 2024

Tony Prior:

Thank you for the opportunity to provide you with our proposal to provide electrical design services and construction assistance for the Sisters Fire Station #701 and Whychus Canyon Fire Station #703 generator upgrade project.

GENERATOR DESIGN APPROACH

Sisters Fire Station #701

We are proposing a new diesel fired generator and automatic transfer switch sized to back up the entire Sisters Fire Department Station. The generator is anticipated to be connected in front of the existing electrical service and will be capable of automatically transferring between normal utility power and emergency standby power. We are proposing the following electrical design drawings to successfully complete this project.

1. Prepare a Bid Set of drawings
 - This bid set of drawings is intended to be used by the Sisters Fire Department team to request rough order of magnitude (ROM) pricing from electrical contractors and secure funding for the project.
2. Provide a Permit Level set of drawings
 - The permit set of drawings will be used to obtain permits from the AHJ and allow the awarded electrical contractor to obtain electrical equipment submittals and order equipment from.
3. Provide a Construction Set of drawings
 - The Construction set of drawings will include all plan review changes that might arise as part of the permitting process and include generator manufacturer specific details required for construction purposes.
4. Provide Construction Record set of Drawings
 - The Construction Record set of drawings (as-built drawings) will include installation specific details provided to Solera MEP by the installing electrician
5. 2x Printed Hard Copies
 - These printed copies will be of the Construction Record Drawings including construction related changes and will be left with the Sisters Fire Department upon completion of the project

Whychus Canyon Fire Station #703

The existing generator located at Station #703 is currently configured for 120/208-3phase. Although voltage and phase configuration can be changed to 120/240V-1phase, the cost of doing so in addition to the existing age of the generator outweighs the cost and reliability of purchasing a new 120/240v generator in our professional opinion. For this reason, we are proposing a new 120/240V-1phase diesel fired generator and automatic transfer switch sized to back up the entire Sisters Fire Department Station. The new generator is anticipated to be connected in front of the existing electrical service and

will be capable of automatically transferring between normal utility power and emergency standby power. We are proposing the following electrical design drawings to successfully complete this project.

1. Prepare a Bid Set of drawings
 - This bid set of drawings is intended to be used by the Sisters Fire Department Team to request rough order of magnitude (ROM) pricing from electrical contractors and secure funding for the project.
2. Provide a Permit Level set of drawings
 - The permit set of drawings will be used to obtain permits from the AHJ and allow the awarded electrical contractor to obtain electrical equipment submittals and order equipment from.
3. Provide a Construction Set of drawings
 - The Construction set of drawings will include all plan review changes that might arise during plan review and include generator manufacturer specific details required for construction purposes.
4. Provide Construction Record set of Drawings
 - The Construction Record set of drawings (as-built drawings) will include installation specific details provided to Solera MEP by the installing electrician
5. 2x Printed Hard Copies
 - These printed copies will be of the Construction Record Drawings including construction related changes and will be left with the Sisters Fire Department upon completion of the project

ELECTRICAL DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION INCLUDED

Sisters Fire Station #701

1. Electrical design drawings as stated above including, Bid Set, Permit Set, and Construction Set for the installation of a new emergency generator at the 701 Station.
2. Complete AHJ permit submittal upload. We will handle all communication with the AHJ, will be responsible for uploading documents for plan review and will handle all communication with AHJ/plan reviewers as may be required for permits to be issued for the project.
3. Answer questions during bidding phase of project
4. Review of the electrical system submittals provided by electrical contractor
5. Attend onsite pre-bid meeting with ownership team and bidding electrical contractor(s)
6. Electrical Construction bid review with ownership team
7. Attend onsite preconstruction meeting with ownership team and awarded electrical contractor
8. Attend onsite generator startup and commissioning with ownership team and electrical contractor

Whychus Canyon Fire Station #703

1. Electrical design drawings as stated above including, Bid Set, Permit Set, and Construction Set for the installation of a new emergency generator at the 703 Station.
2. Complete AHJ permit submittal upload. We will handle all communication with the AHJ, will be responsible for uploading documents for plan review and will handle all communication with AHJ/plan reviewers as may be required for permits to be issued for the project.
3. Answer questions during bidding phase of project
4. Review of the electrical system submittals provided by electrical contractor
5. Attend onsite pre-bid meeting with ownership team and bidding electrical contractor(s)
6. Electrical Construction bid review with ownership team
7. Attend onsite preconstruction meeting with ownership team and awarded electrical contractor
8. Attend onsite generator startup and commissioning with ownership team and electrical contractor



PROJECT DELIVERABLE SCHEDULE

Sisters Fire Station

- | | |
|--|---|
| 1. Electrical Drawings – Bid Set: | Within 40x days from receiving a notice to proceed |
| 2. Electrical Drawings – Permit Set: | Within 60x days from receiving a notice to proceed |
| 3. Electrical Drawings – Construction Set: | To be completed after permits have been issued by the AHJ and the awarded electrical contractor has provided us with equipment submittals |

Whychus Canyon Fire Station

- | | |
|--|---|
| 1. Electrical Drawings – Bid Set: | Within 30x days from receiving a notice to proceed |
| 2. Electrical Drawings – Permit Set: | Within 50x days from receiving a notice to proceed |
| 3. Electrical Drawings – Construction Set: | To be completed after permits have been issued by the AHJ and the awarded electrical contractor has provided us with equipment submittals |

EXCLUSIONS AND CLARIFICATIONS

1. All required permit fees as required by the AHJ are excluded from this proposal and will be the responsibility of the Sisters Fire Department.
2. NFPA 70E Arc Flash labels are excluded from this proposal. Sisters Fire Department to confirm with current generator maintenance contractor or chosen future generator maintenance contractor to confirm if a standby generator is available during routine maintenance. If a standby generator is not available as part of maintenance plan, Arc Flash labels per NFPA 70E are recommended as they state the level of safety protection needed for personnel working on electrical equipment being serviced while energized. We highly recommend signing up for a generator maintenance plan that includes supplying a temporary generator while the permanent generator is being maintenance. This is our standard design approach and what we are planning to design around.
3. Commissioning of generator is excluded from this proposal. Commissioning of generator is anticipated to be included as part of the electrical contractor bid.
4. Electrical breaker trip coordination study as required by NEC section 700 for the existing life safety (Egress lighting) branch circuits is excluded from this proposal. This is anticipated to be included in the electrical contractor's bid.
5. Services requested beyond those included in this proposal will be considered additional services and will be billed either at hourly rates or will be estimated on a lump sum basis.

FEE

Station #701: \$22,316
Station #703: \$7,439
Total Fee: \$29,755

Regards,

Roger Whitaker

Roger Whitaker, PE
Solera MEP Designs, LLC
541-640-9146



Resolution 2024-2025-004

- I. **Topic:** Electrical Design & Construction Services **Date:** September 17, 2024
- II. **Initiator:** Julie Spor, Clerk of the Board
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Chief Prior

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2024-2025 Fiscal Year for emergency generator equipment and installation at each of its stations; and

WHEREAS, both Station 701 and Station 703 emergency generator projects will require electrical design services and construction assistance; and

WHEREAS, District staff has solicited a quote according to the District's Public Contracting Rules Division 48 137-048-0130 and has received a proposal from Solera Engineering for design work for Station 701 and 703; and

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

Authorize the Fire Chief to approve the proposal for generator design services, and authorize the expenditure of funds from the Building Reserve Fund for payment not to exceed \$22,316 for Station 701 and \$7,439 for Station 703.

Resolution adopted by a majority vote of the Board of Directors on this 17th day of September 2024.

Julie Spor, Clerk of the Board

BRAUN PROPOSAL FOR REMOUNT

Staff anticipates the proposal referenced in Resolution 2024-2025-005 to be available early next week prior to the Board meeting as lay-down material.



Resolution 2024-2025-005

- I. **Topic:** Purchase of Remount for Unit 775 **Date:** September 17, 2024
- II. **Initiator:** Tony Prior, Fire Chief
- III. **Fund:** Equipment Reserve Fund
- IV. **Contact Person:** Chief Prior

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District planned for the replacement of ambulance Unit 775 in the 2029/2030 fiscal year; and

WHEREAS, Unit 775 is experiencing significant mechanical problems resulting in unanticipated repair costs and has exceeded the manufacturer-recommended maximum mileage for a front-line unit; and

WHEREAS, Staff has determined that it would be in the best interest of the District to remount the existing unit on a new chassis at a cost-savings to the District versus purchasing a new unit; and

WHEREAS, the District's Fleet Replacement Plan has been revised and approved by the Board of Directors reflecting this purchase; and

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

Authorize the Fire Chief to award the bid as outlined in the Braun proposal, sign related contracts, and authorize the expenditure of funds from the Equipment Reserve Fund for the payment of the remount for a price not to exceed _____ as budgeted.

Resolution adopted by a majority vote of the Board of Directors on this 17th day of September 2024.

Julie Spor, Clerk of the Board



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

PROPOSAL

September 11th, 2024

Sisters-Camp Sherman
Attn: Jeremy Ast
301 South Elm Street
Sisters, Oregon 97759
jast@sistersfire.com

RE: One (1) 2025 North Star 171-1 Ambulance

Braun Northwest is pleased to offer the following proposal:

One (1) 2025 North Star 171-1 Ambulance on a 2025 Ford F-450 4x4 Ambulance Prep diesel chassis based upon enclosed specifications dated 6/25/24 and drawings dated 1/26/22 with the following changes:

- Delete front Lightbar as described in section 6.30.01
- Install (2) Whelen #M9DJ clear lens Red/Blue Duo LED flashers with black flanges in upper front corners of module matching NS vehicle #3723-1.
- Install a flush-mounted 794H Opticom located front, center of module in place of specified Opticom in front lightbar.
- Delete rear Lightbar as described in section 6.30.02.
- Install (2) Whelen #M9DK clear lens Red/Amber Duo LED flashers with black flanges in upper rear corners of module outboard of M9 scenelights. M9 scenelights to be placed inboard with this change.
- Delete (4) Whelen M9 on sides of module.
- Install (4) Whelen #M9DJ clear lens Red/Blue Duo LED flashers with black flanges, curbside and streetside, upper outboard corners.
- Install (2) Whelen 600 Series LED Turn signals on lower rear corners of module, outboard.
- Remove existing back up camera.
- Install Rostra #250-8647-3BL surface mounted combination back-up camera/3rd brake light below existing traffic advisor.
- Install a See II 200 black powder coated metal air foil on rear upper edge of the module

Total F.O.B. Chehalis, WA \$305,150.00***
Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 530 – 580 days, based upon current manufacturing plan and receipt of chassis.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.



EMERGENCY VEHICLES

www.braunnw.com

BRAUN NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**Note: Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page).*

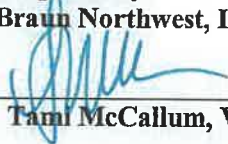
***Note: Chassis to be ordered as a 2025 model year, however placement of order to not be prior to July 2025. If model year of chassis is planning to close prior to July 2025, customer will be contacted to discuss options.*

****Note: The above pricing is based upon estimated 2025 model year chassis pricing and is subject to change when new pricing is released by Ford.*

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is an Oregon dealer (#8475873) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.



Tami McCallum, V.P. of Sales

Date:

9/11/2024

We agree to accept the above proposal:
Sisters-Camp Sherman

Signature

Date

Printed Name

Title

TM

cc DZ, CB

Enclosures: Option page, specifications, drawings.



EMERGENCY VEHICLES

www.braunnw.com

**OPTIONS
FOR
*Sisters-Camp Sherman
Sisters, Oregon***

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Pay for chassis in full within 30-days of receipt of chassis at Braun Northwest.
DEDUCT PER UNIT <\$4,000.00>
Do you want this option? Yes No _____ initials

(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)

APPROVED BY: *(Please initial above choice (s) & sign below)*

(Signature)

(Date)

(Printed Name)

(Title)



Resolution 2024-2025-006

- I. **Topic:** Braun Proposal for Unit 776 Replacement **Date:** September 17, 2024
- II. **Initiator:** Tony Prior, Fire Chief
- III. **Fund:** Equipment Reserve Fund
- IV. **Contact Person:** Chief Prior

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District planned for the replacement of ambulance Unit 776 in the 2025/2026 fiscal year; and

WHEREAS, the delivery of a new unit per the manufacturer's proposal is approximately 530-580 days, based on current manufacturing plan and receipt of chassis; and

WHEREAS, in order to remain on track with the replacement plan, the Fire Chief will need to enter into a contract for purchase during the current budget year; and

WHEREAS, contract approval will not result in expenditures from FY 2024/2025 budget

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

Authorize the Fire Chief to award the bid as outlined in the Braun proposal and sign related proposal. The order will not be placed until the 2025/2026 budget has been adopted by the Board of Directors.

Resolution adopted by a majority vote of the Board of Directors on this 17th day of September 2024.

Julie Spor, Clerk of the Board

POLICY REVIEW

3.00 PURPOSE:

To provide a set of operational rules, expectations, and regulations that help preserve order and maintain a high standard of consistent, professional, and quality Fire and Emergency Medical service to the public.

These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees. Department heads shall ensure that these policies are implemented.

3.01 SCOPE:

This policy applies to all department personnel.

3.02 INTRODUCTION:

This manual contains the District's personnel policies and procedures. It is designed to inform all employees of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District and to provide employees with an understanding of what is expected of them. It is also intended to ensure a consistent, fair, and uniform treatment of District employees.

Any additions/changes to this Book (Administration-Book 2) shall be approved by the District Board of Directors before implementation.

The District reserves the right to change these policies and procedures from time to time as necessary. These policies and procedures do not, and are not, intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement. The Fire Chief may from time to time vary or modify any District personnel policy if it results in hardship or is impractical. Exceptions granted in any instance, however, shall not be binding in the future.

These rules are not meant to provide a solution to every question or problem which may arise. Likewise, they are not intended to limit personnel in the exercise of reasonable judgment or initiative. They do, however, cover either generally or specifically many of the duties and obligations of personnel in the department. In situations not specifically covered, personnel are expected to take the action any reasonable person with their level of training would take in a similar situation. The Standard Operating Procedures (SOPs), signed and numbered memorandums,

the employee handbook, and other official communications of the Sisters – Camp Sherman RFPD are a part of these rules and regulations, and as such, it is the responsibility of all personnel to be familiar with and adhere to them.

3.03 RULES OF CONDUCT:

Section 1

CONDUCT: Personnel are expected to do their work and conduct themselves competently and professionally when on duty, to accept responsibility for their own conduct, and to show personal and professional integrity at all times. Personnel are also expected to conduct themselves off duty in a lawful manner, and in a manner that does not bring reproach on the department, or impair their ability to perform as an employee in the department.

Section 2

TRUTHFULNESS: Personnel shall not knowingly convey, or provide information that is dishonest, misleading, or a misrepresentation.

Section 3

INSUBORDINATION: Personnel may not ignore or refuse to obey any lawful order or directive of a superior officer, or supervisor. This includes orders or directives relayed from a superior officer by a peer or subordinate. Personnel may not engage in unprofessional conduct directed either verbally or physically toward a superior officer, or supervisor.

Section 4

PERFORMANCE: Personnel are expected to perform all aspects of their position as well as can be expected, and consistently “meet expectations” on their annual performance appraisals.

Section 5

JUDGEMENT: Personnel are expected to exercise good judgment at all times. Good judgment is defined as those decisions and actions, which a reasonable fire department member, staff, fire, and EMS professional would exercise under similar circumstances.

Section 6

USE OF INTOXICANTS: Personnel are prohibited from possessing, using, or being under the influence of any alcoholic beverage, or intoxicant, while on duty or while at a District facility. Personnel are also prohibited from possessing,

using, or being under the influence of any controlled substance while on duty, or while at a District facility unless the controlled substance is a legally prescribed medication used following doctor's orders. If a prescribed medication is being used and it carries a warning of side effects that might affect job performance, personnel shall report this fact to their supervisor.

Failure to report the use of a medication, which the employee has been informed may affect his or her abilities to safely perform assigned duties, and may subject an employee to disciplinary action. In the event there is a question regarding an employee's ability to safely perform assigned duties, clearance from the employee's physician will be required.

"Under the influence" is defined as a detectable level of alcohol or controlled substance in the blood or any indication that a person is affected to any perceptible degree, such as slurred speech, etc. See drug and alcohol policy for further clarification.

Personnel may consume intoxicants off duty, in conformance with law, but only at times that guarantee they are not affected when they are scheduled to come to work. Personnel shall not report to work with the odor of alcohol on their breath.

Personnel may not use intoxicants in a manner that brings discredit to the department or to themselves as a member of the department.

Section 7

GAMBLING: Personnel will not be permitted to gamble on duty or in any District building.

Section 8

CONFIDENTIALITY: Personnel shall keep confidential any restricted information learned in the course of their duties. This information shall include but is not limited to Personnel investigations or actions; patient information including medical history, condition, care, and treatment; information obtained from law enforcement; elements of a criminal investigation observed or exposed to in the course of one's duty; and information that personnel would have access to only through the course of their duties.

Section 9

COURTESY: Personnel shall be courteous and respectful in all dealings with the public, other District employees, volunteers, or employees of other agencies.

SISTERS-CAMP SHERMAN RFPD

CHAPTER 1; SUBJECT 3

RULES, REGULATIONS & GENERAL ORDERS

APPROVED DATE: 5/17/2016

LAST REVISED:

BOOK 2 – ADMINISTRATION

CODE: 2-1-3

Page 4 of 9

Section 10

ENDORSEMENTS: Personnel shall not recommend or suggest any product or service by brand name or provider, nor endorse any organization, program, product, or service not approved and/or required in the performance of duty as defined by the District. This regulation does not apply to the recommendation of social service agencies, programs, services, or air/ground medical resources.

Section 11

GIFTS, GRATUITIES, or LOANS: Personnel shall not solicit or accept anything of value when there is any connection between it and employment, nor shall they use their uniform for any personal gain. Personnel are allowed to accept limited gifts of food items such as cookies, cakes, etc. when the gift is shared with other department members.

Section 12

PUBLIC STATEMENTS: Personnel on or off duty, who identify themselves as a department member shall not publicly criticize nor ridicule the department, its policies, or other members by any expression, verbal or written, which produces disharmony, inefficiency, dissension, chaos, or which is made with knowing or reckless disregard for truth or falsity without a factual basis. Nothing herein prevents employees from exercising their First Amendment rights of free speech regarding matters of public concern so long as it does not substantially interfere with the operations of the department.

Section 13

POLITICAL ACTIVITY: Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office. (See RESTRICTIONS ON POLITICAL CAMPAIGNING BY PUBLIC EMPLOYEES ORS 260.432)

On-Duty Activity. Oregon law forbids any District personnel, while on the job, from soliciting money, influence, service, or any other thing of value. Exception: Interdepartmental gift giving. The law also forbids employees while on the job from otherwise aiding and/or promoting any political cause, including the nomination or election of any person to public office.

Off-Duty Activity. During the term of his or her employment, District personnel may not hold any elective office that creates a conflict of interest between the duties of the employee and the prospective duties of the elective office holder. Personnel shall obtain the prior written approval of the Fire Chief before filing as a

candidate for any elective office. If the Fire Chief determines that the personnel election would present a conflict of interest, the employee will be so advised in writing. Failure to obtain prior written approval may be deemed by the District to constitute a voluntary resignation if the individual is elected to the position, and the District determines that the election to the position creates a conflict of interest with the individual's position.

Nothing in this rule is intended to restrict the political actions or activities of personnel outside of their regular working hours.

Section 14

ALLEGATIONS: Allegations against personnel shall be investigated; if found to be valid, appropriate action shall be taken.

Section 15

SEXUAL ACTIVITY: Personnel are not to engage in any sexual activity while at work or when in a District work site, vehicle, or apparatus.

3.04 GENERAL RULES:

Section 1

Personnel shall comply with all applicable provisions of the Standard Operating Procedures, and the policies of the District. Personnel who deviate from any policies, procedures, or agreements assume responsibility for their actions and may be disciplined for actual or potential consequences.

Section 2

Uniformed personnel shall wear the regulation uniform only when actually on duty, or when otherwise directed by a chief officer.

Section 3

Personnel shall report for duty at the time and place assigned in proper uniform, groomed, and ready for work.

Section 4

Personnel responsible for emergency response shall remain in radio contact or within sound of the station alerting system while on duty unless granted permission, or ordered to leave by proper authority.

Section 5

All employees are subject to recall to duty in case of multiple alarm emergencies, numerous calls that exceed on-duty and reserve call-back resources, a serious emergency that exceeds on-duty and reserve call-back resources, or in the event the District experiences staffing deficiencies and no personnel voluntarily accept overtime. An incapacitating condition, when employee is primary child care provider and to leave would be abandonment, or, when employees are unavailable due to previously scheduled on leave will be the only acceptable excuses for not responding when contacted for this purpose.

Commented [JS1]: What constitutes previously scheduled leave? Could be interpreted as any time we are not scheduled for work. MM

Finalized with Chief Prior's new wording. 8.21.2024

Section 6

All emergency response personnel shall maintain a direct means of telephone communication and shall keep their respective Shift Officer, or supervisor, and the Administration office informed of their current telephone number and address. This shall be done by completing a change of address form located in the forms file on the Server any time their place of residence or telephone number changes. An expectation of maintaining a direct means of telephone communication is that personnel will not intentionally screen out District telephone calls.

Section 7

Personnel shall keep their company officers informed on matters involving readiness, response, conduct, and safety.

Section 8

Company officers shall keep their Chief Officers informed on matters involving readiness, response, conduct, and safety.

Section 9

Personnel planning to resign from the Department shall file a written notice with the Fire Chief through the chain of command at least two (2) weeks before the effective date and shall surrender all District property to the Shift Officer before receiving their final paycheck.

Section 10

Company officers shall submit a full written report to their respective chief officer of any employee who saves a life at the risk of their own or performs any other commendable act. Company officers shall consult the Awards Policy.

Section 11

Line personnel shall not leave any post of duty unless properly relieved or directed to do so by a chief officer.

Section 12

Personnel assigned to emergency response units and operating with other agencies shall be cognizant of their safety, and shall not accept any duty which they have not been trained to perform.

Section 13

Personnel shall be responsible for the proper care and safekeeping of all District property under their jurisdiction. District property shall not be loaned outside the department, nor shall it be used for personal reasons. Limited personal use of District property is allowed as outlined in policy 2-2-2. Chief Officers may, in some cases, authorize District property to be left at an emergency scene if it is being used temporarily to prevent further property loss, e.g., salvage covers.

Commented [JS2]: Limited personal use is accepted somewhere else? Reference to that? RO

Leave as is per Chief Prior. 8/21/24

Section 14

When personnel receive an order, that conflicts with a previously received order, they shall inform the officer issuing the conflicting order and be guided by that officer's instructions.

Section 15

When an officer issues an order, being aware that the order conflicts with a previously issued order, that officer assumes responsibility and shall be held accountable for any results, which may ensue from interference with the previous order. If an order from a volunteer officer creates a hazard or safety issue, the career firefighter must use their discretion to resolve the situation and report to their Captain or Chief Officer as soon as possible.

Section 16

Personnel assigned to act-in-capacity in a higher emergency response classification shall have the responsibility, and the authority, and be entitled to all privileges of that classification. Personnel assigned to act in a capacity as a company officer shall make every effort to follow the schedule, work plan, and instructions of the regularly assigned officer.

Section 17

When shifts change during a prolonged emergency, the on-coming Shift Commanders shall see that all crews at the scene are relieved in an orderly manner as soon as practical.

Section 18

As a rule, persons other than department personnel shall not be permitted to enter a building where a fire has occurred if the District is still in charge. If the officer in charge grants permission, an employee shall be detailed to accompany such person or persons in the hazard zone.

Section 19

Personnel shall report observations or knowledge of child or elder abuse, neglect, or other illegal activity to their supervisor, and the proper police agency.

Section 20

In the event of suspicion of incendiaries, the commanding officer at the scene shall immediately report such information to the Fire Safety Manager. All evidence shall be preserved and the premises shall be guarded until the arrival of investigative personnel.

Section 21

Any loss of private property at a fire not attributable to the fire itself shall be reported to the officer in charge, and every effort shall be made to locate the missing property.

Section 22

Signed and numbered memorandums shall be distributed to each work site and placed in a location where all personnel have access to this information. Company officers are responsible for ensuring that this information is provided to personnel under their command. Individuals are also responsible for staying current with signed and numbered memorandums.

Section 23

A performance appraisal shall be completed at least once a year on each employee assigned to the district.

3.05 STATION RESPONSIBILITY:

Section 1

Shift officers are accountable for delays or errors in responding to alarms that are attributed to carelessness.

Section 2

Shift officers are responsible for all activities under their command.

Section 3

Shift officers shall be in charge of station security and shall report any violations of the rules and regulations, orders, or other misconduct. If irregularities of any nature arise, they shall report the facts to the Deputy Chief of Operations.

3.07 OUTSIDE EMPLOYMENT

Section 1

The District Comes First. When an individual accepts employment with the District it is understood that the District has first call upon the services of the employee, regardless of any effect on secondary employment.

Section 2

Incompatible Work. Employees shall not engage in outside employment that conflicts in any way with District employment, causes habitual absences from duty, or detracts from the efficiency of work performance, or conflicts with the interests of the District. The District expects employees to avoid extra work that detrimentally affects their endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, regardless of outside employment.

Section 3

Notification. Employees shall notify the Fire Chief in writing, in advance, of all employment outside the scope of their employment with the District.

Section 4

Conflicts. The Fire Chief shall notify the employee any time the employee's outside employment is found to conflict with the interests of the District or is likely to discredit the District. It shall then be up to the employee to choose which employment option is most desired.

Commented [JS3]: 3.07 Outside employment: There was some questions about purpose/extent of the outside employment requirement piece from some of our newer members. May be worth discussing as a group the intent of this and modifying the section as needed. CM/MM

Commented [JS4R3]: Work doesn't discredit the org and doesn't prevent you from responding back as needed. Eg private ambulance competing with dist. Review section 1: prev sche time off for employmt elsewhere and conflict with coming back or mandatory recall.

Commented [JS5]: 3.07: what constitutes "conflict" and "incompatibility" with district employment? In addition to work at COCC, I also teach FA and rescue courses periodically. Sometimes I have to trade or take vacation in order to do so. I also wonder about the notification piece. If we defined incompatibility and conflict, seems like notification (which to me seems intrusive on our personal time) would become moot. Any "detrimental affects" should be identified and corrected, whether it be outside employment, personal habits, hobbies, personal life, etc.
MM

Commented [JS6R5]: Notification review - if you have a 1-day outside job somewhere do you have to notify? Clarify to reduce subjectivity.

Section 3.03 in Section 1 defines this per Chief Prior 8.21.2024

Commented [TP7]: Tried to fix the format, but it didn't work

The District is committed to providing a workplace which is free of harassment, threats, intimidation, and violent acts. Each of the District's employees is entitled to come to work without fear of being the target of such actions. The District has a zero-tolerance policy in this area. Such acts will **not** be permitted to occur. This prohibition includes verbal or physical harassment, verbal or physical threats, any menacing behavior, any actual aggressive or angry touching of a co-worker, verbal confrontations, name-calling or profanity directed against anyone personally, explosions of anger, and any other actions that cause others to feel unsafe, harassed, or threatened. This policy is in addition to our harassment policy.

Examples of behavior that will not be tolerated include, but are not limited to, continually making fun of another person; angry outbursts or threats to others that cause them to feel unsafe and intimidated; employees "ganging up" to ridicule or tease an employee who does not quite "fit in" with the rest of the group; employees refusing to train, work with, help or cooperate with another person when necessary; off the job harassment, threats, unwelcome advances or stalking of a co-worker, which causes workplace consequences; and any other conduct which causes a tense and stressful workplace filled with interpersonal conflict.

For purposes of this policy, violent behavior is defined as:

1. The actual or implied threat of harm to an individual, group of individuals, or associates of those individuals.
2. The possession on District property of weapons of any kind, except as specified below, unless specifically authorized by District management, or the brandishing of any object that could reasonably be construed as a weapon. Weapons include but are not limited to, guns, knives, explosives, tear gas, and mace. District property includes parking lots. Exception: A weapon may be kept in an employee's vehicle as long as it is not removed from the vehicle while on District property. Personnel are allowed to carry a folding knife (pocket) or rescue tool with a blade less than four inches in length.
3. Loud, angry, or disruptive behavior ("temper tantrums"). Such outbursts are not an acceptable part of the District's work environment.
4. Negligent or intentional disregard for the physical safety or well-being of others.
5. Willful destruction of District or other employee property.
6. Commission of any violent crime on District property.
7. Any other conduct that a reasonable person would perceive as constituting actual or threatened violence.

Anyone engaging in any acts of harassment, threats, intimidation, or violence against a fellow employee will be subject to discipline, up to and including immediate termination.

This policy is **not** intended to take away employees' freedom of speech or to keep employees ~~ever~~ from engaging in lighthearted banter in the workplace. ~~However, there is a clear line between lighthearted kidding and banter, and subjecting a fellow employee to ridicule, threats or other action, which makes for a hostile or violent workplace. It takes only a little common sense to realize that, if an employee would be uncomfortable in a co-worker's shoes, the line has been crossed and the employee's behavior is inappropriate.~~ Each employee should respect the other's feelings, as they would expect their own feelings to be respected.

Any employee who is subjected to, witnesses, or has knowledge of actions that could be perceived as harassment, threats, intimidation, or violence, or has reason to believe that such actions may occur, is encouraged and required to report them immediately to their supervisor. Employees may raise concerns and make reports without fear of reprisal. Such communications will be kept confidential to the full extent possible under the circumstances.

The District reserves the right to inspect, with or without notice, all District property, and any other property, whether belonging to employees, customers, clients, etc., brought on to the District's premises, including, but not limited to packages, bags, briefcases, backpacks, purses, automobiles, etc. The District also reserves the right to conduct ongoing background checks on employees in compliance with applicable law and to remove any individuals from the District's premises that present safety risks to others. Inspection of personal property will require reasonable suspicion that a violation of District policy exists.

6.00 PURPOSE:

To provide guidelines for work on personal projects, while on department property.

6.01 RESPONSIBILITY:

It will be the responsibility of the Shift Officer to ensure the following procedures are followed ~~in order to~~ provide for the safety of all personnel.

6.02 GUIDELINES FOR WORKING ON PERSONAL VEHICLES AND PERSONAL PROJECTS:

Members of the Sisters – Camp Sherman RFPD, while employed or as a volunteer on department premises and working on personal vehicles, boats, recreation vehicles, trailers, campers, trucks, buses, pickups, motor homes, motorcycles, lawn mowers, or other personal projects, will abide by the following guidelines:

Members will be permitted to work on personal vehicles/projects only with the permission of the officer in charge of the station.

Personal automobiles will be allowed to park inside the apparatus room at fire stations for limited time durations not to exceed 2 hours.

Working on personal vehicles and personal projects will be permitted after 1700 hours on weekdays. On weekends, and holidays, working on personal vehicles/~~projects~~ projects will be permitted only after all required activities are completed.

No department supplies, such as: wax, paints, ~~lacquer~~, oils, lubes, masking tape, cleansers, solvents, lacquer thinner, mineral spirits, sandpaper, or electrical tape will be used for personal use on personal projects.

No personal cars, boats, trucks, pickups, motor homes, trailers, campers, etc. will be permitted to remain overnight inside any fire station. Department ~~equipment/~~ apparatus ~~apparatus/equipment~~ will not be moved out of the stations during inclement weather to accommodate personal vehicle work. All work areas will be cleaned up when work is finished.

6.03 STORING OF PERSONAL MATERIAL:

The introduction, storage, or use of any product, material, or process that presents a health or safety hazard to personnel visiting or occupying District facilities will only be allowed under the following conditions:

APPROVED DATE: 10/1/2007

LAST REVISED:

1. All containers of personally owned chemical substances should bear proper labeling of the product.
2. The chemicals used by employees must be ~~consumer type~~consumer-type products in quantities of one (1) gallon or less.
3. A list of those chemicals that are to be used by employees must ~~be submitted annually for review to the Department Safety Committee, and a copy will be kept in the offices of the Assistant Fire Chief and Shift Officers~~kept be kept with SDS files.
4. All equipment and procedures must meet Oregon OSHA safety standards and will be subject to inspection.
5. Personal projects that involve the use of guns, gunpowder, and/or explosives, of any type, shall **NOT** be allowed in or on District properties. ~~A weapon may be kept in an employee's personal vehicle as long as it is not removed from the vehicle while on District property.~~

PUPRPOSE

The purpose of this policy is to define routine staffing, and establish the minimum staffing levels for the Sisters-Camp Sherman Fire District on a daily basis. On occasion, in order to maintain adequate coverage for the district and our community, it will be necessary to require career staff members to be held over, or ordered back to work, on mandatory overtime. This policy outlines the procedure that will be followed in the event that mandatory overtime becomes necessary.

RESPONSIBILITY

Under the general direction of the Deputy Chief – Operations, it shall be the responsibility of the on-duty Shift Commander, or AIC, to ensure adequate staffing for the shift or tour of duty. This policy will be utilized as general guidance to make the best decision possible for the needs of the district. Exceptions or variations to this policy may be made at the discretion of a chief officer, in the best interests of the district.

INTENT

It is the intent of this policy to define and establish the minimum staffing needed for coverage within the district. Additionally, this policy provides guidance for covering shifts when career staff must be held over or called back for mandatory overtime. The district will, at the best of its ability, attempt to avoid mandatory overtime, but occasionally it will be necessary. No policy can address all scenarios. This policy intended to provide guidance for the most common situations.

MINIMUM STAFFING

Each shift will routinely be staffed by one career shift commander and two career firefighter/paramedics, supported by resident volunteers and community volunteers. The following minimum staffing requirements are based on qualification rather than employment status. It is the intent of the policy to allow flexibility in staffing the necessary roles. Creativity in staffing of qualifications is encouraged, including the utilization of day-shift & part-time staff, chief officers, and qualified volunteers.

The minimum required daily staffing will be two ALS ambulances, with the ability to cross staff an engine of 2+ personnel. A personnel call-back (7PC) will be initiated when resources are deployed, and the remaining personnel cannot staff an ambulance, or cross-staff an engine.

There will always be a minimum of two career staff (one shift commander or AIC, and one firefighter/paramedic) on duty at all times. Remaining positions may be filled in any manner that provides the necessary qualifications.

During the peak wildfire season, generally beginning June 1st, and ending October 1st, it is critical to maintain our most qualified personnel on duty. During this period one shift commander and two firefighter/paramedics will constitute minimum career staffing.

Adjustments to the dates of three-person minimum staffing will be at the discretion of the Deputy Chief – Operations, based on wildfire season conditions.

MANDATORY OVERTIME

In order to determine who will be selected for mandatory hold-over or call-back, the following procedure will be utilized:

Individuals will not be held-over on mandatory overtime out-of-class unless there is no other alternative. Example; an AIC will not be held-over to cover for a shift commander, unless the remaining shift commanders have a valid excuse (as defined below), and are unable to return to work. Equally, shift commanders shall not be mandated to work a firefighter/paramedic position unless there is no other alternative.

An overtime status spreadsheet will be created that indicates the dates that staff have covered overtime on a voluntary and mandatory basis. The individual, employed in the same work class as the vacancy, who has the least amount of overtime worked as indicated by the overtime tracking spreadsheet, shall be held over on mandatory overtime. If there are two employees with the same number of hours, then seniority will be the tie-breaker and the junior employee will be held over. The spreadsheet will reset to zero at midnight on January 1st of each year.

An employee shall not be held on mandatory overtime if it will result in working beyond 72-hours, except in extreme circumstances. Holding an employee beyond 72-hours requires chief officer approval.

It is expected that all employees will follow the parameters set out in Policy 2-1-3, Rules, Regulations, and General Orders, 3.04 General Rules, Section 6, by maintaining means of communication with the district, and not intentionally screening calls or electronic messages.

Off-going employees must understand that their shift could be extended for unanticipated emergencies and that mandatory holdover may be necessary until a vacancy is filled. The general procedure outlined above will be used to determine order of hold-over.

VALID EXCUSES

It is acknowledged that not all situations can be anticipated nor addressed by policy. Therefore, the shift commander or AIC initiating the mandatory overtime shall have discretion to make the final decision on validity of an excuse for hold-over or callback.

The following are examples of valid excuses:

- Unavoidable childcare issues.
- Previously approved leave that would incur a financial hardship. Example: A vacation that includes airline tickets, or some other non-refundable expense, or those already on leave and out of the area.

- Other excuses that, in the opinion of the shift commander or AIC, would lead to an unreasonable hardship. The shift commander or AIC is encouraged to consult with a chief officer for help in decision making if they feel that it is warranted.

OUTSIDE EMPLOYMENT

As stated in Policy 2-1-3, Rules, Regulations, and General Orders, 3.07 Outside Employment, Section 1, the district has first priority, regardless of impact to secondary employment. Conflicts with secondary employment shall not be a valid excuse.

SISTERS-CAMP SHERMAN RFPD

BOOK 2 – ADMINISTRATION

CHAPTER 1; SUBJECT 7

CODE: 2-1-7

~~COMMUNITY RISK AND FIRE SAFETY MANAGER~~ ~~FIRE MARSHAL~~

Page 1 of 4

~~APPROVED DATE: 11/21/2013~~

~~LAST REVISED: 8/20/2024~~

DEFINITION

This is a part-time position ~~which-that~~ manages, directs, oversees, and coordinates the operations and administration of the Community Risk and Fire Safety Division. Coordinates fire prevention and community education activities with other departments and outside agencies; interprets fire codes, conducts plan reviews, and ensures program compliance with all State and Federal code requirements. Conducts community risk assessments and develops programs to mitigate a broad-range of risks. Works collaboratively with other stakeholders to coordinate and streamline the delivery of risk reduction programs.

Commented [JP1]: Is this the name of the Division or is it Fire and Life Safety Division?

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Fire Chief. Supervises the ~~Auxiliary Volunteer Fire Corps~~ program and the FF/EMT/Community Risk position. Coordinates the integration of business preplans and engine company fire and life safety inspection program with the Deputy Chief of Operations.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Manages, directs, organizes, and evaluates all community risk reduction, fire inspection, plans review, and fire code enforcement program activities. This includes planning, organizing, coordinating, directing, and evaluating fire prevention inspections, regulatory activities, fire cause investigations, fire safety and accident prevention education, and hazardous materials management.
2. May respond to emergency incidents and serve as incident commander, or ~~other~~another role as assigned by the incident commander. May serve as duty officer for the District as assigned by the Fire Chief.
3. Engage with a wide range of fire service and non-fire service entities to actively promote the concept of enhanced safety from fire & life safety, and to encourage collaboration and partnership working of shared ambitions.
4. Plan, develop, monitor, and review a wide range of prevention and protection strategies to reduce the levels of risk from fire and other emergency incidents within the District.
5. Develops, implements, and evaluates program goals and objectives. Develops, implements, and reviews policies and procedures for community risk reduction services. Develops risk reduction operational protocols and procedures. -Reviews Deschutes County, Jefferson County, and City of Sisters ordinances and administrative rules.
6. Develops new codes, ordinances, and administrative orders ~~pertaining to~~about fire prevention, fire protection, and regarding the manufacture, storage, use, handling, and disposal of hazardous materials. Oversees enforcement of and compliance with fire protection codes and ordinances.

SISTERS-CAMP SHERMAN RFPD

CHAPTER 1; SUBJECT 7

BOOK 2 – ADMINISTRATION

CODE: 2-1-7

COMMUNITY RISK AND FIRE SAFETY MANAGER FIRE MARSHAL

Page 2 of 4

APPROVED DATE: 11/21/2013

LAST REVISED: 8/20/2024

7. Enforces rules, regulations, and ordinances of the department, reviews inspection service for compliance with standard operating procedures, and investigates complaints and problems in service delivery.
8. Manages, directs, and coordinates development and plan review functions for fire protection issues in conjunction with applicable City of Sisters, county departments and divisions, and the Office of the State Fire Marshal. Reviews code enforcement and plan review appeals processes.
9. Researches, analyzes, and interprets complex technical fire protection, detection, and suppression systems standards, codes, and regulations.
10. Develops, delivers, and evaluates training regarding code enforcement, fire investigation, and plan review; oversees and manages the development and delivery of public education programs.
11. Oversees fire cause determination in cooperation with the Office of the State Fire Marshal, Oregon State Police, and other public safety agencies as required.
12. Responds to emergencies as needed in a command and supervisory role.
13. Identifies and responds to public issues and concerns; promptly addresses citizen complaints and follows up appropriately.
14. Attends and participates in various meetings, committees, and task forces; represents the District in other organizational meetings as assigned by the Fire Chief.
15. Prepares and presents staff reports to a variety of boards and commissions, including the City Council and District Board of Directors when requested by the Fire Chief.
16. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Pertinent Federal, State, and local laws, codes and regulations governing fire hazard elimination and control, including the handling of hazardous materials and current Oregon Fire and Building codes.
2. The Incident Command System and NIMS.
3. Strategies to reduce a broad range of community risks that impact the safety and health of residents of the District.
4. Fire causes, hazards, and the use of protective devices.
5. Modern methods of fire prevention and protection.
6. ~~Fire related~~Fire-related engineering problems found in the construction and repair of buildings.
7. Fire alarm, sprinkler, and detection systems.
8. Fire prevention education techniques.
9. Building construction and building code requirements.
10. Plan review processes and code enforcement protocols.
11. Principles of supervision, training, and performance evaluation.
12. Procedures and techniques of budget preparation and administration.
13. Report preparation and presentation techniques and procedures.

Ability to:

1. Organize, implement, and evaluate a comprehensive community risk and fire and life safety inspection program.
2. Prepare and administer section budget.
3. Supervise, train, and evaluate any assigned staff.
4. Interpret and enforce a variety of Federal, State, and local laws, codes, ordinances, and regulations pertaining to about fire prevention.
5. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
6. Prepare and deliver public presentations.
7. Read and interpret building plans for conformance with fire and life safety regulations.
8. Inspect and identify fire and life safety hazards and order necessary corrections.
9. Communicate clearly and concisely, both orally and in writing; write complex technical reports.
10. Establish and maintain cooperative working relationships with those contacted in the course of work, including community leaders, builders, contractors, engineers, architects, and public agency representatives.
11. Act quickly and calmly in an emergency situation.
12. Operate radio and computer equipment at emergency scenes.
13. Lift, bend, crawl and walk in hostile environment, and wear firefighter protective clothing as required while serving in the role of a command officer. The Community Risk and Fire Safety Manager Fire Marshal will work in both office/fire station settings and in dirty, unpleasant, and dangerous conditions at a fire or emergency scene. Physical effort in non-emergency or non-training environments would normally consist of sitting, walking, running, and standing.
14. Must live within the response boundaries and timelines as set by policy.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1. Ten years of responsible fire prevention experience, including experience in fire investigation, inspection, code enforcement, plan review processes, fire protection engineering, and education, including at least five years of administrative or supervisory experience.
2. Experience working with neighborhood groups and associations to prevent wildfires and encourage fire-safe fire-safe communities.
3. Experience developing and delivering programs to reduce a broad range of community risks.

4. Experience presenting official testimony to government agencies including city council, county government, and state elected representatives/committees regarding fire district policy or positions.
5. Experience supervising subordinates and volunteers to achieve established goals.
6. Experience as a command officer supervising emergency response personnel at emergency scenes.

License or Certificate

Possession of, or ability to obtain and maintain, a valid Oregon driver's license.

International Code Council certified inspector, or ability to obtain within a reasonable amount of time.

[NFPA Inspector 1 & 2, or ability to obtain within a reasonable amount of time.](#)

[ICC Plans Examiner, or ability to obtain in a reasonable amount of time.](#)

ICS certifications appropriate for assigned duties, or ability to obtain within a reasonable time.

Special Requirements

Pre-employment drug screen

Pre-employment background check

FIRE CHIEF'S REPORT

Fire Chief's Report

2nd half August – 1st half September

1. Fire Activity:

- National Prepared Level (PL 5) and Northwest PL 5 as of 9/7. We have a slight bit of rain coming, however, not enough to end our fire season. Central Oregon is expecting another couple of events before the end of the season, which will likely take us into October before we are done.
- We have now had 11 Task Force activations that SCSRFPD had responded to with apparatus and personnel.

2. Noteworthy Operational Events:

- The 11th task force activation was Pat Burke and Steven Lord responding with 741 to the Rail Ridge Fire for a 3-day assignment.
- Recruit Academy Graduation and badge pinning of personnel for SCSFD, BBR, and Cloverdale.
- 775 is back in the shop for repairs to the air condition unit. The compressor was potentially starting to fail and if that happened, it could seize and break a belt, which could leave us stranded. 776's inverter quit working and we ordered a new one that was installed by Trevor Stratton.

3. Community Service Events/Meetings

- I attended the following meetings
 - Staff Mtn 8/21, Website and Burn Permit System Update Mtn 8/27, Fire Corps Appreciation BBQ 8/25, Shift Commander Coordination Mtn 9/10, Fire Corps Lead Quarterly Check-In 9/10, Officers Mtn 9/10, Fire Corps and Fire Assoc. Mtn 9/10.
 - Attended Rotary Club Mtn 8/20
 - Jefferson County taxation of PGE property commissioner meeting. McGowan, Spor and Prior attended in person with McGowan and Prior testifying.
 - Oregon Fire Chief's Association Mtn 9/5
 - Central Oregon Fire Chief's Association Mtn 9/11
 - Fire Defense Board weekly meetings

4. Special Projects Update:

- New Staff Vehicle
 - We purchased the truck from Power Chevrolet and have installed running boards, ordered radio equipment, and canopy, and scheduled install of electrical/lighting and vinyl.
- Ambulance remount and new order
 - Received quotes on remount and new order from Braun Northwest.
- Generators at 701, 703 & 704.
 - We received a bid from Solera to design and provide services to contractors for the installation of generators at 701 and 703. (See attached proposal in packet)

5. Volunteer Status:

- Fire Corps is working on improving the AED program, focusing on where to locate more, if any, types of AED's out there, and are they in good working condition.
- Fire Corps will also be looking at the Home Safety Program and the potential partnership with STARS to pass information about their services and programs to residents.
- Fire Association is working on the following:
 - Establishing a Mission Statement with public Web presence of community projects with examples and photos.
 - Develop a private web (member's only section) with all Volunteers as a management tool. (Contacts, information sharing, projects/sign-ups, past practices, and tracking)
 - Establish a process for seeking fundraising opportunities and community projects (philanthropic presence in Sisters)

6. Other:

A huge thank you to everyone who's worked during another busy month. From full-time staff on emergencies, Fire Corps and Association members working on programs and restructuring, and Administration knocking it out of the park on our audits, everyone has stepped up to make sure we are moving forward in a positive direction. It's been a successful summer to date as we provide Central Oregon with top-notch service.

Chief Prior

FIRE SAFETY MANAGER REPORT



Fire & Life Safety Division Report

September 2024

(statistics included are from the prior month)

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - Fire Corps Summer Party
- CPR Training
 - 22 Students
- Community AED
 - 1
- Blood Pressure Screenings
 - 12
- Wildfire Home Safety Assessments
 - 25
- Home Safety Assessments
 - 0
- Smoke Alarm Installations
 - 7
- Fire Station Tours
 - 0
- Special Events
 - National Night Out
 - Country Fair
 - Fire Corps Summer Party
 - Back to School Event – Sisters Elementary School
- Address Signs
 - 9
- Child Safety Seats
 - 8 car seats
 - Received a grant for \$1500 from The City of Sisters to purchase approximately 30 car seats.

Public Event Permit Applications Review:

- Glory Daze Car Show 9-21-2024

New Construction Plan Review:

- 735 W Barclay Dr (Woodsland Cottage Development)
- Sunset Meadows
- 611 E. Cascade Ave
- 781 W. Hood Ave
- 70179 Cayuse Pl
- Tax Lot 141024A000400

Alarm Sprinkler Final:

- Sisters Elementary School – 2155 W. McKinney Butte Rd.

Commercial Business Inspections:

- 1021 E Desperado Trail. Re-Inspection
- 610 N. Arrowleaf Trail.
- 610 N. Arrowleaf Trail. – Re-Inspection
- 411 E. Carpenter Lane – Re-Inspection

Other Fire Safety / Prevention / Pub Education Request:

- Information request - 8
- Land Use request review - 2
- Addressing review 2
- Knox-box lockups. 2
- Business License Review
 - 161 S. Elm St
 - 301 E. Main Ave
 - 351 W. Cascade Ave
 - 411 E. Carpenter Lane
 - 1100 E. Hwy 20 Sp. 4

Fire Investigations:

- None

Outside Training & Events Attended:

- Tollgate HOA BBQ & Educational Event
- Trapper Point / Firewise BBQ
- Deschutes Public Library – Sisters Annual Fire Alarm Evacuation Drill
- CRS/FF/EMT Lord and Fire Marshal Puller attended Inspector 1 and 2 classes in Pendleton, OR.

Meetings Attended:

- Recruitment & Retention Committee Meeting
- Meeting with Senator Jeff Golden, Commissioner Chang and State Representative Emerson Levy about Home Insurance and the impacts of wildfire
- Landscape Plan - Sunset Meadows / City of Sisters
- Meeting with Pine Meadow Clubhouse/ Condo/HOA
- Meeting with Aperion Management / HOA's

Submitted by Fire Marshal Jeff Puller