



AGENDA

Notice of the Regular Meeting with Public Hearing

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

December 17, 2024 – 5:00 p.m.

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

1. Open the Regular Meeting
2. Adjourn to Public Hearing for Supplemental Budget Adoption
 - a. Receive Public Comment
3. Close Public Hearing and Resume Regular Meeting
4. Receive Public Comment
5. Receive Line Staff Comments
6. Consent agenda
 - a. Administrative Summary
 - b. November 19, 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
7. Correspondence
 - a. Thank you from City of Sisters
8. Administration
 - a. Resolution 2024-2025-008 Authorizing and Making Appropriations for a Supplemental Budget to the Equipment Reserve Fund
 - b. Revised Resolution 2024-2025-007
 - c. Resolution 2024-2025-009 Authorizing the Purchase of a Training Manikin from the Equipment Reserve Fund
9. President's Report
10. Fire Chief Report
11. Fire Safety Manager Report
12. Other business
13. Adjourn meeting

**FORM
OR-LB-SBH**

Notice of Supplemental Budget Hearing
Oregon Department of Revenue

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Sisters-Camp Sherman R.F.P.D., for the current fiscal year, will be
(District name)

held at 301 South Elm Street, Sisters, Oregon.
(Location)

The hearing will take place on 12/17/2024 at 5:00 a.m. p.m. The purpose
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after 12/13/2024 at
(Date)

301 South Elm Street, Sisters, Oregon, between the hours of 8:00 a.m. p.m. and 5:00 a.m. p.m.,
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Equipment Reserve Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Transfer from RFE	\$ 411,258	1. Capital outlay	\$ 547,258
2. n/a	\$ 0	2. Reserved for Future Expenditu	\$ 411,087
3. n/a	\$ 0	3.	
Revised Total Fund Resources	\$ 958,345	Revised Total Fund Requirements	\$ 958,345

Explanation of changes:

Unit 775 is experiencing significant mechanical problems resulting in unanticipated repair costs and has exceeded the manufacturer-recommended maximum mileage. The District scheduled to replace this unit in the 2029/2030 FY, but in the best interest of the District has determined that remounting hte existing unit on a new chassis now will be a cost-savings to the District. Continued below...

FUND: n/a

Resource	Amount	Expenditure—i ndicate Org. unit / Prog. & Activity, and Object class.	Amount
1. n/a	\$ 0	1. n/a	\$ 0
2. n/a	\$ 0	2. n/a	\$ 0
3. n/a	\$ 0	3. n/a	\$ 0
Revised Total Fund Resources	\$ 0	Revised Total Fund Requirements	\$ 0

Explanation of changes:

In addition, two Type 6 wildland units in the fleet will also have a chassis remount ahead of schedule to reduce ongoing maintenance costs of those units and to standardize the chassis in the fleet. These were initially slated to be replaced in the 2026/27 and 2028/29 FY.

Administrative Summary for Consent Agenda

November 2024 Data

Minutes – One revision to directors attending indicating all were in-person (none on Zoom).

Revenue & Expenditure Dashboard Report

- The target goal for this period is 42% of budgeted revenue and expenditures.
 - Revenue is at 91%. Property taxes have started to come in and we have currently collected 90% of current taxes.
 - Expenditures overall are at 37% of the budget. The Administration Department is at 38.4%; the Operations Department at 39.7%; the Maintenance Department at 26.6%; and the Volunteers Department at 18.2%.

Operations Overview Dashboard Report

- EMS calls were down slightly month over month at 61. The District responded to 3 fire calls in November.
- Total calls decreased 11.6% over last month, and total calls are up 3.6% year over year.
- A total of 17 7PC's were called in November and 7 move-ups were requested by the District. There were 27 back-to-back calls in November.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$5,169,606.41 at the end of November. The interest rate decreased to 4.99%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$275,094.76.

U.S. Bank Operating

- Total sum of funds in the US Bank Operating Account balances with the bank and totals \$66,186.98.

Operating Fund Summaries

Revenue

- Overall tracking at 91% of the budget.
- Beginning Working Capital is unaudited as of the end of November and could be adjusted by the auditors when the audit is complete.

Expenditures

- Overall tracking at 37% of budget as of the end of November.
 - Personnel Services – 41% of budget.
 - Materials & Services – 25% of the budget.
 - Capital Outlay – 41% of the budget at the end of November.

Balance Sheets

- Accounts payable credit balance is due to vendor credits that should clear with upcoming invoices.
- Insurance disability/liability balance is orthodontia pass-through payments.
- Miscellaneous Liability of \$420 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 16952 for \$1,397.63 to Virginia Myers. This was a check for emergency services overpayment. It was voided due to the patient being deceased.
- Check number 16983 for \$6,834.06 to Audio Visual Bend. This is for upgrades to the community hall av system. This was funded through the Rumberger donation.
- Check number 17005 for \$6,167.00 to HRA VEBA Trust. These are prorated payments for two new employees for their annual VEBA benefit.
- Check number 17006 for \$1,924.00 to IAC – Attn. Overpayments. This is for an emergency services overpayment.

Adjusting Journal Entries

- Entry to adjust the ambulance receivables to actual.
- Entries to reclass radio purchased for new 710, suction unit for new medic remount, and Firecom system for new medic remount from the Equipment Reserve Fund.

Ambulance Report - Total of 58 transports for November. The total ending ambulance receivable of \$306,633.38 is reconciled to the General Fund balance sheet.

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



**Minutes of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
November 19, 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, Director Campbell, and Director Cooper.
 - b. Staff attending: Chief Prior, Deputy Chief Craig, Finance Manager Spor, Fire Marshal Puller, and Engineer Medic (EM) Frutos.
 - c. Public attending: Lori Hancock, Camp Sherman Road District.
2. **Public Comments.** President Miller introduced Lori Hancock. Lori is representing the Camp Sherman Road District. Lori is interested in entering into an agreement with the Fire District to help with services that were previously provided by the Jefferson County Sheriff's Department. Their former Deputy (who has since passed away) was plowing the roads in Camp Sherman after a big snowfall in addition to his duties as a resident deputy in the basin. Since he has passed away several years ago, the Camp Sherman community is without a full-time deputy and also is not getting quick enough service on their roads as the maintenance department for Jefferson County is located in Madras. Lori is suggesting the Fire District enter into an agreement with the Camp Sherman Road District to have Fire District volunteers plow the roads in Camp Sherman, or to purchase a surplus vehicle (or have one donated) for the road district to use.
 - a. The following questions comments were made by the Directors:
 - i. Director McGowan asked if the group requesting this is an HOA and Lori responded that it is a separate road district that operates under the County. She said the road district takes care of the side roads and the county is responsible for maintaining the main roads in Camp Sherman.
 - ii. Director Herrmann asked if the road district has a permanent tax rate and Lori replied yes. They also have a local option levy.
 - iii. Director McGowan stated he felt that something needs to be done to help the residents in Camp Sherman with the issues, and mentioned the District may have some vehicles that will be declared surplus that might work for the County to purchase.

- iv. Director Herrmann also stated he would like to help the community, but would like to see the road district's financials. He also would like the Board to review the surplus policy and follow those guidelines prior to any decisions being made in regards to the road district's requests.
 - v. The Board requested that Lori put a formal request together from the road district that the Board could review and consider. The Jefferson County Commissioners will be holding a meeting on December 11 at 6 p.m. at the Black Butte School in Camp Sherman. Both Lori and Director Miller plan to attend that meeting to make some inquiries to the Commissioners regarding their plans for Camp Sherman snow plowing and let them know how that impacts emergency operations in the area. In addition, there is a meeting planned for December 17 with the Jefferson County Sheriff's office. Mrs. Hancock left the meeting at 5:20 p.m.
3. **Line Staff Comments.** EM Frutos reported no major issues have been worked on with administrative staff over the last month.
4. **Consent Agenda. *The Board unanimously approved the Consent Agenda as presented. Motion by Director Herrmann, Director Cooper second. Miller-aye, McGowan – aye, Herrmann – aye, Cooper – aye, and Campbell – aye.***
- a. Administrative summary. No comments or questions.
 - b. October 15, 2024 minutes of the regular meeting. No comments or questions.
 - c. Dashboard reports. No comments or questions.
 - d. Bank statements and reconciliations. No comments or questions.
 - e. Operating fund summaries. No comments or questions.
 - f. Balance sheets. No comments or questions.
 - g. Check register. No comments or questions.
 - h. Adjusting journal entries. No comments or questions.
 - i. Ambulance receivables. No comments or questions.
 - j. Engine response report. No comments or questions.
 - k. Association update. No comments or questions.
 - l. Updates to old business. Civil Service position vacancy has been advertised. Julie reported that we actually have two vacancies due to the resignation of Commissioner Russ Morrison. Staff has received two applications so far. Julie will maintain the applications until the first part of December. Directors Miller and McGowan will interview potential applicants and provide a recommendation for appointment at the December meeting. The Board wanted to recognize Commissioner Morrison for his dedication and service to the community and the district on the Civil Service Commission. The District will provide Commissioner Morrison with a thank you card and small gift for his service.
5. **Correspondence.** The Directors reviewed correspondence from the Sisters Business Association for use of the community hall for a meeting, Young Life for use of the Community Hall for their Daddy/Daughter dance, Judy Kell for attending her late

husband's memorial service and for the donation from the Fire Corps, and a recognition letter from Sage Meadow HOA for Steven Lord's help with their Firewise program.

6. Administration.

- a. Policy Review 2-1-43 Battalion Chief/Training Officer: The Directors reviewed the new policy 2-1-43. One grammatical error was found and relayed to Julie to correct one page 4 of 5 in the second paragraph under physical demands.
 - i. ***The Board unanimously approved Policy 2-1-43 with change noted as above. Motion by Director McGowan, Director Campbell second. Miller-aye, McGowan – aye, Herrmann – aye, Cooper – aye, and Campbell – aye.***
- b. The proposed salary range was also reviewed by the Board. FM Spor researched local agencies to determine the range using the same process that is used for other salary/benefit review processes. The proposed range puts Sisters in roughly the third position in Central Oregon.
 - i. ***The Board unanimously approved Policy 2-1-43 with change noted as above. Motion by Director McGowan, Director Herrmann second. Miller-aye, McGowan – aye, Herrmann – aye, Cooper – aye, and Campbell – aye.***
- c. The Chiefs reported they are expecting a good number of applicants for this position. The job will post tomorrow. Director Campbell inquired if the Civil Service Commission will need to be involved in this process. Chief Prior responded the Commission will need to certify the testing process after it's completed. Director Campbell also inquired about job requirements listed with an asterisk. Chief Craig replied those are requirements that can be obtained after being hired.

7. President's Report.

- a. Hancock Road District Request: Director McGowan expressed interest in working with the Camp Sherman Road District regarding their request for help with services in the basin to continue to the good working relationship with that community. Director Herrmann stated he feels what Mrs. Hancock is requesting is outside of the scope of the Fire District's mission and he is not stoked about office staff getting burdened with calls to complain about how their roads were plowed if the District were to get involved in that service. He also expressed concern about other neighborhoods following suit and requesting this type of service in the future if we do something for Camp Sherman. The Board plans to bring up their concerns at the Jefferson County Commissioners meeting on December 11, and follow-up with a formal letter from the Board expressing concern regarding emergency access during snow events in Camp Sherman.

8. Fire Chief Report.

- a. Chief Prior provided a comprehensive report in the packet and highlighted the following items:
 - i. Staff is moving into a slower season response-wise.

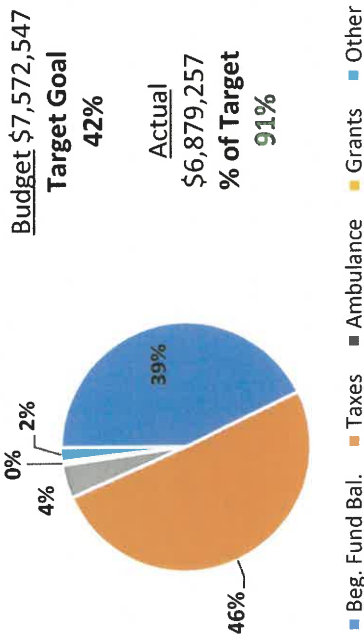
- ii. Upfitting the new staff vehicle is moving along.
 - iii. FM Frutos has been doing a great job with tire rotations for the fleet.
 - iv. He thanked all volunteers and staff that helped with the Halloween event. It was a great turnout and great success.
9. **Fire Safety Manager Report.** Chief Puller provided a comprehensive report in the packet and highlighted the following items:
- a. He and Steven Lord and the prevention crew have been staying very busy.
 - b. He received his NFPA Inspector I this month.
 - c. Director Herrmann inquired about the new ODF Hazard Map coming out later this month and asked what the District's position will be when we receive calls. Both Chief Prior and Fire Marshal Puller indicated those calls will fall to ODF and that the District's mission is to help homeowners ensure their homes are adaptable. They are also working with the City on their defensible space code, but our messaging needs to be consistent and we will not be getting involved, but are sympathetic to homeowners and we will give resources where we can.
10. **Other Business.** None.
11. **Adjourn.** No further business was discussed and the meeting was adjourned at 5:54 p.m.

Respectfully submitted,

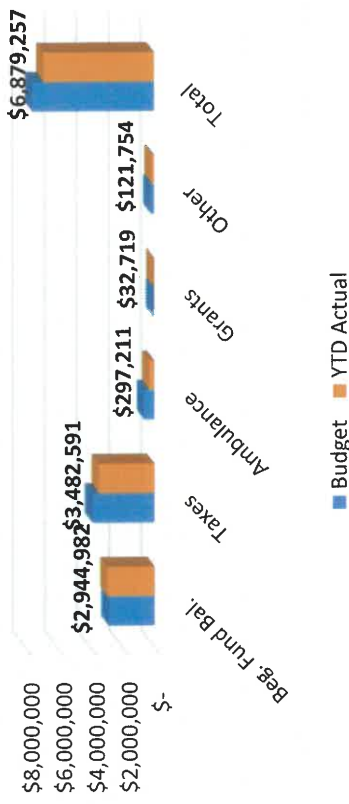
Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF NOVEMBER 30, 2024

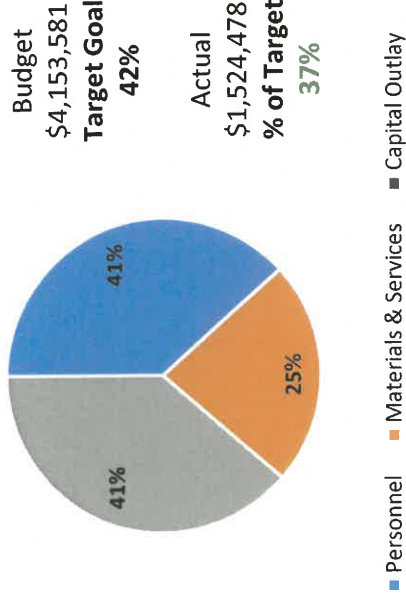
24/25 Actual Revenue as % of Budget



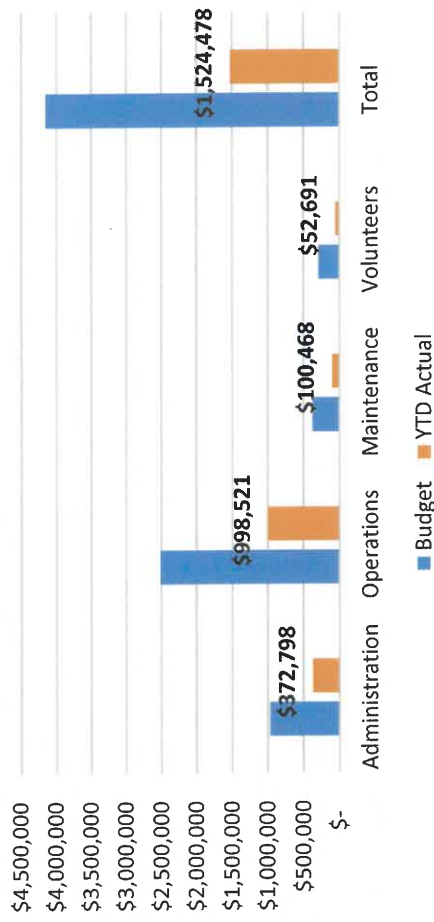
Budget vs. Actual Revenue - Year to Date



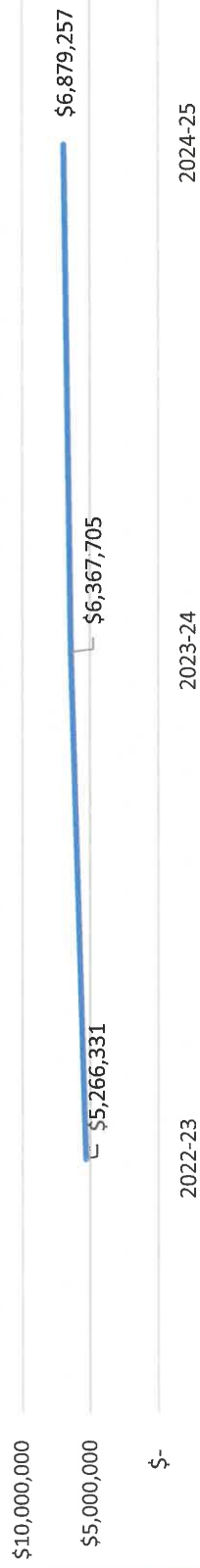
24/25 Expenditures as % of Budget



Budget vs. Actual Expenditures - Year to Date

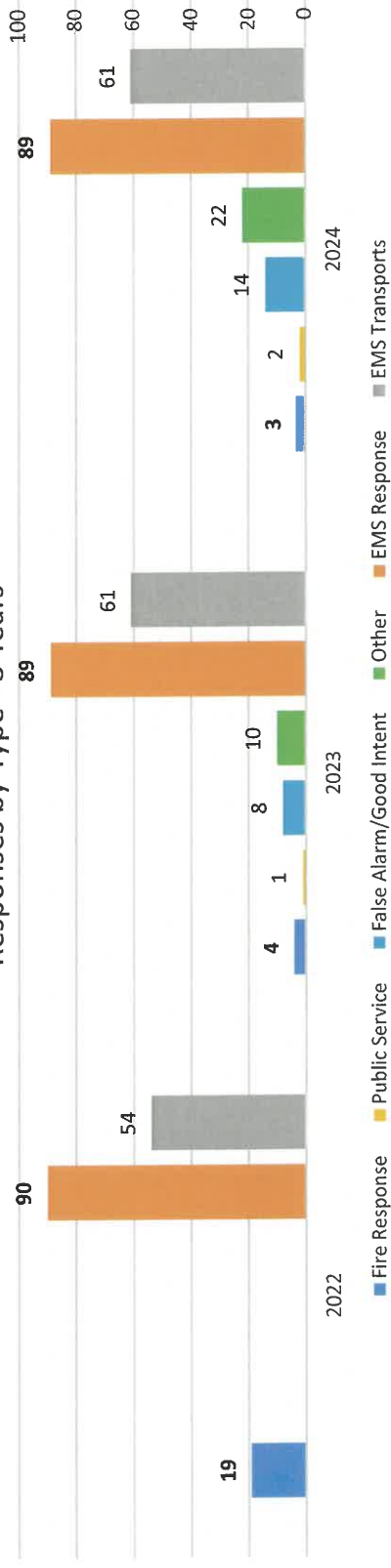


Total Revenue - 3 Years - As of End of November

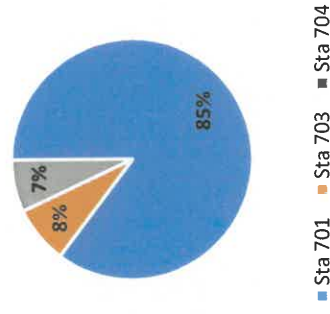


OPERATIONS OVERVIEW - AS OF NOVEMBER 30, 2024

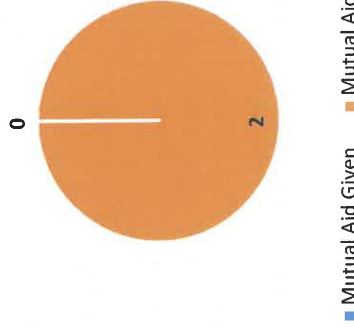
Responses by Type - 3 Years



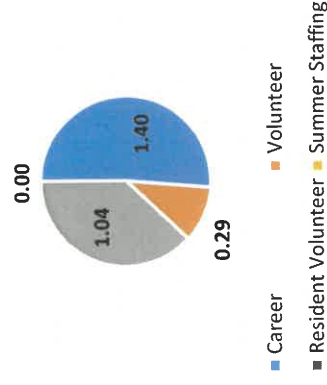
Responses by First-Due Station



Mutual Aid Given/Received



Average Response by Personnel Type



Back to Back Calls
November

2024-2025 = 27

2023-2024 = 14

2022-2023 = 27

Callback Overview

Personnel Callbacks (7PC's) = 17

7PC's Staffed with ALS Staffing = 10

7PC's Staffed with Engine Staffing = 10

Move-Ups = 7

Ave Personnel
on Standby

1.52

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

US Bank Operating Account - New 22 (US Bank Operating Account New) (132)
November 30, 2024

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	138,858.55	Book Balance Previous Month:	25,231.50
Outstanding Deposits:	.00	Total Receipts:	312,750.09
Outstanding Checks:	73,671.57	Total Disbursements:	272,794.61
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	65,186.98	Book Balance:	65,186.98

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 63 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	27,106.15	17006	1,924.00	17039	433.89	17048	35.98
16390	38.57	17013	189.81	17040	275.00	17049	27,544.20
16553	17.57	17020	103.93	17041	875.82	17050	69.52
16640	600.00-	17021	3,506.00	17042	115.50	17051	89.00
16981	395.00	17023	23.48	17043	334.87	17052	183.28
16987	85.32	17035	122.18	17044	1,500.00	17053	280.00
16995	50.00	17036	167.36	17045	6,117.43		
16998	100.00	17037	929.82	17046	650.00	Total:	73,671.57
17002	251.00	17038	480.00	17047	276.89		

Checks cleared: 67 items Checks Outstanding: 33 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



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

3233 TRN 6480 S Y ST01

000638855807843 P



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

Business Statement

Account Number:
1 697 0095 8849
Statement Period:
Nov 1, 2024
through
Nov 30, 2024



Page 1 of 4



To Contact U.S. Bank

Commercial Customer

Service: 877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

INFORMATION YOU SHOULD KNOW

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2025. You can view revised pricing (only those prices that have changes for services you have recently used) at <https://cashmgmt.usbank.com/repricing> beginning Dec. 1, 2024. Please enter the Access Code listed below to view price changes that may apply. If you experience difficulty accessing this information, please call Customer Service at the number listed in the upper-right corner of this statement or send an email to commercialsupport@usbank.com.

Access Code: DC-9E49-40A6-7617

As U.S. Bank prepares for the Wire payment industry changing to the ISO 20022 standardized format, additional information will be required to be sent with your wire payments.

Starting **November 2025**, wire initiation will include a requirement to provide beneficiary/creditor address when the payment is sent. This requirement will apply to all outgoing wires, including templates, repetitive wires and automated standing transfers.

Action:

To prepare for this change, please start obtaining and including this information on all outgoing wire payments, whenever possible.

To learn more, please visit <https://www.usbank.com/splash/corporate-commercial/iso-20022.html>.

MUNICIPAL INVESTOR CHECKING

Member FDIC

U.S. Bank National Association

Account Number 1-697-0095-8849

Account Summary

	# Items				
Beginning Balance on Nov 1		\$	60,723.04	Interest Paid this Year	\$ 129.25
Customer Deposits	2		7,789.89	Number of Days in Statement Period	30
Other Deposits	42		305,301.39		
Other Withdrawals	9		176,023.67-		
Checks Paid	58		58,932.10-		
Ending Balance on Nov 30, 2024		\$	138,858.55		

Customer Deposits

Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	Nov 15	9213765565	4,099.24		Nov 22	9213004900	3,690.65
Total Customer Deposits							\$ 7,789.89

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Nov 4	Electronic Deposit	From LOYALEHLTH SV9T	\$ 291.15
	REF=243090099046510N00	10435758818886407815	
Nov 4	Electronic Deposit	From NORIDIAN WAORAK	635.95
	REF=243060067321800Y00	9262326076HCCCLAIMPMT1245231760	

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



Account Statement - Transaction Summary

For the Month Ending November 30, 2024

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

Asset Summary		
	November 30, 2024	October 31, 2024
Oregon LGIP	5,169,606.41	1,954,879.31
Total	\$5,169,606.41	\$1,954,879.31

Oregon LGIP	
Opening Balance	1,954,879.31
Purchases	3,464,727.15
Redemptions	(250,000.05)

Closing Balance	\$5,169,606.41
Dividends	14,152.52

LGIP 4,185,594.3 +
 Lump Payment 61,370.09 +
 Building 380,363.61 +
 Equipment 542,278.41 +
 Balance Exact 5,169,606.41 *

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		10/31/2024 (10/24) Balance	.00 *	.00 *	960,074.77
CR	1	Deschutes County Property Tax Collection 2024-4	306,420.80		
CR	17	Jefferson County Property Tax Collection 2024-4	21,862.87		
CR	43	ACH Redemption Fees		.05-	
CR	14	Jefferson County Property Tax Collection 2024-5	5,497.46		
CR	5	Deschutes County Property Tax Collection 2024-5	539,306.43		
CR	8	Jefferson County Property Tax Collection 2024-6	40,297.82		
CR	27	Deschutes County Property Tax Collection 2024-6	1,841,611.98		
CR	24	Jefferson County Property Tax Collecton 2024-7	146,075.94		
CR	32	Deschutes County Property Tax Collection #2024-7	500,551.05		
CR	47	Jefferson County Property Tax Collection #2024-8	48,950.28		
CR	45	Accrual Income Dividend Reinvestment	14,152.52		
CRUS	66	Transfer from LGIP for bills/payroll		175,000.00-	
CRUS	74	Transfer from LGIP to Checking		75,000.00-	
JE	4	Transfer for radio purchased for new 710	3,506.00		
JE	6	Transfer for suction unit for new medic remount	1,169.00		
JE	8	Transfer for Firecom for new medic remount	6,117.43		
		11/30/2024 (11/24) Period Totals and Balance	3,475,519.58 *	250,000.05- *	4,185,594.30

Number of transactions: 16 Number of accounts: 1

	Debit	Credit	Proof
Total GENERAL FUND:	3,475,519.58	250,000.05-	3,225,519.53

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
		10/31/2024 (10/24) Balance	.00 *	.00 *	61,370.09
		11/30/2024 (11/24) Period Totals and Balance	.00 *	.00 *	61,370.09
Number of transactions: 0 Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total EMPLOYMENT RESERVE FUND:			<u>.00</u>	<u>.00</u>	<u>.00</u>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
	10/31/2024 (10/24)	Balance	.00 *	.00 *	380,363.61
	11/30/2024 (11/24)	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					
		10/31/2024 (10/24) Balance	.00 *	.00 *	553,070.84
JE	5	Transfer for radio purchased for new 710		3,506.00-	
JE	7	Transfer for suction unit for new medic remount		1,169.00-	
JE	9	Transfer for Firecom for new medic remount		6,117.43-	
		11/30/2024 (11/24) Period Totals and Balance	.00 *	10,792.43- *	542,278.41
Number of transactions: 3 Number of accounts: 1			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Total EQUIPMENT RESERVE FUND:			<u>.00</u>	<u>10,792.43-</u>	<u>10,792.43-</u>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
	10/31/2024 (10/24)	Balance	.00 *	.00 *	.00
	11/30/2024 (11/24)	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: 19	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		3,475,519.58	260,792.48-	3,214,727.10

Report Criteria:

Actual amounts

All accounts

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

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

LGIP Bond Account (BOND TAX REVENUE) (8)
November 30, 2024

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	275,094.76	Book Balance Previous Month:	83,546.37
Outstanding Deposits:	.00	Total Receipts:	191,548.39
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	275,094.76	Book Balance:	275,094.76

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 5 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!



Account Statement - Transaction Summary

For the Month Ending **November 30, 2024**

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

Oregon LGIP		Asset Summary	
		November 30, 2024	October 31, 2024
Opening Balance	83,546.37		83,546.37
Purchases	191,548.39	275,094.76	
Redemptions	0.00		
Total		\$275,094.76	\$83,546.37

Closing Balance
 Dividends
\$275,094.76
 707.57

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	3,142,119.48	3,450,525.79	3,450,525.79	3,822,100.00	371,574.21-	90%
1-01-0-40200	Property Taxes-Prior	7,572.19	92.19-	32,065.01	50,000.00	17,934.99-	64%
1-01-0-41100	Ambulance Revenue	61,297.50	51,641.70	297,210.97	575,000.00	277,789.03-	52%
1-01-0-41110	GEMT Ambulance Revenu	49,787.65	.00	.00	50,000.00	50,000.00-	.00
1-01-0-41200	Other Fees for Service	3,687.95	180.00	11,442.50	15,306.00	3,863.50-	75%
1-01-0-42100	Fire Med Subscriptions	1,225.00	900.00	5,680.00	15,000.00	9,320.00-	38%
1-01-0-43100	Interest Income	17,468.72	14,300.69	79,359.96	75,000.00	4,359.96	106%
1-01-0-44100	Grant Revenue	1,470.21	.00	32,718.63	30,715.00	2,003.63	107%
1-01-0-44200	Donations Received	8,475.00	2,590.00	23,690.00	15,000.00	8,690.00	158%
1-01-0-44300	Conflagration Income	18,005.83	.00	.00	50,000.00	50,000.00-	.00
1-01-0-45000	Misc Revenue	362.24	80.69	1,581.76	10,750.00	9,168.24-	15%
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:		3,311,471.77	3,520,126.68	6,879,256.90	7,572,547.00	693,290.10-	91%
GENERAL FUND Revenue Total:		3,311,471.77	3,520,126.68	6,879,256.90	7,572,547.00	693,290.10-	91%
Net Total GENERAL FUND:		3,311,471.77	3,520,126.68	6,879,256.90	7,572,547.00	693,290.10-	91%

Account Number	Account Title	2023-24		2024-25		Variance	% of Budget
		Prior YTD Actual	Current Period Actual	Current YTD Actual	Current Year Budget		
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	293,234.63	53,019.90	308,536.79	696,053.00	387,516.21	44%
	Total OPERATIONS DEPARTMENT:	913,696.94	154,776.55	927,795.31	2,303,821.00	1,376,025.69	40%
	Total MAINTENANCE DEPARTMENT:	7,565.18	1,076.12	5,910.68	25,107.00	19,196.32	24%
	Total VOLUNTEERS DEPARTMENT:	3,900.00	.00	5,851.14	19,672.00	13,820.86	30%
	GENERAL FUND Expenditure Total:	1,218,396.75	208,872.57	1,248,093.92	3,044,653.00	1,796,559.08	41%
	Net Total GENERAL FUND:	1,218,396.75-	208,872.57-	1,248,093.92-	3,044,653.00-	1,796,559.08-	41%
	Net Grand Totals:	1,218,396.75-	208,872.57-	1,248,093.92-	3,044,653.00-	1,796,559.08-	41%

Account Number	Account Title	2023-24			2024-25		% of Budget
		Prior YTD Actual	Current Period Actual	Current YTD Actual	Cur Year Budget	Variance	
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	51,584.36	8,661.89	59,088.20	265,136.00	206,047.80	22%
	Total OPERATIONS DEPARTMENT:	109,614.35	4,547.61	70,725.42	211,922.00	141,196.58	33%
	Total MAINTENANCE DEPARTMENT:	109,420.34	22,385.15	91,637.74	342,280.00	250,642.26	27%
	Total VOLUNTEERS DEPARTMENT:	95,557.16	16,836.78	46,839.42	270,040.00	223,200.58	17%
	GENERAL FUND Expenditure Total:	366,176.21	52,431.43	268,290.78	1,089,378.00	821,087.22	25%
	Net Total GENERAL FUND:	366,176.21-	52,431.43-	268,290.78-	1,089,378.00-	821,087.22-	25%
	Net Grand Totals:	366,176.21-	52,431.43-	268,290.78-	1,089,378.00-	821,087.22-	25%

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:	.00	.00	5,173.45	9,450.00	4,276.55	55%
	Total OPERATIONS DEPARTMENT:	.00	.00	.00	.00	.00	.00
	Total MAINTENANCE DEPARTMENT:	.00	.00	2,920.00	10,100.00	7,180.00	29%
	GENERAL FUND Expenditure Total:	.00	.00	8,093.45	19,550.00	11,456.55	41%
	Net Total GENERAL FUND:	.00	.00	8,093.45-	19,550.00-	11,456.55-	41%
	Net Grand Totals:	.00	.00	8,093.45-	19,550.00-	11,456.55-	41%

SISTERS-CAMP SHERMAN

BALANCE SHEET

NOVEMBER 30, 2024

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	4,185,594.30	
1-00-0-1081	US BANK OPERATING ACCT 2022	65,186.98	
1-00-0-1099	PETTY CASH	258.67	
1-00-0-1100	ACCOUNTS RECEIVABLE	.01	
1-00-0-1103	NOTE RECEIVABLE	(5,000.00)	
1-00-0-1120	AMBULANCE RECEIVABLES	306,633.38	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(153,478.89)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	64,107.89	
	TOTAL ASSETS		4,463,302.34

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	(441.61)	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	19.51	
1-00-0-2180	MISCELLANEOUS LIABILITY	550.00	
1-00-0-2250	DEFERRED REVENUE	52,086.69	
	TOTAL LIABILITIES		52,214.59

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	4,411,087.75	
	BALANCE - CURRENT DATE	11,983,634.75	
	TOTAL FUND EQUITY		4,411,087.75
	TOTAL LIABILITIES AND EQUITY		4,463,302.34

SISTERS-CAMP SHERMAN
BALANCE SHEET
NOVEMBER 30, 2024

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	61,370.09	
	TOTAL ASSETS		61,370.09

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	61,370.09	
	BALANCE - CURRENT DATE	1,645,117.09	
	TOTAL FUND EQUITY		61,370.09
	TOTAL LIABILITIES AND EQUITY		61,370.09

SISTERS-CAMP SHERMAN
BALANCE SHEET
NOVEMBER 30, 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
NOVEMBER 30, 2024

EQUIPMENT RESERVE FUND

<u>ASSETS</u>			
4-00-0-1070	EQUIPMENT FUND	542,278.41	
4-00-0-1440	PREPAID EXPENDITURES	785,635.00	
	TOTAL ASSETS		1,327,913.41
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
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	1,327,913.41	
	BALANCE - CURRENT DATE	2,286,258.41	
	TOTAL FUND EQUITY		1,327,913.41
	TOTAL LIABILITIES AND EQUITY		1,327,913.41

SISTERS-CAMP SHERMAN

BALANCE SHEET

NOVEMBER 30, 2024

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	275,094.76	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	4,172.70	
	TOTAL ASSETS		<u>279,267.46</u>

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	275,678.74	
	BALANCE - CURRENT DATE	581,576.74	
	TOTAL FUND EQUITY		<u>275,678.74</u>
	TOTAL LIABILITIES AND EQUITY		<u>279,267.46</u>

Check Register - November 2024

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/26/2024	16952	Virginia Myers	Emergency Services Overpayment - Date of Service 12.29.2023	\$ (1,397.63) V
11/15/2024	16979	Ace Hardware, Inc.	Rain X wash and antifreeze	\$ 17.57
11/15/2024	16979	Ace Hardware, Inc.	Batts for smoke alarm program	\$ 19.99
11/15/2024	16979	Ace Hardware, Inc.	Batts for smoke alarm program	\$ 39.98
11/15/2024	16979	Ace Hardware, Inc.	701 locker room shower head replacements	\$ 84.60
11/15/2024	16979	Ace Hardware, Inc.	Part exchange for women's shower retrofit	\$ (8.65)
11/15/2024	16979	Ace Hardware, Inc.	Halloween pumpkins for haunted house	\$ 206.75
11/15/2024	16979	Ace Hardware, Inc.	Fasteners for 776 spot light clip	\$ 4.21
11/15/2024	16979	Ace Hardware, Inc.	Halloween supplies - haunted house	\$ 158.90
11/15/2024	16979	Ace Hardware, Inc.	Hardware for vehicles	\$ 1.50
11/15/2024	16979	Ace Hardware, Inc.	Hardware for vehicles	\$ 2.48
11/15/2024	16979	Ace Hardware, Inc.	Halloween supplies - haunted hosue	\$ 17.17
11/15/2024	16980	Alexis Gregory	Res. Vol. Mileage & Food Reimb. 10/24 & 11/24	\$ 800.00
11/15/2024	16980	Alexis Gregory	Reimb. for wildland boots	\$ 250.00
11/15/2024	16980	Alexis Gregory	Reimb. for Station Boots	\$ 189.95
11/15/2024	16981	Alpine Internet Solutions	Website content plan for November 2024	\$ 395.00
11/15/2024	16982	Angela Linker	Reimb. pizza for Firebusters	\$ 225.60
11/15/2024	16982	Angela Linker	Reimb. supplies purchased for Dist. Halloween event	\$ 54.95
11/15/2024	16982	Angela Linker	Reimb. cards, gifts, supplies for personnel recognition (bdays, going away, etc.)	\$ 258.50
11/15/2024	16982	Angela Linker	Reimb. notary application	\$ 40.00
11/15/2024	16983	Audio Visual Bend	Rumberger: Comm. Hall & Sm Train AV Upgrades	\$ 6,834.06
11/15/2024	16984	Baxter Auto Parts Inc, Auto Parts	battery for Durango	\$ 179.94
11/15/2024	16984	Baxter Auto Parts Inc, Auto Parts	brake fluid	\$ 11.97
11/15/2024	16984	Baxter Auto Parts Inc, Auto Parts	Cleaner for primer system on 721	\$ 15.28
11/15/2024	16984	Baxter Auto Parts Inc, Auto Parts	741 Air filter	\$ 106.12
11/15/2024	16984	Baxter Auto Parts Inc, Auto Parts	rear brake pads	\$ 54.19
11/15/2024	16985	Beverly Halcon	Reimb. Firebusters pizza party supplies	\$ 76.00
11/15/2024	16986	Bi-Mart Corporation	Supplies	\$ 48.93
11/15/2024	16986	Bi-Mart Corporation	Bungee balls for irons, etc.	\$ 11.99
11/15/2024	16986	Bi-Mart Corporation	Shower rugs for women's locker room	\$ 31.98
11/15/2024	16986	Bi-Mart Corporation	Batteries for smoke alarm program	\$ 34.98
11/15/2024	16987	BOUND TREE MEDICAL, LLC.	IV solution	\$ 85.32
11/15/2024	16988	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - October 2024	\$ 400.00
11/15/2024	16988	Brayden Klosterman	Res. Vol. Mileage & Food Reimb. - September 2024	\$ 400.00
11/15/2024	16989	Cameron Building Maintenance, Inc.	Janitorial services - administration bldg - 10/24	\$ 375.00
11/15/2024	16990	Caselle, Inc.	Contract support charges 12/01/2024-12/31/2024	\$ 296.00
11/15/2024	16991	CEC, INC	electric-Elm	\$ 1,511.56
11/15/2024	16991	CEC, INC	electric - Camp Sherman	\$ 145.42
11/15/2024	16991	CEC, INC	electric-Buffalo	\$ 110.93
11/15/2024	16992	Central Oregon Com College	820311855 Byles Tuition	\$ 40.00
11/15/2024	16992	Central Oregon Com College	820320479 Dickenson Tuition	\$ 2,123.00
11/15/2024	16992	Central Oregon Com College	820325292 Gregory Tuition	\$ 80.00
11/15/2024	16992	Central Oregon Com College	820327624 Hampton Tuition	\$ 2,011.75
11/15/2024	16992	Central Oregon Com College	820296343 Jones Tuition	\$ 2,349.16
11/15/2024	16992	Central Oregon Com College	820314087 Klosterman Tuition	\$ 1,963.00
11/15/2024	16992	Central Oregon Com College	820322224 Wallace Tuition	\$ 2,367.00
11/15/2024	16993	CenturyLink	Telephone - Camp Sherman Station 704	\$ 60.53
11/15/2024	16994	City of Sisters	City Services: 04-6332-00 Elm Street	\$ 375.71
11/15/2024	16994	City of Sisters	City Services: 02-5766-00 Locust St	\$ 61.82
11/15/2024	16995	Corporation Division	Domestic Nonprofit Corporation Fee -2024 Annual Report	\$ 50.00
11/15/2024	16996	Cruz Jones	Res. Vol. Mileage & Food Reimb. - Nov 2024	\$ 400.00
11/15/2024	16997	Dana Signs	HELMET decals & lettering	\$ 37.40
11/15/2024	16998	David Sikes	Reimb. Overpayment for Emergency Services 8/31/24	\$ 100.00
11/15/2024	16999	DMV	dmv record Checks	\$ 9.00
11/15/2024	17000	Donald L. Cofoad	Fitness equipment service	\$ 605.00
11/15/2024	17001	Ed Staub & Sons Petroleum	Propane - Elm (272 gals)	\$ 477.14
11/15/2024	17001	Ed Staub & Sons Petroleum	Fuel	\$ 1,267.34
11/15/2024	17002	Flowers By Deanna	Flowers - Westburg (Surgery)	\$ 57.00
11/15/2024	17002	Flowers By Deanna	Flowers - Harbert (Sympathy)	\$ 63.00
11/15/2024	17002	Flowers By Deanna	Flowers - Herrmann (Surgery)	\$ 61.00
11/15/2024	17002	Flowers By Deanna	Flowers - Spor (Birthday)	\$ 70.00
11/15/2024	17003	GENERAL FIRE APPARATUS	734 Governor Diagnostic	\$ 200.00
11/15/2024	17004	Georgia Hampton	Res. Vol. Mileage & Food Reimb. - 10/2024	\$ 402.99
11/15/2024	17005	HRA VEBA Trust	YA527 VEBA Contributions- 700390289 - Thomson	\$ 4,500.00
11/15/2024	17005	HRA VEBA Trust	YA527 VEBA Contributions - 700390290 - Westburg	\$ 1,667.00
11/15/2024	17006	IAC - Attn Overpayments	Emergency Services Overpayment - 195-2022-00001355	\$ 1,924.00
11/15/2024	17007	L.N. Curtis and Sons	Drag rescue device	\$ 66.68
11/15/2024	17008	Les Schwab Warehouse Center	19.5 FORD WHEEL POWDER COATING"	\$ 707.76
11/15/2024	17009	LIFE-ASSIST	S-SCORT VX-2 SUCTION UNIT FOR MEDIC REMOUNT	\$ 1,169.00
11/15/2024	17009	LIFE-ASSIST	EMS SUPPLY ORDER# 60246529	\$ 687.48
11/15/2024	17010	Lightspeed Networks	Internet & Phone Service - Sta 701	\$ 830.33
11/15/2024	17011	Mission Linen Supply, Inc.	mats/rugs	\$ 61.69
11/15/2024	17012	Momentum Promo	Embroidery: Davis, Thomson, Wells	\$ 146.50

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/15/2024	17013	Monica Matthews	Reimb Halloween Supplies Comm Event	\$ 189.81
11/15/2024	17014	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 32.44
11/15/2024	17014	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 31.42
11/15/2024	17014	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
11/15/2024	17014	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 32.44
11/15/2024	17014	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 47.13
11/15/2024	17014	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
11/15/2024	17014	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 78.55
11/15/2024	17014	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
11/15/2024	17015	Pac Office Automation - Lease	500-50609347 Konica Contract	\$ 290.00
11/15/2024	17016	Pacific Northwest Fire & Life Safety LLC	Annual fire alarm testing and emergency backup batts	\$ 289.00
11/15/2024	17017	Pacific Office Automation, Inc	Printer fleet agreement - HP printer	\$ 59.43
11/15/2024	17018	Paladin Background Screening	Criminal history check - Thomson, Berkowitz	\$ 36.00
11/15/2024	17019	Patrick Burke	Reimb. facility supplies purchased at Costco	\$ 202.89
11/15/2024	17020	Pony Express, Inc.	Postage for PPE repairs	\$ 18.22
11/15/2024	17020	Pony Express, Inc.	Shipping for parts repair 734	\$ 56.21
11/15/2024	17020	Pony Express, Inc.	Notary stamp - Linker	\$ 29.50
11/15/2024	17021	RACOM	Tait Dual Remote Head Mobile Radio - New 710	\$ 3,506.00
11/15/2024	17022	Ranch Country Outhouses	Standard toilet rental service	\$ 85.00
11/15/2024	17023	Republic Services	Disposal services Station 703	\$ 23.48
11/15/2024	17024	SDAO	Membership Dues - 2024	\$ 4,756.00
11/15/2024	17025	Sweeney Plumbing, Inc.	Drain Cleaner	\$ 466.00
11/15/2024	17026	Systems Design	EMS billing for 10/2024	\$ 1,610.42
11/15/2024	17027	Temp-Rite Mechanical	Preventative maintenance on HVAC	\$ 882.00
11/15/2024	17028	Terminix	Pest control services Station 701	\$ 96.00
11/15/2024	17029	Treasure Valley Coffee	water & cooler rental, popcorn	\$ 279.45
11/15/2024	17030	True North Equipment	771 Rear liquid struts	\$ 1,754.76
11/15/2024	17031	Tyler Wallace	Res. Vol. Mileage & Food Reimb. - 10/24	\$ 400.00
11/15/2024	17032	Vohs Custom Landscaping	Maintenance & irrigation repairs	\$ 2,512.15
11/15/2024	17033	WCP Solutions	Facility supplies misc.	\$ 303.94
11/15/2024	17033	WCP Solutions	Yellow sponges	\$ 57.58
11/15/2024	17034	Xpress Printing, Inc.	Welcome to Sisters brochures	\$ 351.52
11/15/2024	17035	ZOLL Medical Corporation	NIBP HOSE, 10'	\$ 122.18
11/26/2024	17036	911 Supply	SS polos Chief Craig	\$ 167.36
11/26/2024	17037	AFLAC	AFLAC - Employee Pass Through Payments	\$ 464.91
11/26/2024	17037	AFLAC	AFLAC - Employee Pass-Through Payments	\$ 464.91
11/26/2024	17038	Alpine Internet Solutions	Website management & hosting - 12/24	\$ 85.00
11/26/2024	17038	Alpine Internet Solutions	Website content plan - 12/24	\$ 395.00
11/26/2024	17039	AT&T Mobility - Control Center	Data plan	\$ 433.89
11/26/2024	17040	Bradley Neff	Line cutover from TDS to LSN	\$ 275.00
11/26/2024	17041	Cascade Fire Equipment	Dual Complaint Uniform Pants - Craig	\$ 437.91
11/26/2024	17041	Cascade Fire Equipment	Dual Complaint Uniform Pants - Ast	\$ 437.91
11/26/2024	17042	Dana Signs	Helmet lettering and decals	\$ 115.50
11/26/2024	17043	East Cascade	Fire System Monitoring 12/1/24-2/28/25	\$ 334.87
11/26/2024	17044	Emergent Health Care Solutions	Emergent fleet & tactical board software	\$ 1,500.00
11/26/2024	17045	Firecom/Sonetics	FIRECOM SYSTEM FOR MEDIC REMOUNT	\$ 6,117.43
11/26/2024	17046	Grant Dickenson	Res. Vol. Lt. Mileage & Food Reimb. - Nov 2024	\$ 650.00
11/26/2024	17047	Municipal Emergency Services, Inc.	Structure helmet	\$ 276.89
11/26/2024	17048	Quill	Envelopes	\$ 35.98
11/26/2024	17049	SDIS	Operations Health Insurance	\$ 18,970.31
11/26/2024	17049	SDIS	Admin Health Insurance	\$ 5,136.55
11/26/2024	17049	SDIS	Lord Health Insurance	\$ 2,451.73
11/26/2024	17049	SDIS	Orthodontia Pass Through & 1/2 Linker	\$ 985.61
11/26/2024	17050	SeaWestern, Inc.	Compressor parts	\$ 69.52
11/26/2024	17051	Terminix	Pest control services at Sta 704	\$ 89.00
11/26/2024	17052	ULINE	Christmas bags for Spirit of Christmas	\$ 183.28
11/26/2024	17053	WFCA: The Daily Dispatch	Batt Chief/TO job announcement	\$ 280.00
11/25/2024	700046	US Bank - Visa	FIT TESTING SMOKE TUBES & PUMP	\$ 129.60
11/25/2024	700046	US Bank - Visa	KEYBOARD CASES FOR CHARTING IPADS	\$ 271.60
11/25/2024	700046	US Bank - Visa	Lunch for volunteer training	\$ 94.70
11/25/2024	700046	US Bank - Visa	Credit for model change on fog/driving light for medic remount	\$ (94.00)
11/25/2024	700046	US Bank - Visa	Starlink internet service - Camp Sherman	\$ 140.00
11/25/2024	700046	US Bank - Visa	Coupling for drop air hose	\$ 18.76
11/25/2024	700046	US Bank - Visa	Supplies for women's restroom at 701	\$ 45.74
11/25/2024	700046	US Bank - Visa	Sprinkler association membership - Lord	\$ 50.00
11/25/2024	700046	US Bank - Visa	NFSA registration Lord	\$ 300.00
11/25/2024	700046	US Bank - Visa	Batteries for smoke alarm program	\$ 62.97
11/25/2024	700046	US Bank - Visa	Bulbs for Station 701	\$ 1,503.54
11/25/2024	700046	US Bank - Visa	Difficult Airway Course Otasu	\$ 100.00
11/25/2024	700046	US Bank - Visa	FLSA Class Spor/Prior	\$ 150.00
11/25/2024	700046	US Bank - Visa	Extension cord for xmas lights display	\$ 19.99
11/25/2024	700046	US Bank - Visa	Sprinkler association membership - Puller	\$ 50.00
11/25/2024	700046	US Bank - Visa	NFSA registration Puller	\$ 300.00
11/25/2024	700046	US Bank - Visa	Supplies for Halloween event	\$ 423.39

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/25/2024	700046	US Bank - Visa	Supplies for Christmas: Dinner/Spirit of Christmas	\$ 660.64
11/25/2024	700046	US Bank - Visa	Lunch at DPSST for Yates, Drew, Holm class	\$ 12.25
11/25/2024	700046	US Bank - Visa	Office supplies	\$ 335.85
11/25/2024	700046	US Bank - Visa	Firebusters pizza parties	\$ 599.96
11/25/2024	700046	US Bank - Visa	Adobe license Linker	\$ 19.99
11/25/2024	700046	US Bank - Visa	Spor: C2C Lights Xmas Lights Display	\$ 546.69
11/25/2024	700046	US Bank - Visa	Adobe licenses for station users	\$ 159.13
11/25/2024	700046	US Bank - Visa	Annual Zoom Subscription	\$ 2,088.96
11/25/2024	700046	US Bank - Visa	Training room closet organization	\$ 63.37
11/25/2024	700046	US Bank - Visa	Label maker	\$ 56.90
11/25/2024	700046	US Bank - Visa	Canva Pro Subscription	\$ 14.99
11/25/2024	700046	US Bank - Visa	Station 704 mailbox renewal	\$ 36.00
11/25/2024	700046	US Bank - Visa	Dessert for Anna/Alexis new certifications	\$ 47.44
11/25/2024	700046	US Bank - Visa	Turbo tax annual subscription	\$ 120.00

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
11/30/2024	1	Ambulance Receivable to Actual	1-00-0-1120	Ambulance Receivables	.00	14,034.48-
11/30/2024	2	Ambulance Receivable to Actual	1-00-0-1160	Allowance for Uncollectible Am	7,017.24	
11/30/2024	3	Ambulance Receivable to Actual	1-01-0-41100	Ambulance Revenue	7,017.24	
11/30/2024	4	Transfer for radio purchased for new 710	1-00-0-1070	LGIP Acct #4374	3,506.00	
11/30/2024	5	Transfer for radio purchased for new 710	4-00-0-1070	Equipment Fund	.00	3,506.00-
11/30/2024	6	Transfer for suction unit for new medic rem	1-00-0-1070	LGIP Acct #4374	1,169.00	
11/30/2024	7	Transfer for suction unit for new medic rem	4-00-0-1070	Equipment Fund	.00	1,169.00-
11/30/2024	8	Transfer for Firecom for new medic remoun	1-00-0-1070	LGIP Acct #4374	6,117.43	
11/30/2024	9	Transfer for Firecom for new medic remoun	4-00-0-1070	Equipment Fund	.00	6,117.43-
Total JOURNAL ENTRIES (JE):					<u>24,826.91</u>	<u>24,826.91-</u>
References: 9 Transactions: 9						
Grand Totals:					<u>24,826.91</u>	<u>24,826.91-</u>

Report Criteria:

Include transaction count

Journal Code: Journal code = "JE"

Ambulance Receivable as of November 30, 2024

	<u>SystDes</u>
Beginning Ambulance Receivable	320,667.86
Payments received	58,658.94
Adjustments	87,043.54
New Charges	131,668.00
ENDING Ambulance Receivable	306,633.38

Total # of Transports **58**

Adjustments

Medicare/Medicaid	80,800.80
Collection	5,067.74
Bankruptcy/Other Writeoff	250.00
FireMed	925.00
Total Adjustments	87,043.54

Outstanding Accounts By Age

CURRENT	154,907.56
31 to 60 days	47,682.45
61 to 90 days	9,967.29
91 to 120 days	30,113.23
OVER 120 days	63,962.85
Total Outstanding as of 11/30/24	306,633.38

Engine Response Billing as of November 30, 2024

Beginning Engine Response Rec	8,792.00	
Payments received	-	
Adjustments	-	
New Charges	312.50	
ENDING Engine Response Rec	9,104.50	
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	7	
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 \$	2,130.00	
Total Received 2020/21	\$	2,550.00
Total Received 2021/22	\$	250.00
Total Received 2022/23	\$	1,777.50
Total Received 2023/24	\$	2,331.25
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		34%

Hi Jeff & Tony,

I just wanted to say that we really appreciate you two attending the City's open house last night. I wasn't expecting you to attend when I sent out my email a couple weeks ago, but I'm glad you took us up on the invitation! It was great to see you listening in and Scott mentioned that you shared some of your insights during the small group discussion. We appreciate that you took the time out of your busy schedules to be there.

Thanks again! Have a great week,

Emme

Emme Shoup (she/her)

Associate Planner

City of Sisters | Community Development Dept.

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Direct: 541-323-5216 | City Hall: 541-549-6022

eshoup@ci.sisters.or.us | www.ci.sisters.or.us

Note: On Wednesdays I telework and will not be available at City Hall.



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RESOLUTION 2024-2025-008

AUTHORIZING AND MAKING APPROPRIATIONS FOR A SUPPLEMENTAL BUDGET TO THE EQUIPMENT RESERVE FUND

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District authorizes and makes appropriations for a supplemental budget to the 2024-2025 Equipment Reserve Fund as follows:

MAKING APPROPRIATIONS

General Fund – NO CHANGE

Administration	\$ 970,639
Operations	\$2,515,744
Maintenance	\$ 377,487
Volunteers	\$ 289,711
Contingency	\$ 479,487
Transfers to Reserve Funds	\$1,489,334
Unappropriated Ending Fund Balance	<u>\$1,450,145</u>
Total:	\$7,572,547

Employment Reserve Fund – NO CHANGE

Reserved for Future Exp	\$ 140,056
PERS Reserved for Future Exp	<u>\$ 1,443,691</u>
Total:	\$ 1,583,747

Building Reserve Fund – NO CHANGE

Capital Outlay	\$ 462,638
Reserved for Future Exp	<u>\$ 209,423</u>
Total:	\$ 672,061

Debt Service Fund – NO CHANGE

Debt Service	\$ 227,436
Unappropriated Ending Fund Balance	<u>\$ 78,462</u>
Total:	\$ 305,898

Equipment Reserve Fund - UPDATED

Capital Outlay	\$ 547,258
Reserved for Future Exp	<u>\$ 411,087</u>
Total:	\$ 958,345

Total Appropriations, All Funds	\$8,803,425 - UPDATED
Total Unappropriated and Reserve Amounts, All Funds	<u>\$2,289,173 - UPDATED</u>
TOTAL ADOPTED BUDGET	\$11,092,598* (*amounts with asterisks must match)

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District now imposes the taxes provided for in the adopted budget:

- (1) At the rate per \$1,000 of assessed value of \$2.7317 for operations; and
- (2) In the amount of \$236,913 for bonds;

and that these taxes are now imposed and categorized for the tax year 2024-2025 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
Permanent Rate..... \$ 2.7317/\$1,000	
General Obligation Bonds.....	\$236,913

The above resolution statements were approved and declared adopted on this 18th day of June 2024.

Julie A. Spor, Clerk of the Board



Revised Resolution 2024-2025-007

- I. **Topic:** Purchase of Type VI Chassis **Date:** December 18, 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 purchase of two Type 6 engine chassis remounts (one in 2026/27 and a second in 2028/29) with the adoption of the budget 2025/2026 budget; and

WHEREAS, staff recently completed a comprehensive review of the fleet to determine the reliability of the vehicles and made recommended changes to the fleet replacement plan in Staff Report SR-24-10; and

WHEREAS, staff recommended the District 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 the two type 6 engines, and two ambulances; and

WHEREAS, the District approved a change to the Fleet Replacement Plan during September's board meeting, reflecting these purchases in the 2024-2025 budget year. Staff has solicited three bids for the purchase and received two back; 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 to Kendall Ford of Bend for two chassis for a total price not to exceed \$147,443.18 from the Capital Outlay Vehicle account in the Equipment Reserve Fund.

Resolution adopted by a majority vote of the Board of Directors on this 18th day of December 2024.

Julie Spor, Clerk of the Board



Revised Resolution 2024-2025-009

- I. **Topic:** Purchase of Training Manikin **Date:** December 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 purchase of a training manikin in the 2024/2025 fiscal year; and

WHEREAS, staff researched and found a model that would be sufficient for their training purposes and found that several retailers offered the model for the same price; and

WHEREAS, staff recently completed the purchase for the training manikin and the purchase will need to be reclassified to the Equipment Reserve Fund; and

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

Authorize the expenditure from the Equipment Reserve Fund for an amount not to exceed \$10,000 as budgeted.

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

Julie Spor, Clerk of the Board



Fire Chief's Report
2nd half November – 1st half December
12/17/2024

1. Fire Activity:

- Special meeting to plan for slash pile burns in Whychus Canyon area. COFMS will be working with residents to complete burn plan and permit for the burn.

2. Noteworthy Operational Events:

- (AAR) for our wildland season was well attended with items identified to be included in an upcoming exercise planned by Chief Craig with help from other agencies.
- Case reviews with Dr Rosenberg highlighted the significant amount of stroke patients we've responded to lately, resulting in updates to our protocols. These treatment protocols will also be raised with the protocol review committee at ECEMS.
- Firefighter/Medic Anna Westburg is progressing fast through probation and has recently completed all EMS driver training requirements, is receiving high marks on her observation reports, and is nearing completion of her field training for ALS ambulance work as a solo provider.

3. Community Service Events/Meetings

- I attended the following meetings
 - Whychus Canyon slash pile planning mtn 11/18
 - Department mtns: Mon morn admin/shift commander mtns, all staff mtn 11/20, Peer Support mtn w/Nick Sundstrum 11/27, Officers mtn 12/3, Civil Service interviews 12/9, Special Board mtn 12/11.
 - Sisters Country Wildfire Mitigation Group 12/3
 - Partners for Houselessness 12/4
 - UGB Open House 12/9

4. Special Projects Update:

- New Staff Vehicle
 - Canopy installed and truck delivered to Wireworks for installation of radios, lights, and other electronics.
- Ambulance remount
 - Chassis on order
- Type 6 remounts
 - Chassis on order
- Generator replacement
 - Received draft drawings for 701 and 703. (Recommended 500kw @ 701 & 100kw @ 703)

5. Volunteer Status:

- Fire Corps is working on the following:
 - Spirit of Christmas (Monica/Margie/Lynn/Angela)
- Fire Association is working on the following:
 - Forming a committee to work on Strategic Plan

6. Other:

A huge thank you to Captain Ryan Ahrendt from BBR for coming to our department to complete our annual air pack testing and for everyone in the department for getting your masks cleaned and delivered to Station 701 for him to test each mask. Also, thanks to Engineer/Medic Damon Frutos for coordinating and completing the changeover of the tires on the ambulances and type 6 brush trucks. We are set for winter now.

The Fire Corps did an amazing job coordinating all the pizza parties for the kids who participated in Firebusters, but who doesn't like a pizza party. The Association members have also been hard at work decorating the ISU and the old engine for the Christmas parade, as well as setting up the trees for the Spirit of Christmas. Our folks are putting smiles on faces and making the holidays special for many people in Sisters Country.

Chief Prior



Fire & Life Safety Division Report

December 2024

(statistics included are from the prior month)

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - 0
- CPR Training
 - 25
- Community AED
 - 0
- Blood Pressure Screenings
 - 10
- Wildfire Home Safety Assessments
 - 21
- Home Safety Assessments
 - 3
- Smoke Alarm Installations
 - 12
- Fire Station Tours
 - 1
- Special Events
 - 4 Firebusters Pizza Parties
- Address Signs
 - 6
- Child Safety Seats
 - 0

Public Event Permit Applications Review:

- Christmas Eve in the Park 12-24-2024
- Holiday Palooza 11-30-2024
- Sisters Folk Festival Camping – 9/26/2025 – 9/28/2025
- Big Ponderoo Camping at SOTH – 6/27/2025 – 6/29/2025

New Construction Plan Review:

- 317 W. Jefferson Ave.
- 353 W. Hood Ave.
- 451 S. Locust St.
- 451 S. Spruce St.
- 464 S. Elm St.
- 488 W. Hood Ave.
- Larch Commons West and East
- Lundgren Mill – residential over commercial
- 325 N. Fir St.
- 570 W. Three Peaks Dr.
- 620 W. Three Peaks Dr.
- 690 W. Three Peaks Dr.
- 222 N. Trinity Way (Cold Weather Shelter)

Alarm / Sprinkler Final:

- 0

Commercial Business Inspections:

- 592 N. Sisters Park Ct. Suite F
- 801 Hwy 20.
- 190 E. Cascade Ave.
- 392 E. Main Ave. Suite 4
- 250 W. Cascade Ave.
- 370 E. Cascade Ave.
- 222. N. Trinity Way
- 790 W. Barclay Dr.
- 635 N. Arrow Leaf Trail
- 1700 W. McKinney Butte Rd.
- 690 W. Three Peaks Dr.
- 392 E. Main Ave.
- 220 S. Ash St.
- 220 S. Ash St. Suite 1
- 220 S. Ash St. Suite 2

- 220 S. Ash St. Suite 3
- 220 S. Ash St. Suite A
- 220 S. Ash St. Suite 5
- 220 S. Ash St. Suite 6
- 220 S. Ash St. Suite 7
- 220 S. Ash St. Suite 8
- 220 S. Ash St. Suite 9
- 220 S. Ash St. Suite 10
- 220 S. Ash St. Suite 11

Other Fire Safety / Prevention / Pub Education Request:

- Information request
- Land Use request review
- Addressing review
- Knox-box lockups.
- Business License Review

Fire Investigations:

- 0

Outside Training & Events Attended:

- NFSA Fire Service Mains
- MFSA Understanding, Applying and Enforcing NFPA 25
- Sister Elementary School Firebusters Pizza Party (3 4th grade classes)
- Sister Elementary School Firebusters Pizza Party (5th grade)
- Sister Elementary School Firebusters Pizza Party (2nd grade)
- Black Butte School Firebusters Pizza Party and station Tour of 701

Meetings Attended:

- Sisters Country Wildfire Mitigation Group
- Jefferson County Defensible Space & CWPP meeting
- Officers Meeting
- Kiwanis Meeting
- City of Sisters Planning Commission Meeting for Defensible Space Code
- Fire Corps Meeting
- Board Meeting

- Jefferson County Board of Commissioners Meeting
- Staff Meeting