



AGENDA

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

June 16, 2026 – 9 a.m.

Zoom Link: <https://us06web.zoom.us/j/85320730085?pwd=5vDeMwHQtulXpgtVv5RneOFU0VjAnx.1>

1. Open the Budget Hearing
 - a. Receive any public comment.
 - b. Resolution 2025-2026-010 making appropriations, adopting the budget, and imposing/categorizing taxes.
 - c. Close the Budget Hearing.
2. Open Regular Meeting
3. Changes to the Agenda
4. Receive Public Comment
5. Receive Line Staff Comments
6. Consent agenda
 - a. Administrative Summary
 - b. Minutes of the May 19, 2026 Budget Committee Meeting
 - c. Minutes of the May 19, 2026 Regular Meeting
 - d. Dashboard report
 - e. Bank statements and reconciliations
 - f. Operating fund summaries
 - g. Balance sheets
 - h. Check register
 - i. Adjusting Journal Entries
 - j. Ambulance Receivables
 - k. Engine Response Report
 - l. Association Update – Association President Phil Drew
 - m. Updates to Old Business
 - i. Update on IOB billing policy
 - ii. Camp Sherman Shared Well Agreement
 - iii. Transfer of old Station 701 generator
 - iv. Ambulance Rates Review
 - v. Grants Status
7. Correspondence
 - a. Card from League of Oregon Cities
 - b. Card from Kevin Greig
8. President's Report
 - a. Reappoint Eric Miller to Budget Committee

The meeting location is accessible to persons with disabilities. A request for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Call 541-549-0771.

- b. Fire Chief Evaluation – July Meeting
 - c. Board Elections – July Meeting
- 9. Administration
 - a. Civil Service Draft Rule Changes
- 10. Fire Chief Report
- 11. Fire Marshal Report
- 12. Other business
- 13. Adjourn meeting



RESOLUTION 2025-2026-010

MAKING APPROPRIATIONS, ADOPTING THE BUDGET AND IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED that the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District hereby adopts the Budget for Fiscal Year 2026-2027 General Fund, Employment Reserve Fund, Building Reserve Fund, Equipment Reserve Fund, Debt Service Fund, and Association Special Fund in the amount of \$10,496,944*.

MAKING APPROPRIATIONS

General Fund

Administration	\$1,329,337
Operations	3,248,866
Maintenance	517,010
Volunteers	358,876
Contingency	540,409
Transfers	914,259
Unappropriated Ending Fund Balance	<u>1,718,838</u>
Total General Fund:	\$8,627,595

Equipment Reserve Fund

Capital Outlay	\$850,238
Reserved for Future Expenditure	<u>327,471</u>
Total Equipment Reserve Fund	\$1,177,709

Debt Service Fund

Debt Service	\$234,301
Unappropriated Ending Fund Balance	<u>42</u>
Total Debt Service Fund	\$234,343

Employment Reserve Fund

Reserved for Future Expenditure	\$18,601
PERS Reserve	0
Personnel & Separation Costs	59,500
Local Option Levy Carryover Reserve	<u>0</u>
Total Employment Reserve Fund	\$78,101

Association Special Fund

Materials & Services	\$77,629
Reserved for Future Expenditure	<u>107,871</u>
Total Association Special Fund	\$185,500

Building Reserve Fund

Materials & Services	\$92,550
Reserved for Future Expenditure	<u>101,146</u>
Total Building Reserve Fund	\$193,696

Total Appropriations, All Funds

\$8,222,975

Total Unappropriated and Reserve Amounts, All Funds

\$2,273,969

TOTAL ADOPTED BUDGET

\$10,496,944* (*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 hereby imposes the taxes provided for in the adopted budget:

1. Permanent rate per \$1,000 of assessed value of \$2.7317 for operations; and
2. Local Option Levy per \$1,000 of assessed value of \$0.7000 for operations; and
3. In the amount of \$244,064 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2026-2027 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

Local Option Levy Rate..... \$0.7000/\$1,000

General Obligation Bonds..... \$237,932

The above resolution statements were approved and declared adopted on this 16th day of June 2026.

Administrative Summary for Consent Agenda

April 2026 Data

Minutes – No changes.

Revenue & Expenditure Dashboard Report

- The target goal for this period is 92% of budgeted revenue and expenditures.
 - Actual revenue is at 99%.
 - Actual expenditures overall are at 85% of the budget. The Administration Department is at 85%; the Operations Department at 86%; the Maintenance Department at 87%; and the Volunteers Department at 69%.

Operations Overview Dashboard Report

- Chief Prior is working together with Captain Ast on transitioning our reports to NERIS in order to collect 2026 data. January data was extracted and Julie is working on determining if the data can be converted to our previous SOC Workbook. If it can, then she will work with Chief Prior and Captain Ast to pull the remaining months to date.

Bank Statements and Reconciliations

LGIP (Local Government Investment Pool)-General Fund

- Total sum of all funds balance with the bank and totals \$2,474,801.39 at the end of May. The interest rate remained at 4%.

LGIP –Debt Service Fund

- Total sum of funds in the debt service account balances with the bank and totals \$99,280.00.

U.S. Bank Operating

- Total sum of funds in the US Bank Operating Account balances with the bank and totals \$22,977.32.

Operating Fund Summaries

Revenue

- Overall tracking at 99% of the budget.
 - Current property taxes are at 96% of budget and prior taxes are at 116%.
 - Ambulance revenue is at 97% of budget.
 - Interest income is at 152% of budget.
 - Miscellaneous revenue is at 511% of budget.
- Overall tracking at 85% of budget as of the end of February
 - Personnel Services – 89% of budget.
 - Materials & Services – 73% of the budget.
 - Capital Outlay – 100% of the budget.

Balance Sheets

- I am working with Caselle on the accounts payable liability for \$214.00 to determine why it has not cleared.
- Payroll liability is due to a Paychex adjustment to board per diem checks. I am working to clear this.
- PERS liability is due to an employee IAP redirect.

- Insurance disability/liability balance is due to orthodontia pass-through.
- Miscellaneous liability is due to employee pass-through donations.

Check Register –

- Check number 18431 to Lehr. Voided due to vendor credit.
- Check number 18492 to Christiana Davis. Voided due to positive pay error. Check reissued under number 18537.
- Check number 18503 to MES Service Company LLC. This is for a new thermal imager camera and accessories.
- Check number 18536 to Braun NW, Inc. This is the payment for the new replacement ambulance 776.
- Check number 18540 to AFLAC. This is the monthly employee pass-through payment for AFLAC insurance for April and May.

Adjusting Journal Entries

- Entry for ambulance receivable to actual.
- Entry for annual transfer to the Equipment Reserve Fund.
- Entry for transfer from Equipment Reserve Fund for payment of replacement ambulance 776.
- Entry for transfer from Employment Reserve for Chief Craig's separation expenses.

Ambulance Report - Total of 68 transports for May. The total ending ambulance receivable of \$290,307.52 is reconciled to the General Fund balance sheet.

Engine Response Report – No new payments or charges for May.



AGENDA

Minutes of the Budget Committee of the Sisters-Camp Sherman Rural Fire Protection District May 19, 2026

1. Board President Kristie Miller called the meeting to order at 2:03 p.m.9 a.m.
 - a. Directors attending: President Kristie Miller, Vice President Jack McGowan, Secretary Jeff Tryens, and Treasurer Tom Herrmann. Directors absent: Director Craig Matthews.
 - b. Budget Committee members attending: Eric Miller, Andy Clark, Molly Zarnick, Joel Palunuk (via Zoom 0914), and Daly Haasch (via Zoom 0913-1052).
 - c. Staff/Volunteers attending: Fire Chief Tony Prior, Community Risk Specialist Steven Lord, Fire Marshal Jeff Puller, Finance Manager Julie Spor, and Shift Commander Jeremy Ast.
2. President Miller asked those in attendance to introduce themselves.
3. President Miller asked for nominations for Presiding Officer. ***Unanimously approved the appointment of Andy Clark as the Presiding Officer for the Budget Committee Meeting. Motion by Director Tom Herrmann, Director Jack McGowan second. Director Kristie Miller aye, Director Jack McGowan aye, Director Tom Herrmann aye, Director Jeff Tryens aye, Committee Member Clark aye, Committee Member Eric Miller aye, and Committee Member Molly Zarnick aye. Committee Members Palanuk and Haasch were not online via Zoom yet for this vote.***
4. 2026-2027 Budget Presentation: Fire Chief Tony Prior acknowledged Finance Manager Spor for all the work put into preparing this proposed budget and presentation.
 - a. Finance Manager Spor and Chief Prior provided a 2025/26 Budget Presentation including an overview of the budget process, how the budget is organized, key economic factors, future projections, PERS update, revenues, expenditures, significant budget items, strategic planning and goals, and an overview of reserve funds. Finance Manager Spor also reviewed each departmental budget highlighting significant changes in specific line items.
 - i. Questions/Comments on presentation:
 1. Director Tryens asked for some explanation on the actual increase of taxable assessed value increase and how it has declined over the past few years. Finance Manager Spor explained that it is a lot of factors. The Assessor provides a base increase and then adds new construction, any legislative changes, taxpayer bankruptcy, large accounts added (The Lodge for instance wasn't on the tax rolls for approximately five years and caught up during 23/24 I believe). Chief Prior added that the 4.9%

- projection this year is not including the new legislation that passed this year, which will reassess rural properties to include the house and ten acres versus the house and five acres that was previously assessed.
2. Director Miller inquired if the 96% collection rate is the standard collection rate the District uses. Finance Manager Spor said it is typically the rate we assume, however, during COVID, the District opted for a more conservative number and assumed 94%.
 3. Committee Member Zarnick asked what the disbursement schedule is for property taxes. Finance Manager Spor said the bulk of taxes come in November each year. If property owners opt for the three-payment option, then the District will see larger lump-sum payments in November, February, and May.
 4. Director Tryens inquired if the local option levy fails, will the budget committee need to be reconvened to approve a separate budget. Finance Manager Spor said that staff did not prepare two separate budgets, however, they will need to make adjustments to the budget that is being reviewed today if the levy fails. Those changes may be able to be made without the need to reconvene a committee, however, it is possible a supplemental budget may need to be adopted in the future.
 5. Chief Prior notified the Board that staff received word from the Oregon State Fire Marshal that the District was not successful in receiving the \$35,000 summer staffing grant. Staff did add \$60,000 to the levy request for enhanced staffing, so will plan to use a portion of this to supplement the summer staffing program this year if the levy is successful.
 6. Committee Member Clark asked if the Equipment Reserve Fund transfer was increased significantly this year, and whether this transfer includes money for a ladder truck. Finance Manager Spor explained that the transfer amount fluctuates based on the Fleet and Equipment Replacement Plan, which sets a base transfer. Additional equipment needs including grants could add to the base transfer as is the case this year. Director McGowan recognized the staff for work on cost-saving measures implemented this year in regards to equipment including purchasing new chassis for multiple vehicles rather than entire units saving the District approximately \$100,000 per unit.
 7. Committee member Molly Zarnick asked how close we are to the target ending fund balance at the end of each fiscal year. Finance Manager Spor said we typically finish the fiscal year with more revenue than anticipated – providing a larger ending fund balance than budgeted. We are conservative in our revenue projections generally and we typically spend less than we budget, so that creates a larger ending fund balance.
 8. Director Tryens asked Chief Prior to explain what Standards of Coverage is. Chief Prior stated that it measures how we do our job at emergency

response. It provides goals and benchmarks for how we staff emergency calls, how quickly we respond to emergency calls in different areas of the District, etc.

9. Director Tryens mentioned his surprise at the large cost some agencies incur with separation of employees and inquired if we are seeing the same thing in the fire service. Finance Manager Spor stated that we have controls in place to prevent large payouts including caps on the amount of vacation which can be incurred and carried annually. The cap is set at 360 hours. In addition, the District does not payout for accrued sick leave. She also stated the separation line item is minimally funded at this time, but staff is working to build that back up to be more strategic about future separations.
 10. Director McGowan inquired if the \$80,000 upfront payment for the ATV includes the trailer. Chief Prior indicated it is. Finance Manager Spor added the grant was \$100,000 and the Association took care of the cost share for that.
 11. Committee member Molly Zarnick asked if the Chief can backfill employees being out on injury with either resident volunteers or contractors such as traveling nurses do. Chief Prior said if it will be a long-term absence, we can hire a temporary employee. The goal is to stay within budget on overtime per Chief Prior.
 12. Committee member Andy Clark inquired about how Flat Fire or other big fires impact the operating budget. Chief Prior stated we have upfront costs for staffing for conflagrations, however we budget for those. Most costs related to conflagrations are reimbursed by the Oregon State Fire Marshal's Office.
 13. Director Herrmann asked if we pay other agencies when we request a move-up. Chief Prior said no, those are part of our intergovernmental agreements or mutual aid agreements with those agencies.
 14. Director Tryens inquired if the Tier 1/Tier 2 employees fall out of the PERS system, will that help the overall system. Chief Prior and Finance Manager Spor indicated that as long as they are collecting retirement, they will be a part of the equation to calculate rates, but it will help eventually.
- ii. Questions/Comments on Significant Budget Items:
1. Committee member Molly Zarnick asked when the District will see money from the levy if it passes. Finance Manager Spor indicated it would come starting in November 2026. Chief Prior added that we intend to hire staff starting in September, and Finance Manager Spor said that is what the operating cash at the beginning of the fiscal year is for and that staff will hold off on large purchases/projects until after taxes start to come in.

Director Tryens added the District has the authority to spend that money prior to the tax revenue coming in.

2. Budget committee member Miller asked if the District plans to fill the deputy chief position that was vacated when Chief Craig moved to Redmond. Chief Prior said yes. He is working through an analysis to determine if it will be a deputy chief or a battalion chief position.
 3. Budget committee member Zarnick asked if the uniforms and personal protective gear within the operations department covers volunteers or just career personnel. Finance Manager Spor said the personal protective gear line item covers all personnel and the uniform line item is just for career personnel in this department.
 4. Budget committee member Miller asked if the District plans to hire the current part-time employee in the mechanic position for the full-time mechanic position. Chief Prior said that is the hope.
 5. Finance Manager Spor said the cleaning staff previously included a small amount of salary for the resident volunteers to be hired to clean the community hall after it's used. That program wasn't working out well, so the Chief agreed to increase the resident volunteer reimbursement, remove the hired-out cleaning contract and require the resident volunteers to clean the community hall on their shift.
 6. Director McGowan inquired if the District has a wear and tear fee on the community hall. Finance Manager Spor said we do collect user fees from most users of the community hall. The District sets aside funds in the Building Reserve Fund for maintenance and upkeep items for all facilities.
 7. Director Tryens asked if the department uses drones. Chief Prior said the District does own one drone. Captain Ast is licensed to operate one. Traditionally the drone was used for training purposes and not for operational purposes.
 8. Director Tryens asked if we ever hire just an EMT or just a firefighter. Chief Prior indicated that the general model in Central Oregon is dual role – firefighter/paramedics. Bend, Redmond, some of the other larger agencies do have single role employees. He also asked if the Chief could describe the difference between an EMT and a paramedic. Chief Prior stated a paramedic is the highest level of pre-hospital care and can perform advanced life support procedures where EMT's can handle only basic life support procedures.
5. Public comment – none.
 6. Presiding Officer Andy Clark asked for a motion to approve the proposed budget document, but also asked what the committee's responsibility is if the local option levy is unsuccessful. Finance Manager Spor indicated the budget will be amended if needed. ***Unanimously approved the Proposed Budget document as presented, and approve the taxes for Fiscal Year 2026/2027 at the rate of \$2.7317 per \$1,000 of assessed value for operating purposes, \$0.70 per thousand***

for local option levy taxes, and \$244,064 for payment of general obligation bond principal and interest. Motion by Director Herrmann, Director McGowan second. Director Kristie Miller aye, Director Jack McGowan aye, Director Tom Herrmann aye, Director Jeff Tryens aye, Budget Committee Member Andy Clark aye, Budget Committee Member Eric Miller aye, Budget Committee Member Molly Zarnick aye, and Budget Committee Member Daly Haasch aye. Director Craig Matthews was absent and did not vote. Budget Committee Member Joel Palanuk left the meeting early for a prior commitment and did not vote.

7. Other business:
 - a. Director Jack McGowan invited all budget committee members to attend any of the regular board meetings that are held monthly on the third Tuesday at 9 a.m. at Station 701.
 - b. Director Jack McGowan also invited all in attendance to the Local Option Levy Campaign Thank You part on Friday at 2 p.m. in the Community Hall.
8. No further business was discussed and President Miller adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Julie Spor, Clerk of the Board



AGENDA

**Minutes of the Regular Meeting of the Board of Directors of the
Sisters-Camp Sherman Rural Fire Protection District
May 19, 2026**

1. Call to Order:
 - a. Board President Kristie Miller called the meeting to order at 11:29 a.m.
 - i. Directors attending: President Kristie Miller, Vice President Jack McGowan, Secretary Jeff Tryens, and Treasurer Tom Herrmann. Directors absent: Director Craig Matthews.
 - ii. Staff/Volunteers attending: Fire Chief Tony Prior, Community Risk Specialist Steven Lord, Fire Marshal Jeff Puller, Finance Manager Julie Spor, and Shift Commander Jeremy Ast.
2. Changes to the Agenda: There were no changes to the published agenda.
3. Public Comments: There were no public comments.
4. Line Staff Comments: Captain Ast stated he is looking forward to a successful levy.
5. Consent Agenda: ***Unanimously approved the Consent Agenda as presented. Motion by Director Herrmann, Director McGowan second. Miller aye, McGowan aye, Herrmann aye, and Tryens aye.***
 - a. Administrative Summary. No questions or comments.
 - b. Minutes of the April 21, 2026 Regular Meeting. No questions or comments.
 - c. Dashboard Report. Director Tryens asked for an update on the status of the Operations dashboard. Chief Prior responded that staff is still working through implementation of the new reporting platform and pulling data. Finance Manager Spor added that we successfully pulled January data, and she will be working through determining whether or not the data will fit the previous reporting template.
 - d. Bank Statements and Reconciliations. Director Tryens asked if there is a bank with better interest rates than US Bank. Finance Manager Spor responded the bulk of the District's money is held in the Local Government Investment Pool, which has decent rates. The District only holds money in US Bank for short periods as checks are written.
 - e. Operating Fund Summaries. No questions or comments.
 - f. Balance Sheets. No questions or comments.
 - g. Check Register. No questions or comments.
 - h. Adjusting Journal Entries. No questions or comments.
 - i. Ambulance Receivables. No questions or comments.
 - j. Engine Response Report. No questions or comments.

- k. Association Update. No questions or comments.
- I. Updates to Old Business.
 - i. IOB Billing Policy – no update.
 - ii. Camp Sherman Well Agreement – may need to hire a surveyor to survey the land/location of the well in order to move this forward.
 - iii. Transfer of Generator. Old generator will be delivered to Redmond this week. Will pickup new generator for Station 704 this week and will be stored at Station 704 until we can fund install after July 1.
 - 1. Director Tryens inquired if Avion Water Company was going to provide a generator for Whychus Estates since water was an issue during the Flat Fire. Chief Prior and Fire Marshal Puller reported they don't believe so. Director Tryens asked if the water supply issue last year is a risk for the department and Chief Prior responded yes. Community Risk Specialist Lord added that Ben Duda with Deschutes County Emergency Management is working to identify ponds in the area that emergency services could draft from in the event of another water outage.
 - iv. Ambulance Rates Review. Chief Prior stated his goal will be to provide an Ordinance for review next month.
 - v. Grants status. No update.
- 6. Correspondence: Finance Manager Spor reviewed a card from Ellen, a card from Dulcy Pierce, and an email from Lawrence McKinley.
- 7. President's Report:
 - a. PAC Update.
 - i. Jack McGowan thanked his partner, Jeff Tryens. He also expressed gratitude to The Nugget. He stated he felt that Jim Cornelius handled the campaign beautifully. A thank you card was sent to The Nugget.
 - ii. Jeff Tryens provided an update on how the PAC operated. He expressed gratitude to Vince at the Oregon Secretary of State's Office. The PAC received \$6,100 in contributions and spent about \$5,400. He reported we legally don't have to close the PAC; however, he will close the bank account.
 - iii. Jack McGowan said it has been a good team. He reported he and Craig Matthews will take all large campaign signs down on Thursday after the election. They will be stored at Station 701. If you see a sign, pick it up and bring it to Station 701.
 - iv. Jeff Tryens recommended the Board Chair and the Fire Chief send a letter to the editor thanking the community for support and advising the community they can drop their signs at Station 701.
 - v. Chief Prior thanked the PAC. He stated they did a phenomenal job with a tremendous amount of time dedicated. President Miller added she felt the campaign was very professional.
 - b. Fire Chief evaluation is coming up. Director McGowan offered to take the lead with President Miller being out of service likely in June and July. He will work with Finance Manager Spor to gain clarity on the process.

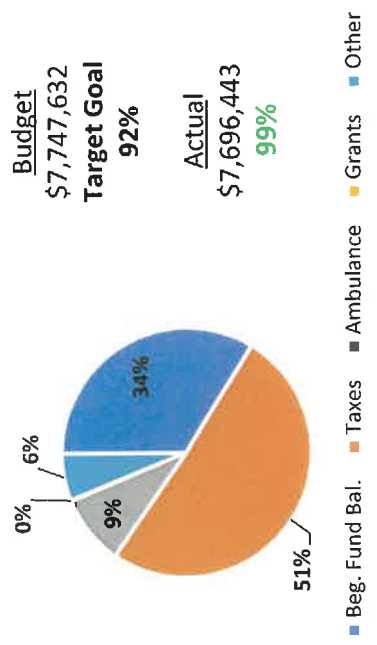
8. Administration:
 - a. Finance Manager Spor has nominated Captains Myers and Wellington for a Distinguished Volunteer Service Award. The nomination was provided in the board packet. ***Unanimously approved Captain Doug Myers and Captain David Wellington for the Distinguished Volunteer Service Award. Motion by Director McGowan, Director Herrmann second. Miller aye, McGowan aye, Herrmann aye, and Tryens aye.*** Finance Manager Spor will work with staff to purchase the plaques and with both Captains to arrange for a meaningful dedication ceremony.
9. Fire Chief Report: Chief Prior reviewed the Fire Chief report and highlighted the following items:
 - a. Crews responded to assisted with two fires last month.
 - b. Changes have been implemented for emergency response operations related to plain speech communications.
 - c. The new engine is on the way to Oregon and the new ambulance arrived Friday. We will schedule a push-in ceremony at a later date.
 - d. Thanked Finance Manager Spor for her work on the budget document.
 - e. Thanked the Fire Corps for the 33 wildfire home safety assessments completed last month.
 - f. Working to get a meeting scheduled with the Civil Service Commission, but experiencing some challenges with schedules.
 - g. Looking at options for deputy chief versus battalion chief positions to fill the vacancy left by Chief Craig. Leadership ICC team will meet tomorrow.
 - h. We will regroup if the levy is unsuccessful and come up with some new strategies.
10. Fire Safety Manager Report: Fire Marshal Puller reviewed his Fire and Life Safety Division Report and highlighted the following items:
 - a. Approximately six Fire Corps members who were previous educators assisted with Team Teaching.
 - b. Attended the WPAC meeting with Oregon State Fire Marshal's Office.
 - c. Presented at League of Oregon Cities spring conference and it was well attended.
 - d. Community Risk Specialist Lord took the P101 Fire Prevention Education class.
 - e. Volunteers and crews attended Career Day at area schools and spent three hours with students.
 - f. Had a phenomenal trip to IBHS and will provide a detailed update next month.
11. No further business was discussed and President Miller adjourned the meeting at 12:24 p.m.

Respectfully submitted,

Julie Spor, Clerk of the Board

REVENUE & EXPENDITURE OVERVIEW - AS OF MAY 31, 2026

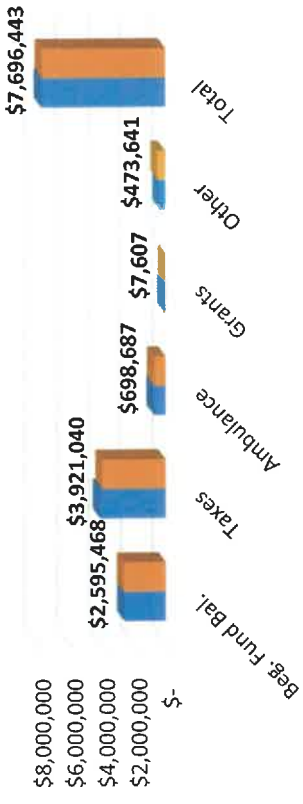
25/26 Actual Revenue as % of Budget



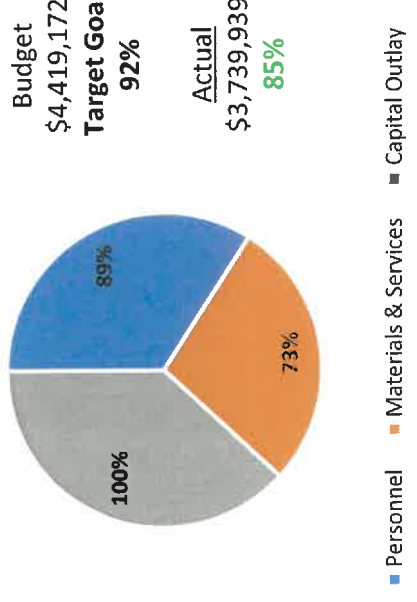
Budget
\$7,747,632
Target Goal
92%

Actual
\$7,696,443
99%

Budget vs. Actual Revenue - Year to Date



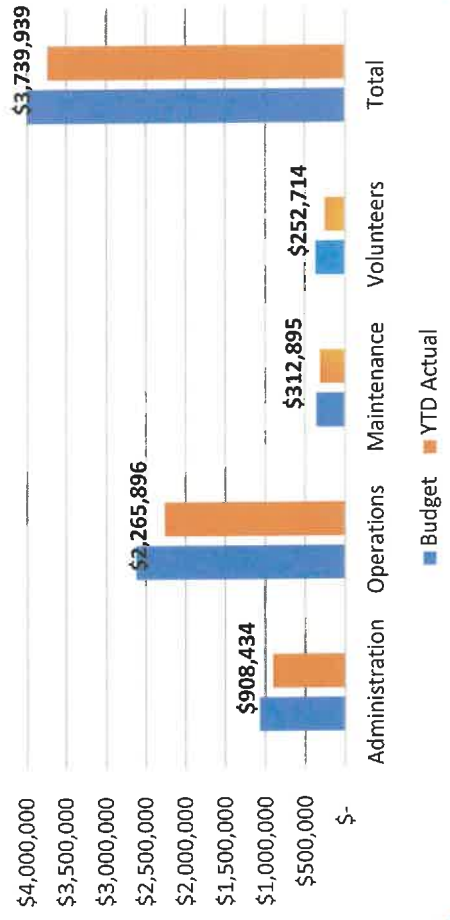
25/26 Expenditures as % of Budget



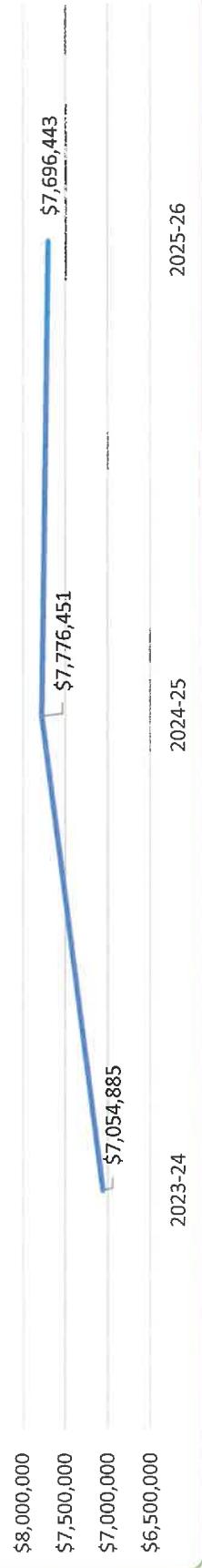
Budget
\$4,419,172
Target Goal
92%

Actual
\$3,739,939
85%

Budget vs. Actual Expenditures - Year to Date



Total Revenue - 3 Years - As of End of May



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Account: 10001081

Bank Account Number: 169700958849

Bank Statement Balance:	125,977.99	Book Balance Previous Month:	65,719.37
Outstanding Deposits:	28.53	Total Receipts:	516,768.15
Outstanding Checks:	103,029.20	Total Disbursements:	559,510.20
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	22,977.32	Book Balance:	22,977.32

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
118	28.53						
Grand Totals:							28.53

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	28,493.63	2	20,103.42	17212	1,070.14	17727	25.00
18115	56.94	18121	159.55	18276	55.00	18436	400.00
18467	155.90	18481	36.89	18497	350.00	18502	400.00
18518	29.47	18534	498.36	18538	728.85	18539	81.64
18540	929.82	18541	48.99	18542	61.93	18543	163.85
18544	781.91	18545	1,566.79	18546	62.12	18547	446.10
18548	500.00	18549	860.00	18550	900.00	18551	2,352.50
18552	1,250.00	18553	400.00	18554	339.35	18555	40.69
18556	2,351.26	18557	60.00	18558	400.00	18559	79.36
18560	2,753.47	18561	400.00	18562	630.00	18563	464.06
18564	125.00	18565	71.92	18566	32.00	18567	188.00
18568	600.00	18569	40.00	18570	23,841.84	18571	177.00
18572	1,726.79	18573	253.90	18574	150.00	18575	102.00
18576	250.50	18577	650.00	18578	1,400.00	18579	3,133.26
18580	400.00						
Grand Totals:							103,629.20

Bank Adjustments Section

Book Adjustments Section

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

000638185122295 P 2



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:
May 1, 2026
through
May 31, 2026



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To Contact U.S. Bank

Commercial Customer

Service: 877-295-2509

U.S. Bank accepts Relay Calls

Internet: usbank.com

MUNICIPAL INVESTOR CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-697-0095-8849

Account Summary

	# Items	\$			
Beginning Balance on May 1		\$ 112,987.88	Annual Percentage Yield Earned		0.09%
Customer Deposits	1	698.20	Account Interest Rate*		0.09%
Other Deposits	58	517,788.61	Interest Earned this Period	\$	11.07
Other Withdrawals	11	195,244.11-	Interest Paid this Year	\$	68.18
Checks Paid	57	310,252.59-	Number of Days in Statement Period		31
Ending Balance on May 31, 2026		\$ 125,977.99	*The Account Interest Rate reflects the rate your account is earning as of the statement end date. The Annual Percentage Yield Earned is a blend of all the rates (including bonus rates) earned on your account during this statement period.		

Customer Deposits

Number	Date	Ref Number	Amount
	May 13	8653409250	698.20

Total Customer Deposits \$ 698.20

Other Deposits

Date	Description of Transaction	Ref Number	Amount
May 1	Electronic Deposit REF=261200156196010N00	From STRIPE 1800948598TRANSFER ST-A2K0L1Q7M9K7	\$ 28.53
May 1	Electronic Deposit REF=261200070468870Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	606.65
May 6	Electronic Deposit REF=261250185735790N00	From iStream 00048999914899991	882.89
May 6	Electronic Deposit REF=261250114196790Y00	From MERCHANT SERVICE 1841010148MERCH DEP 8043769960	1,072.00
May 6	Electronic Deposit REF=261250165089140N00	From CIGNA EDGE TRANS 7026944582HCCLAIMPMT601701289727	1,110.99
May 7	Electronic Deposit REF=261250157010600N00	From PacificSource 3562420416CREDIT 3077581	311.42
May 7	Electronic Deposit REF=261250092938480N00	From AETNA AS01 1066033492HCCLAIMPMT1245231760	911.54
May 7	Electronic Deposit REF=261250157014990N00	From PacificSource 5930245545CREDIT 3077581	1,776.00
May 7	Electronic Deposit REF=261260040333050Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	2,014.36
May 7	Electronic Deposit REF=261250157022000N00	From PacificSource 2930245545CREDIT 3077581	7,493.99
May 8	Electronic Deposit REF=261270152022670N00	From STRIPE 4270465600TRANSFER ST-U2I2C4N5S6H0	96.60
May 8	Electronic Deposit REF=261270081065800Y00	From NORIDIAN WAORAK 9262326076HCCLAIMPMT1245231760	549.64

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Account: 70001030

Bank Account Number: 153695237351

Bank Statement Balance:	99,280.00	Book Balance Previous Month:	97,517.09
Outstanding Deposits:	.00	Total Receipts:	1,762.91
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	99,280.00	Book Balance:	99,280.00

Outstanding Deposits Section

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments



Account Statement - Transaction Summary

For the Month Ending **May 31, 2026**

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

Oregon LGIP		Asset Summary	
		May 31, 2026	April 30, 2026
Opening Balance	97,517.09		97,517.09
Purchases	1,762.91	99,280.00	
Redemptions	0.00		
Total		\$99,280.00	\$97,517.09

Closing Balance	\$99,280.00
Dividends	335.67



Account Statement - Transaction Summary

For the Month Ending May 31, 2026

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

Oregon LGIP	
Opening Balance	2,898,529.92
Purchases	35,972.02
Redemptions	(459,700.55)

Closing Balance	\$2,474,801.39
Dividends	9,289.18

Asset Summary		
	May 31, 2026	April 30, 2026
Oregon LGIP	2,474,801.39	2,898,529.92
Total	\$2,474,801.39	\$2,898,529.92

LEIP 2,223,919.68 +
Compensation 38,322.6 +
Building 105,024.82 +
Equipment 107,534.29 +
 2,474,801.39 *
Bob Street

0.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1-00-0-1070 LGIP Acct #4374					
		04/30/2026 (04/26) Balance	.00 *	.00 *	2,612,649.21
CR	4	Deschutes County Property Tax Collection 2025-13	24,727.45		
CR	8	Jefferson County Property Tax Collection 2025-13	1,955.39		
CR	13	LGIP ACH Redemption Fees		.10-	
CR	15	Accrual Income Div. Reinvestment	9,289.18		
CRUS	16	Transfer from LGIP to Checking for 776 Payment.		259,700.45-	
CRUS	19	Transfer from LGIP to checking - payroll		200,000.00-	
JE	6	Annual Transfer to Equipment Reserve Fund		235,000.00-	
JE	9	Transfer from Equipment Reserve for Amb 776 Repla	269,999.00		
		05/31/2026 (05/26) Period Totals and Balance	305,971.02 *	694,700.55- *	2,223,919.68
Number of transactions: 8 Number of accounts: 1			Debit	Credit	Proof
Total GENERAL FUND:			305,971.02	694,700.55-	388,729.53-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
2-00-0-1070 Empl Fund					
	04/30/2026 (04/26)	Balance	.00 *	.00 *	38,322.60
	05/31/2026 (05/26)	Period Totals and Balance	.00 *	.00 *	38,322.60

Number of transactions: 0 Number of accounts: 1

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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3-00-0-1070 Bldg Fund					
		04/30/2026 (04/26) Balance	.00 *	.00 *	105,024.82
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	105,024.82

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					
		04/30/2026 (04/26) Balance	.00 *	.00 *	142,533.29
JE	7	Annual Transfer to Equipment Reserve Fund	235,000.00		
JE	8	Transfer from Equipment Reserve for Amb 776 Repla		269,999.00-	
		05/31/2026 (05/26) Period Totals and Balance	235,000.00 *	269,999.00- *	107,534.29
Number of transactions: 2 Number of accounts: 1			Debit	Credit	Proof
Total EQUIPMENT RESERVE FUND:			235,000.00	269,999.00-	34,999.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
5-00-0-1075 Technology Reserve Fund					
	04/30/2026 (04/26)	Balance	.00 *	.00 *	.00
	05/31/2026 (05/26)	Period Totals and Balance	.00 *	.00 *	.00

Number of transactions: 0	Number of accounts: 1	Debit	Credit	Proof
Total TECHNOLOGY RESERVE FUND:		.00	.00	.00

Number of transactions: 10	Number of accounts: 5	Debit	Credit	Proof
Grand Totals:		540,971.02	964,699.55-	423,728.53-

Account Number	Account Title	2024-25	Current Period Actual	Current YTD Actual	2025-26	Bal Remaining +/-	% Collected (Target 92%)
		Prior YTD Actual			Current Year Budget		
GENERAL FUND							
1-01-0-40100	Property Taxes-Current	19,247.92	24,389.32	3,863,178.22	4,038,407.00	175,228.78-	96%
1-01-0-40200	Property Taxes-Prior	2,519.93	2,253.24	57,861.39	50,000.00	7,861.39	116%
1-01-0-41100	Ambulance Revenue	50,742.36	65,440.47	657,857.28	675,000.00	17,142.72-	97%
1-01-0-41110	GEMT Ambulance Revenu	.00	.00	40,830.00	50,000.00	9,170.00-	82%
1-01-0-41200	Other Fees for Service	745.00	825.00	17,667.19	16,494.00	1,173.19	107%
1-01-0-42100	Fire Med Subscriptions	1,462.50	.00	10,046.31	14,000.00	3,953.69-	72%
1-01-0-43100	Interest Income	15,172.51	9,340.53	113,928.83	75,000.00	38,928.83	152%
1-01-0-44100	Grant Revenue	35,000.00	.00	7,607.00	38,500.00	30,893.00-	20%
1-01-0-44200	Donations Received	21,500.00	224.28	102,329.08	50,000.00	52,329.08	205%
1-01-0-44300	Conflagration Income	.00	.00	174,776.84	168,000.00	6,776.84	104%
1-01-0-45000	Misc Revenue	960.36	391.19	54,892.79	10,750.00	44,142.79	511%
1-01-0-49990	Beginning Working Capital	.00	.00	2,595,468.19	2,561,481.00	33,987.19	101%
Total GENERAL FUND REVENUE:		147,350.58	102,864.03	7,696,443.12	7,747,632.00	51,188.88-	99%
GENERAL FUND Revenue Total:		147,350.58	102,864.03	7,696,443.12	7,747,632.00	51,188.88-	99%
Net Total GENERAL FUND:		147,350.58	102,864.03	7,696,443.12	7,747,632.00	51,188.88-	99%

Account Number	Account Title	2024-25		2025-26		Variance	% of Budget (Target 92%)
		Prior YTD Actual	Current Period Actual	Current YTD Actual	Current Year Budget		
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	615,621.41	52,951.53	671,998.45	743,250.00	71,251.55	90%
	Total OPERATIONS DEPARTMENT:	1,975,144.37	162,709.36	2,097,830.43	2,352,674.00	254,843.57	89%
	Total MAINTENANCE DEPARTMENT:	13,559.91	3,370.75	18,884.50	24,933.00	6,048.50	76%
	Total VOLUNTEERS DEPARTMENT:	12,267.08	.00	11,854.52	20,095.00	8,240.48	59%
	GENERAL FUND Expenditure Total:	2,616,592.77	219,031.64	2,800,567.90	3,140,952.00	340,384.10	89%
	Net Total GENERAL FUND:	2,616,592.77-	219,031.64-	2,800,567.90-	3,140,952.00-	340,384.10-	89%
	Net Grand Totals:	2,616,592.77-	219,031.64-	2,800,567.90-	3,140,952.00-	340,384.10-	89%

Account Number	Account Title	2024-25		Current YTD Actual	2025-26 Cur Year Budget	Variance	% of Budget (Target 92%)
		Prior YTD Actual	Current Period Actual				
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	203,944.21	12,892.46	226,935.94	318,449.00	91,513.06	71%
	Total OPERATIONS DEPARTMENT:	147,782.27	10,647.58	153,065.35	253,696.00	100,630.65	60%
	Total MAINTENANCE DEPARTMENT:	279,488.05	26,264.56	294,010.54	334,729.00	40,718.46	88%
	Total VOLUNTEERS DEPARTMENT:	175,977.91	20,670.81	240,859.09	346,846.00	105,986.91	69%
	GENERAL FUND Expenditure Total:	807,192.44	70,475.41	914,870.92	1,253,720.00	338,849.08	73%
	Net Total GENERAL FUND:	807,192.44-	70,475.41-	914,870.92-	1,253,720.00-	338,849.08-	73%
	Net Grand Totals:	807,192.44-	70,475.41-	914,870.92-	1,253,720.00-	338,849.08-	73%

Account Number	Account Title	2024-25	Current Period Actual	Current YTD Actual	2025-26	Variance	% of Budget (Target 92%)
		Prior YTD Actual			Current Year Budget		
GENERAL FUND							
	Total ADMINISTRATION DEPARTMENT:	9,969.39	.00	9,500.00	9,500.00	.00	100%
	Total OPERATIONS DEPARTMENT:	.00	.00	15,000.00	15,000.00	.00	100%
	Total MAINTENANCE DEPARTMENT:	2,920.00	.00	.00	.00	.00	.00
	GENERAL FUND Expenditure Total:	12,889.39	.00	24,500.00	24,500.00	.00	100%
	Net Total GENERAL FUND:	12,889.39-	.00	24,500.00-	24,500.00-	.00	100%
	Net Grand Totals:	12,889.39-	.00	24,500.00-	24,500.00-	.00	100%

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2026

GENERAL FUND

ASSETS

1-00-0-1070	LGIP ACCT #4374	2,223,919.68	
1-00-0-1081	US BANK OPERATING ACCT 2022	22,977.32	
1-00-0-1099	PETTY CASH	323.66	
1-00-0-1100	ACCOUNTS RECEIVABLE	.01	
1-00-0-1103	NOTE RECEIVABLE	(25,000.00)	
1-00-0-1120	AMBULANCE RECEIVABLES	290,307.52	
1-00-0-1160	ALLOWANCE FOR UNCOLLECTIBLE AM	(145,315.97)	
1-00-0-1450	PROPERTY TAXES RECEIVABLE	78,024.89	
TOTAL ASSETS			2,445,237.11

LIABILITIES AND EQUITY

LIABILITIES

1-00-0-2000	ACCOUNTS PAYABLE	(214.00)	
1-00-0-2100	PAYROLL WAGES PAYABLE	(.28)	
1-00-0-2150	PERS LIABILITY	88.57	
1-00-0-2160	INSURANCE/DISABILITY LIABILITY	(30.49)	
1-00-0-2180	MISCELLANEOUS LIABILITY	1,297.32	
1-00-0-2250	DEFERRED REVENUE	54,483.69	
TOTAL LIABILITIES			55,624.81

FUND EQUITY

1-00-0-3190	CURRENT YEAR APPROPRIATION	(7,747,632.00)	
UNAPPROPRIATED FUND BALANCE:			
1-00-0-3900	RETAINED EARNINGS	7,746,081.00	
	REVENUE OVER EXPENDITURES - YTD	2,391,163.30	
BALANCE - CURRENT DATE		10,137,244.30	
TOTAL FUND EQUITY			2,389,612.30
TOTAL LIABILITIES AND EQUITY			2,445,237.11

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2026

EMPLOYMENT RESERVE FUND

ASSETS

2-00-0-1070	EMPL FUND	38,322.60	
	TOTAL ASSETS	38,322.60	38,322.60

LIABILITIES AND EQUITY

FUND EQUITY

2-00-0-3120	EMPLOYMENT RESERVE	(1,295,238.00)	
UNAPPROPRIATED FUND BALANCE:			
2-00-0-3900	RETAINED EARNINGS	1,295,238.00	
	REVENUE OVER EXPENDITURES - YTD	38,322.60	
	BALANCE - CURRENT DATE	1,333,560.60	
	TOTAL FUND EQUITY		38,322.60
	TOTAL LIABILITIES AND EQUITY		38,322.60

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2026

BUILDING RESERVE FUND

ASSETS

3-00-0-1070	BLDG FUND	105,024.82	
	TOTAL ASSETS		<u>105,024.82</u>

LIABILITIES AND EQUITY

FUND EQUITY

3-00-0-3120	BUILDING RESERVE	(377,672.00)	
	UNAPPROPRIATED FUND BALANCE:		
3-00-0-3900	RETAINED EARNINGS	377,672.00	
	REVENUE OVER EXPENDITURES - YTD	<u>105,024.82</u>	
	BALANCE - CURRENT DATE	<u>482,696.82</u>	
	TOTAL FUND EQUITY		<u>105,024.82</u>
	TOTAL LIABILITIES AND EQUITY		<u>105,024.82</u>

SISTERS-CAMP SHERMAN
BALANCE SHEET
MAY 31, 2026

EQUIPMENT RESERVE FUND

ASSETS

4-00-0-1070	EQUIPMENT FUND	107,534.29	
4-00-0-1440	PREPAID EXPENDITURES	785,635.00	
	TOTAL ASSETS		893,169.29

LIABILITIES AND EQUITY

FUND EQUITY

4-00-0-3120	EQUIPMENT RESERVE	(682,190.00)	
	UNAPPROPRIATED FUND BALANCE:		
4-00-0-3900	RETAINED EARNINGS	682,190.00	
	REVENUE OVER EXPENDITURES - YTD	893,169.29	
	BALANCE - CURRENT DATE	1,575,359.29	
	TOTAL FUND EQUITY		893,169.29
	TOTAL LIABILITIES AND EQUITY		893,169.29

SISTERS-CAMP SHERMAN
 BALANCE SHEET
 MAY 31, 2026

DEBT SERVICE FUND

ASSETS

7-00-0-1030	BOND TAX REVENUE LGIP	99,280.00	
7-00-0-1450	PROPERTY TAXES RECEIVABLE	5,106.70	
	TOTAL ASSETS		<u>104,386.70</u>

LIABILITIES AND EQUITY

LIABILITIES

7-00-0-2250	DEFERRED REVENUE	3,916.72	
	TOTAL LIABILITIES		3,916.72

FUND EQUITY

7-00-0-3120	DEBT SERVICE FUND	(320,797.00)	
	UNAPPROPRIATED FUND BALANCE:		
7-00-0-3900	RETAINED EARNINGS	320,913.00	
	REVENUE OVER EXPENDITURES - YTD	100,353.98	
	BALANCE - CURRENT DATE	421,266.98	
	TOTAL FUND EQUITY		<u>100,469.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>104,386.70</u>

Check Register - May 2026

Date	Check No.	Payee	Description	Check Amt
5/29/2026	18431	LEHR	Install Whelen Red/Blue/White Lights - Craig	\$ (132.60) V
5/8/2026	18487	Ahava Health	Medical physicals - Davis	\$ 764.00
5/8/2026	18488	Caselle, Inc.	Contract support charges 06/01/2026-06/30/2026	\$ 674.00
5/8/2026	18489	CEC, INC	electric - Elm Street - 8301597300	\$ 1,662.30
5/8/2026	18489	CEC, INC	electric - buffalo 5407011100	\$ 255.11
5/8/2026	18489	CEC, INC	electric - Camp Sherman	\$ 232.27
5/8/2026	18490	Central Oregon Com College	820329202 Davis, Keaton Tuition	\$ 2,993.50
5/8/2026	18490	Central Oregon Com College	820347405 Davis, Matthew Tuition	\$ 1,302.75
5/8/2026	18490	Central Oregon Com College	820338234 Gackle Tuition	\$ 591.75
5/8/2026	18490	Central Oregon Com College	820337797 Tatro Tuition	\$ 2,126.50
5/8/2026	18490	Central Oregon Com College	820337166 Wedell Tuition	\$ 2,246.25
5/8/2026	18490	Central Oregon Com College	820312869 Thomson Tuition	\$ 124.50
5/8/2026	18490	Central Oregon Com College	820349561 Westburg Tuition	\$ 124.50
5/8/2026	18491	CenturyLink	Telephone - Camp Sherman	\$ 62.12
5/20/2026	18492	Christiana Davis	Mileage Skid Avoidance Training	\$ (212.75) V
5/8/2026	18492	Christiana Davis	Mileage Skid Avoidance Training	\$ 212.75
5/20/2026	18492	Christiana Davis	Davis Reimb. Pet Fee for Hotel	\$ 35.00 V
5/8/2026	18492	Christiana Davis	Davis Reimb. Pet Fee for Hotel	\$ (35.00)
5/20/2026	18492	Christiana Davis	Per Diem Skid Avoidance Training	\$ (110.00) V
5/8/2026	18492	Christiana Davis	Per Diem Skid Avoidance Training	\$ 110.00
5/8/2026	18493	City of Sisters	04-6332-00 City Services Sta 701	\$ 310.49
5/8/2026	18493	City of Sisters	02-5766-00 City Services - Training Grounds	\$ 66.52
5/8/2026	18494	CLOVERDALE VOLUNTEER FIREFIGHTER ASSOC	Spray the Klds 2026 - beach balls	\$ 397.25
5/8/2026	18495	Crook County Fire & Rescue	Instructor cards: Halcon (2) and Retzman	\$ 60.00
5/8/2026	18496	Hoyt's Hardware	Lumber for 726 compartment organization	\$ 6.48
5/8/2026	18497	ID123 Inc.	Renewal of Premium Plan - 100	\$ 350.00
5/8/2026	18498	InnerTech	IT Services and remote assistance	\$ 1,667.80
5/8/2026	18499	Keaton Davis	Res. Vol. Mileage & Food Reimb. 4/2026	\$ 400.00
5/8/2026	18500	LIFE-ASSIST	EMS SUPPLY ORDER# 54263025-1	\$ 131.08
5/8/2026	18500	LIFE-ASSIST	EMS SUPPLY ORDER# 54263855-1	\$ 617.93
5/8/2026	18500	LIFE-ASSIST	EMS SUPPLY ORDER# 54265092-1	\$ 146.40
5/8/2026	18501	Mason Gackle	Res. Vol. Mileage & Food Reimb. - 4/26	\$ 400.00
5/8/2026	18502	Matthew Davis	Res. Vol. Mileage & Food Reimb. 4/2026	\$ 400.00
5/8/2026	18503	MES Service Company LLC	SEEK ATTACKPRO VRS TIC	\$ 8,398.00
5/8/2026	18503	MES Service Company LLC	SEEK ATTACKPRO TRUCK CHARGER	\$ 1,448.00
5/8/2026	18503	MES Service Company LLC	SEEK GEARKEEPER RETRACTOR/CARABINER	\$ 175.86
5/8/2026	18503	MES Service Company LLC	Quarterly Air Sample (SCBA compressor)	\$ 175.00
5/8/2026	18503	MES Service Company LLC	SCBA Compressor Sensor Calibration/Service	\$ 50.00
5/8/2026	18503	MES Service Company LLC	Travel Charge	\$ 25.00
5/8/2026	18504	Noble Tatro	Res. Vol. Mileage & Food Reimb. - 4/2026	\$ 400.00
5/8/2026	18505	Norco Medical Supply, Inc.	SCBA BOTTLE HYDROTESTING	\$ 700.00
5/8/2026	18505	Norco Medical Supply, Inc.	Calibration Gas for Gas Monitors	\$ 358.13
5/8/2026	18505	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 35.76
5/8/2026	18505	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 62.84
5/8/2026	18505	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
5/8/2026	18505	Norco Medical Supply, Inc.	SCBA BOTTLE HYDROTESTING	\$ 700.00
5/8/2026	18505	Norco Medical Supply, Inc.	MEDICAL OXYGEN - K CYLINDER	\$ 71.52
5/8/2026	18505	Norco Medical Supply, Inc.	MEDICAL OXYGEN - D CYLINDER	\$ 62.84
5/8/2026	18505	Norco Medical Supply, Inc.	HANDLING CHARGE	\$ 36.93
5/8/2026	18506	Pac Office Automation - Lease	500-50609347 Konica Contract	\$ 290.00
5/8/2026	18507	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 71.92
5/8/2026	18508	Stryker Sales, LLC	Stryker Gurney Battery	\$ 606.42
5/8/2026	18509	Systems Design	EMS Billing & Postage for April 2026	\$ 1,681.32
5/8/2026	18510	TDS	024-076-6393 Cable Buffalo	\$ 166.63
5/8/2026	18510	TDS	014-072-2041 Cable Elm	\$ 87.27
5/8/2026	18511	Temp-Rite Mechanical	Preventative HVAC on 4.21.2026	\$ 882.00
5/8/2026	18512	Treasure Valley Coffee	water & cooler rental	\$ 175.70
5/8/2026	18513	Tyler Wallace	Res. Vol. Lt. Mileage & Food Reimb. - April 2026	\$ 650.00
5/8/2026	18514	Vohs Custom Landscaping	Maintenance Contract & Dump Fees	\$ 2,147.17
5/8/2026	18515	WCP Solutions	Facilities supplies	\$ 306.11
5/8/2026	18515	WCP Solutions	Downy liquid fab softener	\$ 51.40
5/14/2026	18516	Ace Hardware, Inc.	Hardware	\$ 20.18
5/14/2026	18516	Ace Hardware, Inc.	Hole saw w/arbor	\$ 14.71
5/14/2026	18516	Ace Hardware, Inc.	Key for elevator	\$ 3.67
5/14/2026	18516	Ace Hardware, Inc.	704 Weed Killer	\$ 27.19

Date	Check No.	Payee	Description	Check Amt
5/14/2026	18516	Ace Hardware, Inc.	Fasteners for 734 tank lid replacement	\$ 14.52
5/14/2026	18516	Ace Hardware, Inc.	Drain valve	\$ 13.79
5/14/2026	18516	Ace Hardware, Inc.	Supplies for 726 Hurst/Rear Compt Reorg Project	\$ 19.20
5/14/2026	18516	Ace Hardware, Inc.	Supplies for 726 Hurst/Rear Compt Reorg Project	\$ 8.51
5/14/2026	18516	Ace Hardware, Inc.	Supplies for 726 Hurst/Rear Compt Reorg Project	\$ 74.52
5/14/2026	18516	Ace Hardware, Inc.	Supplies for 726 Hurst/Rear Compt Reorg Project	\$ 13.79
5/14/2026	18516	Ace Hardware, Inc.	Bolts	\$ 6.43
5/14/2026	18516	Ace Hardware, Inc.	Truss hardware	\$ 1.07
5/14/2026	18517	AT&T Mobility - Control Center	Mobile data charges	\$ 521.91
5/14/2026	18518	Avion Water Co Inc.	Water-703	\$ 29.47
5/14/2026	18519	BestMed Urgent Care	Drug screen - new vol	\$ 45.00
5/14/2026	18520	BOUND TREE MEDICAL, LLC.	Germicide wipes	\$ 20.69
5/14/2026	18521	C & K Market	Supplies for LOL community Meeting	\$ 95.21
5/14/2026	18522	Cameron Building Maintenance, Inc.	Janitorial services - Station 701	\$ 375.00
5/14/2026	18523	Ed Staub & Sons Petroleum	Fuel	\$ 2,337.92
5/14/2026	18524	Julie Spor	Cell Phone Reimb (3 mos) Dec-Feb 2026	\$ 150.00
5/14/2026	18524	Julie Spor	Mileage Reimb. for Struggle Well Class	\$ 60.26
5/14/2026	18525	Knox Company	Quote #QT-KA-73391 Mounting brackets for knox box	\$ 384.00
5/14/2026	18526	LIFE-ASSIST	SPIDER STRAPS	\$ 128.56
5/14/2026	18527	Lightspeed Networks	Internet & Phone Service - Sta 701	\$ 832.19
5/14/2026	18528	Lilley Wedell	Res. Vol. Mileage & Food Reimb. - Apr 2026	\$ 400.00
5/14/2026	18528	Lilley Wedell	Reimb. Textbook purchased for school	\$ 72.77
5/14/2026	18529	Miss Sew-it-All	Seamstress Services	\$ 40.00
5/14/2026	18529	Miss Sew-it-All	Seamstress Services	\$ 70.00
5/14/2026	18530	Mission Linen Supply, Inc.	mats/rugs	\$ 79.36
5/14/2026	18531	Nugget Newspaper, LLC	Wildfire Preparedness Ad	\$ 405.00
5/14/2026	18531	Nugget Newspaper, LLC	Facts about the Fire District ad	\$ 1,450.00
5/14/2026	18531	Nugget Newspaper, LLC	Property Value Explanation Ad	\$ 750.00
5/14/2026	18532	Pacific Office Automation, Inc	copies/kit - Konica	\$ 736.48
5/14/2026	18533	Pony Express, Inc.	Controlled drug order to vendor	\$ 16.62
5/14/2026	18534	Republic Services	Disposal services - Station 701	\$ 498.36
5/14/2026	18535	Sisters School District #6	Meeting space for Comm Mtg 4/14	\$ 110.00
5/14/2026	18536	Braun NW, Inc.	2026 Ambulance (BNW# 4437-1)	\$ 305,150.00
5/14/2026	18536	Braun NW, Inc.	2025 Chassis Prepald	\$ (68,054.82)
5/14/2026	18536	Braun NW, Inc.	Credit for Chassis Early Payment	\$ (4,000.00)
5/14/2026	18536	Braun NW, Inc.	Added Bulld Options at Prebuild	\$ 5,290.00
5/14/2026	18536	Braun NW, Inc.	2026 Ambulance Change Order #1	\$ 7,250.00
5/14/2026	18536	Braun NW, Inc.	2026 Ambulance Change Order #2	\$ 14,925.00
5/14/2026	18536	Braun NW, Inc.	4437-1 Change Order #3	\$ (1,025.00)
5/14/2026	18536	Braun NW, Inc.	2026 Ambulance Change Order #4	\$ (175.00)
5/14/2026	18536	Braun NW, Inc.	Oregon Vehicle Use Tax	\$ 340.27
5/20/2026	18537	Christiana Davis	Mileage Skid Avoidance Training	\$ 212.75
5/20/2026	18537	Christiana Davis	Davis Reimb. Pet Fee for Hotel	\$ (35.00)
5/20/2026	18537	Christiana Davis	Per Diem Skid Avoidance Training	\$ 110.00
5/26/2026	18538	Jeanie Sandeckl	Reimb. Expenses from Wildfire Sim Training (COFIA Expense)	\$ 728.85
5/29/2026	18539	Ace Hardware, Inc.	Hose nozzle	\$ 8.27
5/29/2026	18539	Ace Hardware, Inc.	Repair of 775 bumper	\$ 26.66
5/29/2026	18539	Ace Hardware, Inc.	Sand for Hazmat Call	\$ 7.35
5/29/2026	18539	Ace Hardware, Inc.	Liquid nails and caulking for comm hall repair	\$ 27.56
5/29/2026	18539	Ace Hardware, Inc.	Caulking for repair in comm hall	\$ 18.38
5/29/2026	18539	Ace Hardware, Inc.	Return item for 775 bumper repair	\$ (16.55)
5/29/2026	18539	Ace Hardware, Inc.	Phillips screwdriver for 701	\$ 6.43
5/29/2026	18539	Ace Hardware, Inc.	Harware for new amb radio head mounting	\$ 3.54
5/29/2026	18540	AFLAC	Employee Pass-through AFLAC payment	\$ 464.91
5/29/2026	18540	AFLAC	Employee pass-through AFLAC payment	\$ 464.91
5/29/2026	18541	Baxter Auto Parts Inc, Auto Parts	Starter solenoid for 776 air compressor	\$ 48.99
5/29/2026	18542	Beverly Halcon	Reimb. Items purchased for training academy lunch 5/16/26	\$ 61.93
5/29/2026	18543	Bi-Mart Corporation	DIESEL EXHAUST FLUID	\$ 149.90
5/29/2026	18543	Bi-Mart Corporation	USB Cable for iPad	\$ 13.95
5/29/2026	18544	BOUND TREE MEDICAL, LLC.	FENTANYL, 0.05mg/mL, 2mL vial (25/box)	\$ 649.95
5/29/2026	18544	BOUND TREE MEDICAL, LLC.	EMS MEDICATION ORDER# 40556014	\$ 131.96
5/29/2026	18545	CEC, INC	electric Elm Street	\$ 1,399.36
5/29/2026	18545	CEC, INC	electric - Camp Sherman	\$ 167.43
5/29/2026	18546	CenturyLink	333226873 Telephone - Camp Sherman	\$ 62.12
5/29/2026	18547	City of Sisters	04-6332-00 City Services Sta 701	\$ 379.58
5/29/2026	18547	City of Sisters	02-5766-00 City Services - Training Grounds	\$ 66.52

Date	Check No.	Payee	Description	Check Amt
5/29/2026	18548	COFCA	2026 COFCA, COFIA, COFOG Dues	\$ 500.00
5/29/2026	18549	Crook County Fire & Rescue	AHA Heartsaver FA/CPR/AED eCards	\$ 840.00
5/29/2026	18549	Crook County Fire & Rescue	AHA BLS Instructor renewal (Otasu)	\$ 20.00
5/29/2026	18550	CSTS	Annual permit renewal for dump fees at 704	\$ 900.00
5/29/2026	18551	Ed Staub & Sons Petroleum	Propane - Camp Sherman (179.2 gals)	\$ 320.77
5/29/2026	18551	Ed Staub & Sons Petroleum	Prompt pay discount	\$ (6.42)
5/29/2026	18551	Ed Staub & Sons Petroleum	Fuel	\$ 2,038.15
5/29/2026	18552	Honeywell Analytics	POSI CHECK SERVICE/UPDATE	\$ 1,250.00
5/29/2026	18553	Keaton Davis	Res. Vol. Mileage & Food Reimb. - May 2026	\$ 400.00
5/29/2026	18554	Kendall Ford of Bend	Oil/Fuel Filters for 744 Service	\$ 168.24
5/29/2026	18554	Kendall Ford of Bend	25-1 (741) Oil Filters	\$ 65.70
5/29/2026	18554	Kendall Ford of Bend	Floor mats for new ambulance	\$ 105.41
5/29/2026	18555	L.N. Curtis and Sons	SCBA bottle repair parts	\$ 40.69
5/29/2026	18556	LIFE-ASSIST	EMS SUPPLY ORDER# 55261982-1	\$ 1,033.45
5/29/2026	18556	LIFE-ASSIST	EMS Supply Order# 06260846-1	\$ 917.04
5/29/2026	18556	LIFE-ASSIST	EMS SUPPLY ORDER# 55261982-1	\$ 102.40
5/29/2026	18556	LIFE-ASSIST	EMS SUPPLY ORDER# 55263008-1	\$ 111.03
5/29/2026	18556	LIFE-ASSIST	Fire Corps First Aid Training Supplies	\$ 112.14
5/29/2026	18556	LIFE-ASSIST	Replacement bag for 776 vac splint set	\$ 75.20
5/29/2026	18557	Local Government Law Group, P.C.	Legal services - General	\$ 60.00
5/29/2026	18558	Mason Gackle	Res. Vol. Mileage & Food Reimb. 05-2026	\$ 400.00
5/29/2026	18559	Mission Linen Supply, Inc.	mats/rugs	\$ 79.36
5/29/2026	18560	Momentum Promo	Inv 13206 Puffy vests name and rank	\$ 255.00
5/29/2026	18560	Momentum Promo	Inv 13210 - puffy vests	\$ 1,685.00
5/29/2026	18560	Momentum Promo	Inv 13257 Puffy vests	\$ 216.00
5/29/2026	18560	Momentum Promo	Inv 13276 Puffy vests	\$ 69.00
5/29/2026	18560	Momentum Promo	Inv 13297 Schultz	\$ 9.50
5/29/2026	18560	Momentum Promo	Inv 13322 Navy T-shirts	\$ 413.97
5/29/2026	18560	Momentum Promo	Inv 13327 Embroidery burke, henderson, challis, lord, lombardo	\$ 73.00
5/29/2026	18560	Momentum Promo	Inv 13358 tom Herrmann - he will pay us back	\$ 23.00
5/29/2026	18560	Momentum Promo	Inv 13373 cramer	\$ 9.00
5/29/2026	18561	Noble Tatro	Res. Vol. Mileage & Food Reimb. - May 2026	\$ 400.00
5/29/2026	18562	Norco Medical Supply, Inc.	SCBA BOTTLE HYDROTESTING	\$ 630.00
5/29/2026	18563	Nugget Newspaper, LLC	Bud Comm Mtg Ads	\$ 464.06
5/29/2026	18564	Oregon Government Finance Officers Assoc	Spor Dues	\$ 125.00
5/29/2026	18565	Pacific Office Automation, Inc	copies/kit - HP Printers	\$ 71.92
5/29/2026	18566	Paladin Background Screening	Criminal History Check: Boardman/Demott	\$ 32.00
5/29/2026	18567	Postmaster	po box Fee semi-annual - Box 1509	\$ 188.00
5/29/2026	18568	Rachelle Otasu	Annual cell phone reimb. - 12 mos	\$ 600.00
5/29/2026	18569	Ranch Country Outhouses	Service of private portable toilet	\$ 40.00
5/29/2026	18570	SDIS	Admin Health Insurance	\$ 4,494.29
5/29/2026	18570	SDIS	Operations Health Insurance	\$ 16,663.37
5/29/2026	18570	SDIS	Lord Health Insurance	\$ 2,585.43
5/29/2026	18570	SDIS	Orthodontia Pass Through	\$ 98.75
5/29/2026	18571	Sisters Coffee Company	Black Butte Gold - 2 six lb bags	\$ 177.00
5/29/2026	18572	Stryker Sales, LLC	Stair Chair Replacement Tracks	\$ 1,096.50
5/29/2026	18572	Stryker Sales, LLC	LUCAS Disposable Suction Cup (12/pkg)	\$ 630.29
5/29/2026	18573	TDS	024-076-6393 Cable Buffalo	\$ 166.63
5/29/2026	18573	TDS	014-072-2041 Cable Elm	\$ 87.27
5/29/2026	18574	TELEFLEX FUNDING LLC	MAD Nasal Device (25/box)	\$ 150.00
5/29/2026	18575	Terminix	Pest control services - Sta 704	\$ 102.00
5/29/2026	18576	Treasure Valley Coffee	water & cooler rental	\$ 250.50
5/29/2026	18577	Tyler Wallace	Res. Vol. Lt. Mileage & Food Reimb. - May 2026	\$ 650.00
5/29/2026	18578	TYPE ONE INCIDENT SUPPORT, LLC	CLASS A FOAM (5 GAL BUCKET)	\$ 1,400.00
5/29/2026	18579	Vohs Custom Landscaping	May weekly maintenance and Irrigation startup/repairs	\$ 3,133.26
5/29/2026	18580	Matthew Davis	Res. Vol. Mileage & Food Reimb. - May 2026	\$ 400.00
5/25/2026	700064	US Bank - Visa	Safety Glasses (12/box)	\$ 59.75
5/25/2026	700064	US Bank - Visa	Squwincher Electrolyte Packets (200/pkg)	\$ 84.95
5/25/2026	700064	US Bank - Visa	Credit on Amazon account	\$ (3.21)
5/25/2026	700064	US Bank - Visa	Hook Clusters for Vehicle Stabilization	\$ 155.74
5/25/2026	700064	US Bank - Visa	ELECTROLYTE DRINK PACKETS	\$ 139.04
5/25/2026	700064	US Bank - Visa	Bottled Drinking Water (48 cases of 40)	\$ 266.52
5/25/2026	700064	US Bank - Visa	Bottle Deposit	\$ 192.00
5/25/2026	700064	US Bank - Visa	ELECTROLYTE DRINK PACKETS	\$ 141.38
5/25/2026	700064	US Bank - Visa	Rideshare for Wisconsin Engine Trip	\$ 34.54
5/25/2026	700064	US Bank - Visa	Snacks for Wisconsin Engine Trip	\$ 10.00

<u>Date</u>	<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amt</u>
5/25/2026	700064	US Bank - Visa	Lunch items Braun Amb Trip	\$ 23.82
5/25/2026	700064	US Bank - Visa	Upfit of amb swivel mount for rear module radio head	\$ 64.90
5/25/2026	700064	US Bank - Visa	Drone license renewal	\$ 25.00
5/25/2026	700064	US Bank - Visa	Upfit of 741 adapters for front bumpers	\$ 74.85
5/25/2026	700064	US Bank - Visa	WPSG - Fire Eq. Supplies	\$ 27.99
5/25/2026	700064	US Bank - Visa	12v cords for litebox chargers	\$ 37.16
5/25/2026	700064	US Bank - Visa	Credit for Costco pallet return	\$ (75.00)
5/25/2026	700064	US Bank - Visa	Replacement USB cord for 771	\$ 13.95
5/25/2026	700064	US Bank - Visa	AHA Heartsaver FA/CPR/AED student workbooks	\$ 171.54
5/25/2026	700064	US Bank - Visa	Breakfast Items for Budget/Board Mtg	\$ 66.30
5/25/2026	700064	US Bank - Visa	Uniform items - White	\$ 69.99
5/25/2026	700064	US Bank - Visa	Fire Corps Crossroads Lunch	\$ 63.72
5/25/2026	700064	US Bank - Visa	Breakfast items for Leadership ICC Mtg	\$ 42.55
5/25/2026	700064	US Bank - Visa	Meredith Visa - OFCA conference	\$ 350.00
5/25/2026	700064	US Bank - Visa	Breakfast items for Training Grounds Cleanup Crew	\$ 22.50
5/25/2026	700064	US Bank - Visa	Lodging - Davis - Skid Avoidance Training	\$ 137.97
5/25/2026	700064	US Bank - Visa	Breakfast and dinner for Braun NW Trip	\$ 116.55
5/25/2026	700064	US Bank - Visa	Breakfast items for CISD - Suttle Lake Call	\$ 96.02
5/25/2026	700064	US Bank - Visa	Rental Car - IBHS Trip	\$ 136.78
5/25/2026	700064	US Bank - Visa	Lodging - IBHS Trip	\$ 268.94
5/25/2026	700064	US Bank - Visa	VISA - Amazon purchase leadership books for ICC group	\$ 132.24
5/25/2026	700064	US Bank - Visa	VISA - Amazon purchase leadership books for ICC group	\$ 106.95
5/25/2026	700064	US Bank - Visa	Office supplies	\$ 103.09
5/25/2026	700064	US Bank - Visa	Car seat expenses	\$ 49.97
5/25/2026	700064	US Bank - Visa	Pump starter solenoid	\$ 13.29
5/25/2026	700064	US Bank - Visa	AT&T Ford Data Plan	\$ 20.00
5/25/2026	700064	US Bank - Visa	Management Books	\$ 62.38
5/25/2026	700064	US Bank - Visa	Breakfast items for Budget/Board Mtg	\$ 23.47
5/25/2026	700064	US Bank - Visa	Uniform items - White	\$ 49.75
5/25/2026	700064	US Bank - Visa	Flowers Marr - Get Well	\$ 65.00
5/25/2026	700064	US Bank - Visa	Greeting cards for staff/volunteers	\$ 17.42
5/25/2026	700064	US Bank - Visa	Lodging - Cimmaron Suites - K Falls	\$ 105.43
5/25/2026	700064	US Bank - Visa	Canva subscription	\$ 14.99
5/25/2026	700064	US Bank - Visa	Starlink Internet - Sta 704	\$ 155.00
5/25/2026	700064	US Bank - Visa	Office Supplies - Checks	\$ 247.95
5/25/2026	700064	US Bank - Visa	Mailbox fee - Camp Sherman	\$ 39.00
5/25/2026	700064	US Bank - Visa	Microsoft 365 Subscription	\$ 1,296.00

Report Criteria:

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

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
05/31/2026	1	Amb Receivable to Actual	1-00-0-1120	Ambulance Receivables	18,969.71	
05/31/2026	2	Amb Receivable to Actual	1-00-0-1160	Allowance for Uncollectible Am	.00	9,484.86-
05/31/2026	3	Amb Receivable to Actual	1-01-0-41100	Ambulance Revenue	.00	9,484.85-
05/31/2026	4	Transfer In for Equipment Reserve Fund	1-90-7-57000	Transfers to Reserve Funds	235,000.00	
05/31/2026	5	Transfer In for Equipment Reserve Fund	4-01-0-49000	Transfer In	.00	235,000.00-
05/31/2026	6	Annual Transfer to Equipment Reserve Fu	1-00-0-1070	LGIP Acct #4374	.00	235,000.00-
05/31/2026	7	Annual Transfer to Equipment Reserve Fu	4-00-0-1070	Equipment Fund	235,000.00	
05/31/2026	8	Transfer from Equipment Reserve for Amb	4-00-0-1070	Equipment Fund	.00	269,999.00-
05/31/2026	9	Transfer from Equipment Reserve for Amb	1-00-0-1070	LGIP Acct #4374	269,999.00	
Total JOURNAL ENTRIES (JE):					758,968.71	758,968.71-
References: 9 Transactions: 9						
Grand Totals:					758,968.71	758,968.71-

Report Criteria:

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

Ambulance Receivable as of May 31, 2026

	<u>SystDes</u>
Beginning Ambulance Receivable	271,337.81
Payments received	55,955.62
Adjustments	79,876.67
New Charges	154,802.00
ENDING Ambulance Receivable	290,307.52

Total # of Transports 68

Adjustments

Medicare/Medicaid	69,787.62
Collection	4,014.00
Bankruptcy/Other Writeoff	2,770.60
FireMed	3,304.45
Total Adjustments	79,876.67

Outstanding Accounts By Age

CURRENT	179,768.39
31 to 60 days	55,322.40
61 to 90 days	16,989.27
91 to 120 days	10,944.10
OVER 120 days	27,283.36
Total Outstanding as of 5/31/2026	290,307.52

Engine Response Billing as of May 31, 2026

Beginning Engine Response Rec	10,623.00
Payments received	-
Adjustments	-
New Charges	-

ENDING Engine Response Rec	10,623.00
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Total # Billed in 2021/22	12
Total # Billed in 2022/23	3
Total # Billed in 2023/24	20
Total # Billed in 2024/25	12

Total # Billed in 2025/26	6
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Total # Billed in 2021/22	\$ 2,700.00
Total # Billed in 2022/23	\$ 1,275.00
Total # Billed in 2023/24	\$ 3,420.00
Total # Billed in 2024/25	\$ 2,431.25

Total Billed in 2025/26 \$	1,828.50
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Total # Billed in 2021/22	\$ 2,550.00
Total # Billed in 2022/23	\$ 250.00
Total # Billed in 2023/24	\$ 1,777.50
Total # Billed in 2024/25	\$ 2,331.25

Total Received 2025/26 \$	250.00
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2021/22 % Collected	94%
2022/23 % Collected	20%
2023/24 % Collected	96%
2024/25 % Collected	86%

2025/26 % Collected to Date	14%
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Your Sisters Oregon
TEAM IS AMAZING!!!

While this is a
belated thank you!
I am sending this
CARD TO SHOW MY
deepest appreciation
FOR ALL OF YOUR
DEDICATED & HIGHLY
competent personnel.

You saved my life
when your ambulance
services arrived while
I WAS HAVING A
HEART ATTACK. If it
WASN'T FOR YOU I MIGHT
NOT BE SENDING THIS CARD.

...from the bottom
of mine.

THANKS TO ALL OF YOU!

Thank you!

Kevin Greig



Dear Jeff,

Thank you for sharing your expertise as a speaker at the 2026 LOC Spring Conference. Your insights added great value to our attendees.

Sincerely,

SISTERS-CAMP SHERMAN RFPD
Civil Service Rules



Adopted by the
Civil Service Commission on March 24, 2020

SISTERS-CAMP SHERMAN RFPD

Civil Service Rules

RULE I DEFINITION

- 1.1 APPOINTMENT The appointment of an individual to a position covered by Civil Service. There are two types of appointments.
- (1) Regular. An appointment of a person from an eligibility list to a vacant position.
- (2) Temporary. An appointment of a person to a vacant position for a period not to exceed 180 days.
- 1.2 APPOINTING AUTHORITYPOWER. Appointing AuthorityPower means the Fire Chief of the District, vested with authority to appoint any civil service position by the Board of Directors.
- 1.3 CERTIFICATION. The process of approving the results of an examination and establishing an eligibility register.
- 1.4 CHIEF EXAMINER. The person appointed by the Commission to administer the examinations and any other aspect of the Civil Service program assigned by the Commission. The Chief Examiner may serve as Secretary to the Commission.
- 1.5 CIVIL SERVICE. Means the Civil Service system established by these rules.
- 1.6 CLASS. A group of positions in the classified service sufficiently similar in duties, responsibilities, authority, qualifications, and the same schedule of pay that can be equitably applied to, all positions in the group.
- 1.7 CLASSIFICATION. The process of assigning positions to classes.
- 1.8 CLASSIFIED SERVICE. All positions under the jurisdiction of the Civil Service Commission.
- 1.9 COMMISSION. Means a Civil Service Commission created under these rules.
- 1.10 COMMISSIONER. Means a Civil Service Commission member.
- 1.11 DEMOTION. Means a transfer of an employee from a position in one (1) class to a position in another class having a lower maximum salary rate.
- 1.12 DISTRICT. Means Sisters-Camp Sherman Rural Fire Protection District.
- 1.13 ELIGIBLE. A person ranked on an eligibility register.

SISTERS-CAMP SHERMAN RFPD

Civil Service Rules

- 1.14 EMPLOYEES. Persons whose principal duties consist of [emergency response to fire and medical incidents, preventing or combating fire and/or](#) preventing the loss of life or property from fire, as defined by these rules.
- 1.15 ENTRANCE EXAMINATION. A test for positions in a particular class, admission to which is not limited to persons employed by the District. Normally this would be an entry level position. [Exceptions to this norm are indicated in 6.2.1](#)
- 1.16 ENTRANCE REGISTER. A list of persons who, through the taking of an entrance examination, have been found qualified to be appointed to a position in a particular class.
- 1.17 ENTRY LEVEL POSITION. [A classified position requiring minimal education, training, and/or experience, having minimal or no supervisory authority, having a lower pay scale, and intended as a lower-level position of entry into the District for persons not already employed by the District \(i.e. Firefighter-Paramedic\).](#)
- 1.18 EXAMINER. A person or persons appointed by the Chief Examiner to conduct or monitor an examination or portions of an examination. For promotional examinations, Examiner(s) shall not be a classified employee of the District.
- 1.198 EXEMPT SERVICE. Positions within the organization that are not covered by the provisions of Civil Service.
- 1.2049 FIRE CHIEF. The individual appointed by the Board of Directors to oversee and manage the Fire District. The Fire Chief has the authority to appoint, discipline and dismiss all Civil Service employees subject to these rules and terms of any labor agreement to which the District is a party. Civil Service Rules do not apply to the position of Fire Chief.
- 1.219 GOVERNING BODY. Board of Directors of Sisters-Camp Sherman Rural Fire Protection District.
- 1.224 JOB CLASSIFICATION. The written description of a Class containing a title, statement of duties, authority and responsibilities, and the desired minimum qualifications for the Class.
- 1.232 LAYOFF. A separation from the service for reasons not reflecting discredit on an employee and reduction in force for reasons outside the employee's control.
- 1.243 POSITION. A group of current duties and responsibilities assigned by competent authority requiring the employment of one person.
- 1.24 PROBATION. A working test period during which an employee is required to

SISTERS-CAMP SHERMAN RFPD

Civil Service Rules

demonstrate his/her ability and capacity to perform the duties of the position to which he/she has been appointed.

1.25 PROMOTIONAL EXAMINATION. A test for positions in a particular class, admission to which is limited to persons employed by the District and already in the qualified service. Normally this would not be an entry level position.

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1.26 PROMOTIONAL POSITION. A classified position requiring additional education, training, and/or experience beyond an entry level position, having supervisory or administrative authority, having a higher pay scale, and/or intended as an advancement position for persons already in the classified service (i.e. Shift Commander, Battalion Chief, Deputy Chief).

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1.265 REGULAR EMPLOYEE. An employee who has been appointed to a position in the classified service in accordance with the Rules of the Civil Service Commission and who has successfully completed the probationary period.

1.276 RULES. The Civil Service Rules adopted by the Civil Service Commission for Sisters-Camp Sherman Rural Fire Protection District.

1.287 SUSPENSION. A temporary removal from duty, with or without pay, of an employee for disciplinary purposes or for the purpose of investigation of accusations brought against an employee.

1.298 TERMINATION. The involuntary cessation of employment with the Fire District for cause.

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1.3029 VACANCY. A position within the classified service that is funded and is not filled.

1.310 VOLUNTARY DEMOTION. A demotion requested by an employee in order to retain employment when lay-off from the employee's position is imminent or for other reasons where the action is still entirely voluntary on the part of the employee.

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1.32 FIRE DEPARTMENT/DISTRICT. Means any organization maintained by any political subdivision for the purpose of preventing or combating fire.

1.33 POLITICAL SUBDIVISION. Means any city, county, municipal corporation, rural fire protection district, domestic water supply corporation or organization authorized under ORS 476.310 to 476.340 to combat fire on zone 2 rural lands which employs four or more full-time firefighters, not including the chief of the fire agency.

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SISTERS-CAMP SHERMAN RFPD

Civil Service Rules

RULE II **THE CIVIL SERVICE COMMISSION**

- 2.1 **COMPOSITION OF THE COMMISSION.** The Board of Directors of the District has established a three-member Civil Service Commission. Commission members are not members of the Board and are not employees or volunteers of the District. All Commission members are independent individuals appointed by the Board for an uncompensated term of four years.
- 2.2 **TERM OF OFFICE.** The term of office of each Commissioner shall be for a period of four years. If a Civil Service Commissioner resigns before the end of his or her term, a new Commissioner shall be appointed to serve the remainder of such term. Members may be reappointed.
- 2.3 **QUORUM.** Two members of the Commission shall constitute a quorum, and the votes of any two members of such Commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the Commission.
- 2.4 **ORGANIZATION.** The members of the Civil Service Commission shall elect a Chair who shall continue in office until subsequent reorganization of the Commission becomes necessary or desirable. The Commission functions under the applicable statutes and consistent with the rules herein or hereinafter adopted. These rules are promulgated pursuant to ORS and apply to all classified positions under the jurisdiction of the Civil Service Commission.
- 2.5 **DUTIES OF THE COMMISSION.** The Commission's primary responsibilities include:
 - 2.5.1 Working cooperatively with the Board of Directors and Fire Chief to maintain a current list of all classifications and grades of Civil Service positions within the District.
 - 2.5.2 Overseeing proper administration of all Civil Service exams, maintaining current entrance and promotion registers, and working cooperatively with the Fire Chief to certify qualified candidates for Civil Service position vacancies as outlined in these rules.
 - 2.5.3 Working cooperatively with the Board of Directors and Fire Chief to maintain a current database of all employees holding Civil Service positions within the District (including the name, position, duties, date of hire, as well as the reason and beginning and end date of any leaves of absence, reinstatements, promotions, demotions, suspensions, transfers and terminations in each employee). In order to allow the Commission to fulfill this responsibility, the Fire Chief will provide the Commission with

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written notice of all appointments, transfers, promotions, demotions, salary changes, leaves of absence, and discharges for employees in Civil service positions.

2.5.4 Conducting such hearings and investigations in accordance with the procedures and on the topics provided for in these rules.

2.6 **MEETINGS.** The Commission shall hold such meetings as may be required for the proper discharge of its duties with a meeting once each quarter in the meeting room located at the Sisters-Camp Sherman fire station 701. Special meetings of the Commission may be held at such times and places as may be determined from time to time by the Commission. If there is no business scheduled for the ~~Commission~~Commission, the quarterly meeting may be postponed until such time as there is business for the Commission to transact. Regardless of the above provision, the Commission shall meet at least once during each fiscal year.

All meetings of the Commission shall be conducted in a manner consistent with the provisions of the Oregon Public Meetings Law and shall be properly advertised. Roberts' Rules of Order, Newly Revised, shall serve as a guide on questions of parliamentary procedure.

2.7 **ADOPTION OF CIVIL SERVICE RULES.** Rules relating to the administration of the Civil service Act shall be adopted by the Commission only after a public hearing open to any citizen, officer, or employee of the District. Prior to adoption, rules will be forwarded to the Board of Directors for review and comment. Prior public notice of at least five days, including publication, of the hearing shall be given, setting forth the place and time of the hearing and the purpose for which it has been called. Rules adopted by the Commission shall become effective on the date specified by the Commission and shall be posted on all official bulletin boards of the District.

2.8 **AMENDMENT OF RULES.** A request for a change in the Civil Service Rules may be submitted at any time by the Board of Directors, Fire Chief, District employee, or other interested party in a written communication to the Commission indicating the proposed change and the reasons therefore. After necessary study and notice as provided in 2.7, the Commission may amend the Civil service Rules as it believes proper by a simple majority vote.

2.9 **APPLICATION OF RULES.** Any personnel action taken prior to the official adoption of a new or amended set of Civil Service Rules shall be governed by the rules in effect at the time of the action. It shall not be affected by the proposed new or amended rules unless such rule provides for retroactive effect. Any certified register in place at the time these rules are amended will remain in effect and be administered under the rules in place when the register was certified. All subsequent registers will be administered under the revised rules.

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- 2.10 SEVERABILITY. If any of these rules and regulations or portions thereof are hereafter declared by a court of competent jurisdiction of judicial proceedings or rulings of a proper court to be illegal or unconstitutional, the part declared unconstitutional and/or illegal shall be deemed severable and such shall not affect the remaining rules and regulation or remaining portions of the rules and regulations.

RULE III

THE SECRETARY AND THE CHIEF EXAMINER

- 3.1 SELECTION. The Secretary and the Chief Examiner shall be appointed by the Civil Service Commission. The specific qualifications which must be met in order to be considered for selection shall be established by the Commission. The Commission shall authorize the method of examination to be utilized, and may delegate the administration of the examination to any appropriate body or individual. The Chief Examiner may serve as Secretary for the Commission. The positions of Chief Examiner and Secretary are at-will appointments, and the Chief Examiner and Secretary serve at the pleasure of the Civil Service Commission. The Commission may make direct appointment of someone filling the position of Chief Examiner for another unit of local government, who meets the qualifications established by the District. Appointments may be terminated at any time without cause, by a majority vote of the Commission.
- 3.2 DUTIES OF THE CHIEF EXAMINER. The Chief Examiner shall:
- 3.2.1 Record on behalf of the Commission; establish functions relating to employment, promotion, and discipline matters of the classified service.
 - 3.2.2 Consistent with the rules, provide for the holding of competitive examinations.
 - 3.2.3 Perform all lawful and necessary duties delegated by the Commission and all functions essential to the effective administration of the Civil service system.
 - 3.2.4 Participate in an annual performance evaluation conducted by the Commission.
- 3.3 DUTIES OF THE SECRETARY. The Secretary shall
- 3.3.1 Attend and take minutes of all meetings of the Commission.
 - 3.3.2 Preserve all reports made to the Commission.
 - 3.3.3 Keep a record of all examinations and results obtained.

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3.3.4 Maintain a file on investigations held or made under the direction of the Commission.

3.3.5 Perform other duties as the Commission may prescribe.

RULE IV **DISTRICT SERVICE**

- 4.1 **CLASSIFIED SERVICE.** The classified service shall only include employees whose principal duties consist of ~~emergency response~~ preventing or combating fire or preventing the loss of life or property from fire. Every position in the classified service shall be filled in accordance with procedures provided in these rules. Examples of position of employees not covered by these rules are set out in Section 4.2. Every position in the classified service shall be filled in accordance with procedures provided in these rules.
- 4.2 **EXEMPT SERVICE.** The exempt service shall include the following positions:
- 4.2.1 Board of Directors
 - 4.2.2 Civil Service Commissioners
 - 4.2.3 Persons employed as professional consultants on a fee basis to provide special or technical assistance.
 - 4.2.4 Members of special boards, commissions or committees appointed by the Board of Directors, who serve without compensation
 - 4.2.5 Volunteers of the District
 - 4.2.6 Fire Chief
 - 4.2.7 Temporary employees not serving in a classified position at the time of the temporary appointment, volunteer trainees
 - 4.2.8 Clerical employees of the District
 - 4.2.9 Part-Time employees who work less than 1600 hours per calendar year
 - 4.2.10 Employees who have retired from the District and PERS and are participating in the work after retirement program and whose employment status is governed by an individual employment contract.
 - 4.2.11 Employee's whose principal duty is providing emergency medical services.

RULE V **APPLICATION PROCEDURE AND APPLICANTS**

- 5.1 **ANNOUNCEMENT OF EXAMINATION.** Upon the request of the appointing authority, or whenever there is found by the Commission to be a need, the Chief Examiner shall invite, by giving public notice, and shall actively recruit qualified persons to apply for employment and for admission to the examination scheduled to create an eligibility list. Public announcement of the examination shall specify:

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- 5.1.1 Public announcements of entrance examinations shall be given at least two weeks in advance of the last date for filing applications. Such announcements shall be posted on the official website of the District and in at least two other public places. In the case of promotional examinations, announcements shall be posted on the District website for no less than 30 days. The Secretary of the Commission shall provide for such other publicity as deemed advisable to attract sufficient numbers of qualified candidates. The District shall take necessary steps to make such announcements available to all eligible employees. Official notice of examinations shall state the duties and pay of positions in the classes for which the examinations are to be held, the qualifications required, the time and place and manner in making application for admission to such examinations, the different parts of tests, closing date for filing applications and any other information which may be pertinent.

5.1.2 ELIGIBILITY TO COMPETE IN ENTRANCE EXAMINATIONS.

- a. Examinations designed to establish an Entrance Register shall be open to all persons who appear to meet minimum qualifications and other requirements for the class as stated in the job classification and as set forth in the announcement.
- b. The Commission in consultation with the Appointing Authority may revise requirements regarding experience, training, physical condition, and other factors that relate to the ability of candidates to perform effectively the duties of a class.
- c. It shall be the policy of the Commission to assist and encourage the employment of disadvantaged individuals who are able and qualified to perform the duties of the class for which they have applied.

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5.1.3 ELIGIBILITY TO COMPETE IN PROMOTIONAL EXAMINATIONS.

Promotional examinations shall be open to employees of the District who have acquired regular or probationary status, meet the minimum qualifications as stated in the job classification and as set forth in the announcement, and who have held a position in the classified service in another class or classes for a period of not less than twelve (12) months immediately preceding the filing date specified on the announcement.

- 5.1.4 APPLICATIONS. All applications must be made upon official District application forms completed as directed, and filed in the office of the

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Commission or postmarked on or before the closing date specified in the examination announcement. The application form shall contain no question that elicits any information protected by Federal or State law. Each application must be signed by the applicant and such signature constitutes a certification that all information contained therein is true to the best of the applicant's knowledge. The Commission may conduct pre-employment investigations to verify the past employment record and to obtain other information relating to the qualifications of the applicant.

5.1.5 **ADMISSION TO EXAMINATIONS.** Each candidate whose application has been accepted for an examination shall be notified at least forty-eight (48) hours in advance of the examination by mail, personal service, or electronic communication of the time and place of the examination, and such notice shall be the applicant's authorization for admission. No persons shall be permitted to take an examination without such authorization or other satisfactory evidence of the acceptance of the applicant's application. Any applicant whose application has been accepted, but who, because of illness or other good cause, is unable to appear, may, at the discretion of the Chief Examiner, be given the examination at a later date.

5.1.16 **PREFERENCE FOR EMPLOYEES.** ~~In all competitive entrance examinations conducted to fill promotional positions in accordance with section 6.2, preference status shall be given to all District employees who are already in the classified service and who meet the eligibility requirements to compete in promotional examinations as indicated in section 5.1.3. A District employee meeting these requirements shall qualify for five (5) additional points provided a passing grade has been attained on the examination. The five (5) additional points shall be applied to each stage of the testing process.~~

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5.1.676 **DISQUALIFICATION OF APPLICANTS.** The Chief Examiner may reject the application of any person for admission to an examination or decline to examine any applicant who:

- a. Is found to lack the minimum qualifications established for the position or class (including but not limited to required education, experience, training, essential physical and other job-related requirements such as a satisfactory driving record) prescribed for admission to the examination as announced in the public notice.
- b. Is determined to have engaged in dishonesty of any type during the application or examination process including, but not limited to, making any false statement, representation, or misrepresentation.
- c. Has pled guilty, no contest, or been convicted of a crime of moral turpitude (including, but not limited to, crimes involving dishonesty,

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breach of ethics, breach of public trust, etc.).

- d. Has previously been discharged from public service for misconduct, including receipt of a bad conduct or dishonorable discharge from the armed forces of the United States.
- e. Has used or attempted to use political pressure or bribery to secure an advantage in testing or appointment.
- f. Has taken the same examination within the six (6) month period preceding the examination date; or
- g. Has otherwise violated the provisions of these Rules.

Any person whose application has been rejected by the Chief Examiner may appeal such action to the Civil Service Commission.

5.1.7 **EXAMINATION ADMINISTRATION.** Written and/or performance examinations shall be conducted in such places as necessary for the reasonable convenience of applicants within the practical limits for proper administration and control. The Chief Examiner shall designate the number of examiners necessary to conduct examinations and provide them with instructions. The Chief Examiner may also arrange for the use of public buildings in which to conduct these examinations.

5.1.8 **FREQUENCY OF EXAMINATIONS.**

Examinations shall be scheduled at such time or times as the Civil Service Commission may approve consistent with the staffing requirements of the District. The Civil Service Commission may postpone an examination of the best interests of the District will be served thereby

5.1.9 **IDENTITY OF CANDIDATES.** The identity of persons taking written examinations shall not be disclosed to examiners except when conditions of anonymity are impractical.

5.1.10 **POSTPONEMENT OR CANCELLATION OF EXAMINATIONS.** Examinations will only be held when there are a sufficient number of qualified applicants. For purposes of these rules, "a sufficient number of qualified applicants" for entry level examinations means a minimum of four (4) qualified applicants and for promotional examinations at least two (2) qualified applicants. In the event of an insufficient number of qualified applicants for any test, the Chief Examiner may postpone the last filing date or cancel the test. In such a case, written notice shall be given to the

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applicants and appointing authorities concerned. If this condition occurs where applicants were limited to those within the organization, the Commission shall direct the Chief Examiner to advertise outside of the organization for qualified candidates for the testing process.

- 5.1.11 CHARACTER OF EXAMINATIONS. Tests shall be practical and competitive, and must be designed to determine the qualifications, fitness, and ability of candidates to perform the duties of the class for which a register is to be established. They may be written, oral, and physical, in the form of a demonstration of skill, an evaluation of training and experience, or any combination of such types. They may take into consideration education, experience, aptitude, capacity, knowledge, character, physical fitness, length and quality of service, and other qualifications to determine the relative fitness of the candidate, and shall not be related to political or religious preference. Applicants selected for appointments shall be required to pass a pre-employment physical examination administered by a licensed physician and background check. Candidates may also be required to pass a psychological screening assessment prior to appointment.

For the positions of Deputy Chief, the Fire Chief shall serve as Chief Examiner and shall set the criteria and examination for those positions.

- 5.1.12 RATING OF EXAMINATIONS. In all tests, a minimum rating shall be established which is required to achieve eligibility. Such minimum ratings shall also apply to the rating on any parts of the examination, and candidates may be required to obtain minimum scores on separate parts in order to receive an overall passing grade or to be rated on the remaining parts of the examination. The final earned score of each candidate shall be determined by adding the earned rating on each part of the examination in accordance with weights established prior to the examination. Ratings shall be based on a scale of 100 points.

When experience and training are rated as part of an examination, the Chief Examiner shall develop procedures for the evaluation of those factors that will facilitate the selection of the best-qualified candidates. Procedures that are adopted shall be given due regard to quality, recency and amount of experience, and pertinence and amount of training. In establishing the value that a rating of experience and training shall bear to the total test and in determining the length of time for which experience credit shall be awarded, consideration shall be given to the amount of learning time required to perform the duties of the position efficiently.

- 5.1.13 NOTIFICATION OF EXAMINATION RESULTS. The rating of each test shall be completed and the resulting register established as soon as is

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practical after the date on which the test was held. All candidates participating in a test shall be given written notice of their final rating. Each person participating in a test may, during the immediate 14-day period following notification of exam results, review his/her test papers and have the rating reviewed and corrected if an error is found. No correction shall invalidate any appointment previously made from the register. The right to review the test is limited to the applicant, Commissioners and their staff, and members of the Board of Directors. Tests may be reviewed only during regular business hours at a location to be determined by the Commission.

5.1.14 **PREFERENCE FOR VETERANS.** Veterans' preference will be accorded as provided by Oregon Revised Statutes or federal law. Evidence for veterans' preference shall be the applicant's form DD-214 (Chapter 408).

5.1.15 **PREFERENCE FOR VOLUNTEER ~~EMERGENCY RESPONDERS~~ FIREFIGHTERS.** In all competitive entrance examinations, preference status shall be given to all District volunteer firefighters who have satisfactorily served a minimum of two (2) years with the District in the last (5) five years. A District volunteer meeting these requirements shall qualify for five (5) additional points ~~provided a passing grade has been attained on the examination on the application stage, and five (5) additional points during the assessment stage. The five (5) additional points shall be applied to each stage of the testing process.~~

5.1.16 **PREFERENCE FOR EMPLOYEES.** In all competitive entrance examinations conducted to fill promotional positions in accordance with section 6.2, preference status shall be given to all District employees who are already in the classified service and who meet the eligibility requirements to compete in promotional examinations as indicated in section 5.1.3. A District employee meeting these requirements shall qualify for five (5) additional points provided a passing grade has been attained on the examination. The five (5) additional points shall be applied to each stage of the testing process.

5.2 AFFIRMATIVE ACTION POLICY. The Sisters-Camp Sherman Rural Fire Protection District is an Affirmative Action Employer. The Civil Service Commission directs the Chief Examiner to assure that entrance level positions are advertised in such a manner as to actively recruit qualified women and minorities to apply for the position advertised. The Commission will also assure that the examinations conform to regulations of the Equal Employment Opportunity Commission in that they are job-related and that they do not screen

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out qualified women and minorities.

RULE VI **REGISTERS**

6.1 **ESTABLISHMENTS OF REGISTERS.** The Commission shall establish and maintain lists of eligible candidates necessary to provide an adequate supply of qualified candidates for positions in the classified service. Registers shall be established by class of employment and shall be District-wide in application.

6.2 **KINDS OF REGISTERS.**

6.2.1 Entrance Register. An entrance register shall be established for such class of positions to be filled on an entrance basis and shall consist of the names of all persons who have passed the entrance test for that class. An entrance register may be established to fill a promotional position if a sufficient number of qualified applicants (as defined in 5.1.10), already in the classified service, do not apply for, or express interest in a vacant promotional position, or if a previous promotional examination was unsuccessful in providing a certified promotional register.

6.2.2 Promotion Register. A promotion register shall be established for each class or position to be filled on a promotional basis and shall consist of the names of all persons who have passed a promotional exam for the class. A promotion register shall be established to fill a promotional position if a sufficient number of qualified applicants (as defined in 5.1.10), already in the classified service, have applied for or expressed interest in a vacant promotional position. For the position of Deputy Chief, the Fire Chief shall determine number of names to be placed on a promotion register.

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6.3 **ORDER OF NAMES.** Candidates shall be ranked on the register in the order of their relative standing as determined by examination and investigation. Candidates of equal standing shall take rank upon the register according to the order in which their applications were filed.

The current entrance register shall be headed by the names of persons who have been regular employees and who were laid off from their positions for reasons other than fault or delinquency on their part. The current promotion register shall be headed by the names of persons who have been regular promoted employees and who were demoted from their positions for reasons

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other than fault or delinquency on their part. The order of the names of such persons shall be such that the name of the person who was last laid off or demoted is first on the register.

6.4 DURATION OF REGISTERS.

6.4.1 The Commission will offer Civil Service examinations for entrance positions whenever there is a current or anticipated vacancy and the current entrance register has expired, or the Commission receives a written request for an examination from the Fire Chief. However, entrance examinations will not be held more frequently than every twelve (12) months unless:

- a. The District has or anticipates a vacancy in a position for which there are fewer than three (3) names on the relevant entrance register. The Commission may elect to appoint a candidate from the entrance register if there are fewer than three (3) candidates remaining if it is determined to be in the best interest of the District. or
- b. The Fire Chief requests that the examination be offered on an open-continuous basis due to a continuing need to fill the position(s).

6.4.2 The Commission will offer Civil Service examinations for promotion positions whenever there is a current or anticipated vacancy and the current promotion register has expired, or the Commission receives a written request for an examination from the Fire Chief. However, promotion examinations will not be held more frequently than every thirty (30) months unless:

- a. The District has or anticipates a vacancy in a position for which there are fewer than two (2) names on the relevant promotion register. The Commission may elect to appoint a candidate from the promotion register if there are fewer than two (2) candidates remaining if it is determined to be in the best interest of the District. or
- b. The Fire Chief requests that the examination be offered on an open-continuous basis due to a continuing need to fill the position(s).

6.4.3 The Commission shall set the expiration date for any register. The expiration date for an entrance register shall be no less than 12 months or

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more than 30 months. The expiration date for a promotion register shall be 30 months. Upon request of the Appointing Authority the Commission may extend the term of an entrance register up to a total of 30 months from the date of original certification.

- 6.5 REMOVAL OF NAMES FROM REGISTER. The Chief Examiner will remove names from a register whenever:
- 6.5.1 The applicant has been appointed to a vacant position in the same or higher classification,
 - 6.5.2 The applicant does not respond to a written inquiry of availability within five (5) calendar days. Note: Failure to maintain current contact information with the Commission resulting in returned or unclaimed mail will be treated as a failure to respond,
 - 6.5.3 The applicant has declined an offer of appointment from the list or fails to report for duty within the time specified in the offer,
 - 6.5.4 The applicant is certified to the Fire Chief but not selected three times,
 - 6.5.5 The Fire Chief rejects the applicant and the Commission approves the rejection,
 - 6.5.6 The individual is demoted due to lack of qualification,
 - 6.5.7 In the case of promotion registers, voluntary or involuntary termination from District employment,
 - 6.5.8 The list has expired or been cancelled as outlined in these Rules, or
 - 6.5.9 The individual has pled guilty, no contest or been convicted of a crime of moral turpitude (including but not limited to crimes involving dishonesty, breach of ethics, breach of public trust, etc.) or other offense relevant to the position for which the individual is applying, after being placed on the list.
 - 6.5.10 Any person whose name is removed from the register shall be promptly notified by the Chief Examiner of the reasons for such removal. Within ten (10) days of such notice, the applicant may appeal the decision to the Commission as set forth in 10.1.
- 6.6 REVOCAION OF ELIGIBILITY REGISTER. An eligibility register may be revoked within 30 days of certification by the Commission and another register prepared if the Commission deems it advisable on account of errors or of obviously inappropriate standards prescribed in connection with the examination

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and of plainly inadequate results obtained therefrom. If a register is revoked, written notice will be sent to all persons whose standing may be affected by the revocation.

- 6.7 AVAILABILITY OF ELIGIBLE APPLICANTS. It shall be the responsibility of eligible applicants to notify the Commission, in writing, of any changes in address, or other changes that may affect availability for employment. However, the Chief Examiner may from time to time circularize registers or use other methods to determine current availability of eligible applicants.

RULE VII CERTIFICATION AND APPOINTMENT

- 7.1 APPOINTING POWER. The District has designated the Fire Chief as its Appointing AuthorityPower for filling vacancies in Civil Service positions within the District. As the Appointing AuthorityPower, the Fire Chief is authorized to appoint individuals to Civil Service positions as outlined in these Rules. The District is an equal employment opportunity employer and does not discriminate against any qualified applicant on the basis of race, national origin, age, gender, religion, political affiliation or other status protected by applicable law. All appointments will be made based upon the District's evaluation of merit, efficiency, and fitness for the vacant position.
- 7.2 EMPLOYEE TRANSFERS. The Fire Chief may transfer employees from any Civil Service position to any similar Civil Service position within the same classification at any time at his/her discretion. Such transfers may occur within the same division or organizational unit, or to positions within any other division or organizational unit within the District.

Voluntary, non-disciplinary demotions will be treated as transfers under these Rules. Employees who wish to voluntarily demote to a position in a lower rank (including in cases of layoff) may make a written request to the Fire Chief for the demotion. However, except when required by an applicable collective bargaining agreement, employees wishing to voluntarily demote will not be permitted to bump any other employee out of a position. The Fire Chief may grant or deny the demotion at his/her discretion based upon the needs of the District.

If a transferred employee is covered by the terms of a current collective bargaining agreement, the District will comply with any applicable terms of that agreement relating to the transfer. Likewise, any employee covered by the terms of a current collective bargaining agreement must comply with the provisions of that agreement when exercising bumping or other layoff, transfer or voluntary demotion options.

- 7.3 ENTRANCE POSITIONS. When filling vacancies in entrance Civil Service positions, the District and Commission use the following procedures:

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Step 1 – Vacancy. The Fire Chief notifies the Commission of the vacancy.

Step 2 – Certified List. The Commission provides the Fire Chief with a certified list of the names and addresses of the top Six (6) candidates on the relevant register for the position vacancy. If there is more than one vacancy, the number of candidates certified to the Fire Chief will be the same as the number of vacancies plus five (5). Thus, if there are two vacancies, the Commission will give the Fire Chief the names and addresses of the top seven (7) candidates on the relevant register. If there are fewer candidates on the relevant register than provided in these rules, the Fire Chief may interview the remaining candidates on the register and select one of the candidates for appointment at his/her discretion, or may determine it is in the best interest of the District to hold an exam and establish a new register.

Step 3 – Appointment or Rejection. The Fire Chief evaluates the qualifications of the candidates on the certified list and selects one of the candidates for appointment to the vacant position at his/her discretion. The Fire Chief will not, however, hire a new employee until all laid-off employees have been given the opportunity to return. Once a candidate has been selected, the Fire Chief will then notify the Commission of the name, position title, wage rate, and first day of work for the successful candidate.

If the Fire Chief determines that none of the candidates should be appointed, the Fire Chief may reject the certified list by sending a written notice of rejection, including the reasons for rejection to the Commission. The Commission will investigate the Fire Chief's reasons and approve or decline the rejection. If the Commission declines the Fire Chief's rejection, the Commission will provide the Fire Chief with written notice of its decision. The Fire Chief will then select one of the candidates from the original certified list for appointment. If the Commission approves the Fire Chief's rejection of the list, the Commission will provide the Fire Chief with the name and address of the next person on the relevant register. The process will be repeated until a candidate is selected for appointment.

All newly hired employees will serve a probationary period of twelve (12) months, regardless of whether they are transferred or promoted during their initial probationary period.

- 7.4 PROMOTIONS. When filling vacancies in promotional Civil Service positions, the District and Commission shall use the following procedures:

Step 1 – Vacancy. The Fire Chief notifies the Commission of the vacancy.

Step 2 – Certified List. The Commission provides the Fire Chief with a certified list of the names and addresses of the top ~~two (2)~~ candidate_s on the

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relevant register for the position vacancy. If there is more than one vacancy, the number of candidates certified to the Fire Chief will be at least the same as the number of vacancies ~~plus one (1). Thus, if there are two vacancies, the Commission will give the Fire Chief the names and addresses of the top three (3) candidates on the relevant register.~~

For the position of Deputy Chief, the Fire Chief shall determine the number of qualified applicants.

Step 3 – Appointment or Rejection. The Fire Chief evaluates the qualifications of the candidates on the certified list and selects one of the candidates for appointment to the vacant position at his/her discretion. Once a candidate has been selected, the Fire Chief will then notify the Commission of the name, position title, wage rate, and first day of work for the successful candidate.

If the Fire Chief determines that none of the candidates should be appointed, the Fire Chief may reject the certified list by sending a written notice of rejection, including the reasons for rejection to the Commission. The Commission will investigate the Fire Chief's reasons and approve or decline the rejection. If the Commission declines the Fire Chief's rejection, the Commission will provide the Fire Chief with written notice of its decision. The Fire Chief will then select one of the candidates from the original certified list for appointment.

If the Commission approves the Fire Chief's rejection of the list, the Commission will provide the Fire Chief with the name and address of the next person on the relevant register. The process will repeat until a candidate is selected for appointment.

All employees will serve a probationary period of twelve (12) months in their promoted position.

- 7.5 TEMPORARY APPOINTMENTS. The Fire Chief may appoint a temporary employee at his/her discretion. if the appointment to the position does not exceed 180 days in any calendar year.

RULE VIII **PROBATIONARY PERIOD**

- 8.1 PURPOSE. A probationary period is an integral part of the examination process. It shall be utilized as an opportunity to observe the employee's work, to provide

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special training, to assist the employee in adjustment to his/her new position, and as an aid in making the decision to reject any employee whose work performance or personal conduct is unsatisfactory.

- 8.2 DURATION. Entrance level employment is subject to a probationary period of one-year actual service. In determining such one year "service", time spent in training schools away from the ~~department~~District and sick or disability leave time shall not be included. Promotion to any other position within the classified service is subject to a one-year probationary period. Time spent in training schools away from the ~~department~~District and sick or disability leave time shall not be included.
- 8.3 DISMISSAL DURING ENTRANCE PROBATIONARY PERIOD. At any time during the entrance probationary period, the appointing power may terminate the appointment of the person certified. Such action by the appointing power is not subject to appeal.
- 8.4 UNSATISFACTORY PERFORMANCE DURING PROMOTIONAL PROBATIONARY PERIOD. At any time during the promotional probationary period, the appointing power may terminate the promotional appointment of the person certified if, during the performance of duty, the person is found unfit or unsatisfactory, provided however, that the appointing power shall forthwith notify the employee and the Commission, in writing, of any such termination of a promotional appointment. The appointed employee shall have the right to revert to a position in the last held regular class.
- 8.5 REGULAR STATUS. If no action is taken by the appointing power to terminate or reduce in rank a probationary employee during the probationary period, the employee shall be deemed to have satisfactorily completed the probationary period and the appointment shall be considered to be regular at the end of the specified period of time.
- 8.6 REMOVAL FROM ELIGIBILITY LIST. If an appointment is not made regular because of the ~~department~~District's dissatisfaction with the employee's performance during the probationary period and the employee is terminated or reduced in rank, his/her name shall be removed from the eligibility list for the position.

RULE IX **DISCIPLINARY ACTION**

- 9.1 TENURE OF EMPLOYMENT. No employee of the District who shall have been

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regularly appointed or inducted into Civil Service under the provisions of these rules shall be suspended without pay, demoted, or discharged except for cause.

- 9.2 CAUSE FOR DISCIPLINARY ACTION. "Cause" for demotion, disciplinary suspensions without pay or disciplinary reductions in pay and disciplinary discharge of covered employees includes:
- 9.2.1 Incompetency.
 - 9.2.2 Inefficiency.
 - 9.2.3 Inattention to duty.
 - 9.2.4 Dereliction of duty.
 - 9.2.5 Dishonesty of any type, (including false or deliberately misleading information or omissions from an employment application).
 - 9.2.6 Intemperance.
 - 9.2.7 Violation of the District's Drug and Alcohol Policy.
 - 9.2.8 Insubordination.
 - 9.2.9 Discourteous treatment of the public or coworkers.
 - 9.2.10 Immoral Conduct
 - 9.2.11 Any plea of guilty or no contest or conviction of crimes of moral turpitude (such as crimes involving dishonesty) or other crimes related to the ability to perform job duties.
 - 9.2.12 Repeated or serious violations of the District's policies or standards of employee conduct.
 - 9.2.13 Any willful failure of good conduct tending to injure the public service.
 - 9.2.14 Any action, which reflects discredit upon the service or is a direct hindrance to the effective performance of District functions, shall be considered cause for disciplinary action. Such cause shall also include misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance, the willful giving of false information or withholding information with intent to deceive when making application, or willful violation of published District rules, the law or these rules.
- 9.3 ACTIONS NOT SUBJECT TO CIVIL SERVICE REVIEW. Disciplinary action that

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does not result in suspension without pay, demotion, termination, or other loss of benefit shall not be subject to these Rules. Specifically, this includes, without limitation, suspensions with pay, oral or written reprimands, or the equivalent thereof, and layoff or demotion for non-disciplinary reasons, including budget restraints, reorganization, or lack of work.

- 9.4 **PROCEDURE FOR TAKING DISCIPLINARY ACTION.** If disciplinary action covered by this Rule is to be taken against an employee, it should be done in a manner that will not embarrass the employee before other employees or the public. For all forms of disciplinary action, the supervisor should follow established District procedures and should keep the Chief fully informed of any action taken. When it is necessary to suspend without pay, discharge, demote or deny special privileges to an employee, the following steps shall be taken:
- 9.4.1 The supervisor shall prepare a written statement of the reason(s) for the proposed disciplinary action, stating dates, location, rules and regulations violated, and particular actions, if appropriate. The statement should include previous oral and/or written warnings given to the employee. The statement should be delivered to the Chief for review and necessary action.
- 9.4.2 After a review of the supervisor's statement, the Chief shall present the employee with the information provided by the supervisor and outline to the employee any investigation to be made and the disciplinary action being considered by the Chief. The Chief should give the employee a reasonable opportunity to respond in person or in writing to the supervisor's statement before action is taken. If the employee requests a hearing with the Chief, the employee may choose to be represented by any person.
- 9.4.3 If, after the employee has responded, the Chief still believes disciplinary action is appropriate, the Chief should prepare a letter outlining the course of action to be taken.
- 9.4.4 The Chief shall notify the employee by certified mail, or if possible, by hand delivering the letter and the personnel action form. A copy of the notice should be provided to the Civil Service Commission.
- 9.5. **REMOVAL. SUSPENSION WITHOUT PAY. DEMOTION. AND DISCHARGE. DEPRIVATION OF SPECIAL PRIVILEGES.** No person in the classified Civil Service who has been regularly appointed under these rules shall be removed, suspended without pay, demoted, or discharged except for cause as above defined. Such dismissal, demotion, or suspension without pay shall be effective upon the filing with the Commission of a written statement by the appointing [authority/power](#) stating the reasons for such removal, suspension without pay, demotion, discharge, or deprivation of special privileges. Such written statement

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of reasons shall be phrased in general terms, and a duplicate to the copy filed shall be served upon the person thus removed, demoted, suspended without pay, discharged, or deprived of special privileges. Such a statement, in addition, shall advise such person that he may, within ten days of such services, appeal to the Civil Service Commission by filing with the Chief Examiner a written request for a Commission investigation.

- 9.6 APPLICABILITY OF RULES. To the extent any person subject to this provision is covered by a collective bargaining agreement, the provisions of the agreement shall apply and unless the right to reply on the agreement is waived in writing, these rules do not apply.

RULE X APPEALS, INVESTIGATIONS, AND HEARINGS

- 10.1 APPEALS RELATED TO CIVIL SERVICE EXAMS AND HIRING. Applicants who want to appeal their final exam rating may do so within ten (10) calendar days of the date the test results are mailed by sending a written notice of appeal to the Chief Examiner. The notice of appeal must provide a detailed explanation of why the applicant believes the rating is incorrect. The Chief Examiner will review the rating and correct the rating if an error is found. Corrections will be prospective only; no correction will invalidate any appointment previously made from the list.

Applicants whose names are removed from an entrance or promotion register (other than due to the expiration or cancellation of the register as outlined in these rules), may appeal within ten (10) calendar days of the date the notice is mailed by sending a written notice of appeal to the Chief Examiner. The appeal must request restoration to the Register and must include a detailed explanation of why the applicant should be restored to the Register as well as any supporting documentation. The Chief Examiner will review the information and provide a written decision. Applicants who are still not satisfied after receiving the Chief Examiner's decision may appeal to the Commission within ten (10) calendar days from the date the decision is mailed. The written appeal to the Commission must include a copy of all material provided to the Chief Examiner, the Chief Examiner's decision, and a detailed explanation of why the applicant believes the Chief Examiner's decision is incorrect. The Commission will investigate and issue a written decision within thirty (30) calendar days.

- 10.2 APPEALS OF DEMOTIONS, REDUCTIONS IN PAY, SUSPENSIONS WITHOUT PAY, OR DISCHARGES. Employees in Civil Service positions may appeal disciplinary demotions, reductions in pay, suspensions without pay, and discharges only as outlined in these Rules. Lesser forms of discipline are not subject to appeal under these Rules.

10.2.1 Union Employees. All probationary and regular employees whose employment is governed by the terms of a current collective bargaining

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agreement and who want to appeal a demotion, reduction in pay, suspension without pay or discharge decision must use the grievance and arbitration procedure in their union contract. Such employees do not have appeal rights under these Rules unless they waive, in writing and in a timely manner, all rights granted to them to appeal such decision under the current collective bargaining agreement including acceptance of such waiver by an authorized bargaining unit representative.

10.2.2 Non-Union Employees. Regular non-union employees in Civil Service positions who have been demoted, reduced in pay for discipline, suspended without pay or discharged may appeal those forms of discipline to the Commission. Non-union employees in their initial probationary period do not have appeal rights under these Rules, regardless of the form of discipline. During their probationary period, promoted non-union employees have appeal rights under these Rules for the referenced actions, except demotion.

All appeals under this section must be made in writing and must be filed with the Commission chair within ten (10) days after the effective date of the demotion, disciplinary reduction in pay, suspension without pay or discharge. In order to be considered by the Commission, written appeals must include:

- a. A detailed explanation of the facts leading up to the discipline and the reasons why the employee believes the disciplinary action was improper,
- b. The names of all relevant witnesses.
- c. A copy of all materials and documentation supporting the complaint.

10.3 DISCIPLINARY HEARINGS.

10.3.1 Procedure. Commission hearings on appeals from disciplinary action shall be open to the public and informal. Both the employee and the Appointing Power shall be given written notification of the time and place of a hearing at least ten (10) days in advance, and shall have the right to have subpoenas issued by the Commission, present witnesses, and give evidence before the Commission.

10.3.2 Witness Fees. Every person served with a subpoena requiring attendance before the Commission shall be entitled to the same fees and mileage as are allowed by law to witnesses in civil suits and actions, except that no person shall be entitled to any fees or mileage who is employed in the Public Service or political subdivision to which they are called as a

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witness. The fees and mileage allowed by this section need not be pre-paid, but the governing body of the political subdivision shall provide for payment thereof when certified by the Commission.

10.3.3 Conduct of Hearings. A hearing before the Commission is intended solely for the purpose of receiving evidence either to refute or to substantiate specific charges which the Commission has been requested to examine. It shall not be made an occasion for uttering irresponsible accusations, attacking the character or conduct of an employer or employee or making other derogatory comments having no bearing on the charges under investigation. The Commission in conducting such hearings is not bound by the standard Rules of Evidence.

10.3.4 Counsel or Representative. In appealing a disciplinary action to the Commission, an employee is not required to have counsel. The appellant may examine and cross-examine witnesses, make statements, summarize testimony, and otherwise conduct a hearing. An employee may choose to be represented by counsel or other person.

10.3.5 Commission findings. If, after receiving evidence presented in a hearing on disciplinary actions, the Commission finds the complained-of action taken by the Appointing Power was made in good faith for cause, the Commission may affirm or modify the action. If the Commission finds that the complained-of action taken by the Appointing Power was not made in good faith or cause, the employee shall be reinstated to the previous position and shall not suffer any loss of pay or status. The Commission, in lieu of affirming the disciplinary action, may modify the order as the circumstances may warrant. The action of the Commission shall be certified in writing to the Appointing Power who shall put it into effect. All other findings of the Commission resulting from any hearing on complaints or suggestions normally shall be in the form of recommendations. Commission findings will be issued within thirty (30) days of the conclusion of the hearing.

10.3.6 Appeal to Circuit Court. Any decision of the Commission affecting any regular employee or employees may be appealed to the Circuit Court of Deschutes County, Oregon in accordance with ORS 242.804.

10.4 OTHER COMMISSION INVESTIGATIONS. The Commission will conduct an investigation into the enforcement and effect of these Rules whenever a resident of the District or an employee in a Civil Service position submits a verified written complaint alleging violation(s) or abuse(s) of these Rules. All written complaints must be submitted within ten (10) days after the alleged violation or abuse, must be signed, and must include:

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10.4.1 A detailed explanation of the alleged violation(s) or abuse(s) of these Rules,

10.4.2 The Civil Service position(s) that the person believes to be affected by the violation(s) or abuse(s) of these Rules,

10.4.3 The names of relevant witnesses, and

10.4.4 A copy of all materials and documentation supporting the complaint.

In addition, the Commission will conduct an investigation whenever it decides that any violation(s) or abuse(s) of these Rules may have occurred within the previous thirty (30) days. Commission investigations will generally include an inspection of all Civil Service positions cited in the complaint and a determination of whether there has been a violation of these Rules. The Commission's decision will be made in writing and will address all matters investigated.

10.5 LEGAL REPRESENTATION. The District's attorney shall, upon request of the appointing power, assist in the preparation of any materials or presentations for the Civil Service Commission. The Commission, if it needs legal assistance or advice before or during a hearing, shall retain private legal counsel and pay for such counsel out of the District's Civil Service budget. If the issue is other than a disciplinary issue, the District's attorney shall be available to assist the Civil Service Commission, based upon the request of the Commission.

RULE XI **CLASSIFICATION**

11.1 PROCEDURE AND EFFECT. The Commission shall provide for the classification of all positions in the classified service, including the assignment to each class or position of the appropriate title and experience, knowledge, capacity, skill, education, and other qualifications, such as the minimum prerequisites for appointment established by these rules. Further, the Commission shall allocate every position in the classified service to one of the classes established in the plan. The class titles so established shall be used in all personnel, budget, accounting, and other financial documents and communications of the Fire District. Additional classes may be established and existing classes may be divided, combined, or abolished in the same manner as originally adopted.

RULE XII **LEAVES OF ABSENCE**

12.1 LESS THAN 90 DAYS DURATION. Leaves of absence not exceeding 90 days and without pay may be granted by the appointing power to any person under

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civil service, provided that such appointing power shall give notice of such leave to the Commission via the Chief Examiner.

- 12.2 MORE THAN 90 DAYS DURATION. Leaves of absence in excess of ninety (90) days duration may be granted by the governing body upon written endorsement by the ~~aa~~appointing ~~authority~~power. The governing body shall give immediate notice of such action to the Civil Service Commission.
- 12.3 MILITARY LEAVE. Military leaves of absence shall be granted by the appointing power in accordance with the provisions of the applicable chapters of Oregon Revised Statutes and federal law.
- 12.4 EXPIRATION OR TERMINATION OF LEAVES OF ABSENCE. The appointing power may terminate any leave of absence other than military leave by written notice to the employee who shall be returned to the same class of position as he/she occupied when leave of absence was granted. An employee who fails to return to duty upon termination or expiration of leave shall be considered as absent without leave and subject to disciplinary action.

RULE XIII

LAYOFFS, REDUCTIONS IN FORCE

- 13.1 LAYOFFS, REDUCTIONS IN FORCE. Whenever the appointing power contemplates a reduction of staff because of shortage of funds, lack of work, or reorganization, notice thereof shall be sent by the appointing power to the Commission. When it is determined which positions are to be abandoned, employees holding positions within that class shall be laid off in opposite order to their length of service. Displaced employees shall have seniority rights over any employee in a lower classification, provided that he or she has (a) previously held regular status in the classification; and (b) has more ~~department~~District seniority than the employee being displaced. Any complaint by a regular employee filed in writing with the Commission alleging that a layoff was made in bad faith shall be investigated by the Civil Service Commission. If the Commission finds that the layoff was not made in accordance with these rules and regulations, it may order the reinstatement of the regular employee or employees. Notice of the layoff shall be given the employee concerned and the Commission at least four weeks before the effective date thereof. Regular employees laid off shall have their names placed on the eligible list of the class to which their position was allocated in accordance with these rules and regulations.

RULE XIV

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RESIGNATION

- 14.1 PROCEDURE. An employee may resign from a Civil Service position by presenting his/her resignation in writing to the appointing power. To resign in good standing and employee shall give at least two calendar weeks-notice, unless, because of extenuating circumstances, the appointing power agrees to permit a shorter period of notice. The appointing power may make or cause to be made such investigation as he/she deems warranted, for the purpose of verifying reasons for each resignation. An employee's resignation and the circumstances pertinent to it shall be recorded in his/her personnel file.
- 14.2 LOSS OF RIGHTS AND STATUS. Any person in the civil Service employ of the Fire District who is a regular appointee, who has completed the probation period, and who resigned and seeks to re-enter such service shall be evaluated as provided for in this section. Any such employee who resigns may within six months of such resignation, make written application for reinstatement of the service. If such request for reinstatement is approved in writing by the Chief of the Fire District, the appointing power may reinstate the employee and notify the Civil Service Commission accordingly. The applicant shall be reinstated only if a vacancy in such position is budgeted and existing, and there are no laid-off employees available for appointment. If no such position becomes vacant within six months of such resignation, such employee's rights under this section shall lapse. Persons reinstated under this section shall not be required to serve a probationary period. In determining eligibility for promotion, only time employed in the Civil Service shall be counted in meeting the minimum requirements.

RULE XV RECORDS AND REPORTS

- 15.1 ROSTER. The Chief examiner shall maintain a file or roster for each employee in the classified service showing the name, title, or position held, the division within the ~~department~~District to which assigned, the salary, changes in employment status, leaves, and other information that may be considered pertinent.
- 15.2 EXAMINATION RECORDS. The Chief Examiner shall maintain examination records on each employee in the classified service. Such records shall include the date and title of the examination, rating earned, and grade obtained.
- 15.3 ACCESS TO ~~DEPARTMENT~~DISTRICT RECORDS. The Board of Directors, the ~~A~~ppointing ~~Authority~~power, or their designees; Chief Examiner, Civil Service Secretary, and members of the Civil Service Commission shall have access to all ~~department~~District records, the examination of which will aid them in the discharge of their duties.
- 15.4 RECORDS OPEN TO THE PUBLIC. The minutes of all Civil Service

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Commission meetings shall be open to the public during office hours and may be inspected upon application to the Chief Examiner. Access to other Commission records shall be governed by any applicable chapters of the Oregon Revised Statutes and/or federal laws or regulations.

Fire Chief's Report

Second Half of May – First Half of June

Emergency Response Activity

Fires

With the amount of precipitation received over the last month, we have not had any significant wildland or structure fire responses to report during this reporting period.

Medical

A fatal accident involving a six-year-old girl over Memorial Day weekend had a significant impact on personnel from our agency, as well as members of Black Butte Ranch Fire & Rescue, AirLink Life Flight, and multiple law enforcement agencies. All responders performed exceptionally well under difficult circumstances; however, the patient's injuries were too severe to overcome.

Our local Peer Support Team conducted initial debriefings immediately following the incident and later facilitated a formal Critical Incident Stress Debriefing (CISD) for all personnel involved. We are grateful for the support provided to our responders during this difficult event.

Noteworthy Operational Events

Staffing

We have advertised for three (3) Firefighter/Paramedic positions, with the application period closing at the end of June. The testing process will take place throughout July, with an anticipated start date of September 1.

Additionally, conditional offer letters have been issued to Trevor Stratton and Jasmine Yescas, transitioning their positions from part-time to full-time beginning in July.

Staff and I are also working to finalize a position description to backfill the vacancy created by the departure of Tim Craig from the Deputy Chief position.

After learning that we were unsuccessful in receiving the Oregon State Fire Marshal (OSFM) Upstaffing Grant, we shifted our focus toward alternative methods of increasing staffing capacity for what is forecasted to be a dry and warm summer. Our current plan is to add seasonal staffing in a staggered manner beginning in July, with one additional person assigned to each shift in July and potentially a second individual assigned to each

shift in August. A portion of the summer staffing funds generated through the Local Option Levy will be utilized to support these efforts through the remainder of the summer season.

Training

Training efforts continue to focus on seasonal operational priorities. Personnel have been training on wildland firefighting tactics, apparatus operator skills, vehicle stabilization and extrication techniques, and overall preparedness for the upcoming fire season.

Several members attended the Central Oregon Wildfire School, four members completed a Heavy Rescue course in Redmond, and twenty members participated in a water supply and area familiarization drill in Camp Sherman.

On May 21, we hosted an Executive Leadership Retreat for Northwest Fire agencies. The retreat focused on strengthening relationships, enhancing leadership skills, identifying opportunities for operational efficiencies, and addressing key priorities moving forward. This marked the first time our executive teams gathered specifically to focus on both individual organizational leadership and regional Northwest Fire leadership. Representatives from Operations, Finance, Training, and Fire & Life Safety participated in the event.

Community Service Events & Meetings

Meetings and events attended during this reporting period included Monday Morning Briefings, Staff Meetings, Officer Meetings, Shift Commander Meetings, Board Meetings, and various community events.

- Staff meeting 5/20
- Association meetings 5/20, and 6/9
- Executive Staff / Leadership retreat 5/21
- Tri-County Fire Defense Board meeting 5/28 and drill 6/2 @ Crook County
- Officers meeting 6/2
- Shift Commander Meeting – 6/10

Special Projects Update

Jefferson County Grant

We took delivery of a 50-kW Cummins generator from Jefferson County for Station 704. Staff will now begin the bidding process for installation in accordance with ORS 279C.335.

New Type 1 Engine (Pierce)

The engine is currently at the Pierce facility in Springfield for final completion work prior to delivery. We continue to anticipate delivery sometime in July.

Ambulance

Our new ambulance has arrived, and we are currently working through the state licensing process and coordinating radio installation with Deschutes County 911.

Oregon State Parks ATV Grant

The enclosed trailers associated with the Oregon State Parks grant have been ordered and are currently in production. Mid-State Polaris is completing the upfit of the UTV associated with the grant, with delivery anticipated in early July. Once the equipment has been received and purchased, we will submit the reimbursement request.

Volunteer Status

Fire Corps

The Fire Corps has remained extremely active over the past month. Activities included conducting home assessments, teaching Stop the Bleed classes, creating signs for Camp Sherman, participating in the SPRD Bike Safety/Kids Fest event, preparing meals for our Volunteer Fire Academy, and assisting with preparations for the Quilt Show and Fourth Fest.

For additional details, please refer to the Fire & Life Safety Division Report.

Volunteer Operations Group

The Spring Firefighter I Academy is entering its final week with six remaining students. A special thank you goes to Captain Jeff Liming for leading the academy, as well as to the many instructors who have dedicated their time and expertise to supporting the program.

Battalion Chief Cody Meredith, Captain Pat Burke, Engineer/Medic Jack Wales, Engineer/Medic Mark Cooley, and Lieutenant Tyler Wallace have completed the recruitment process to return the Resident Volunteer Program to full capacity. Cole Younger and Ava Gill have been selected and will begin at the end of this month.

As we welcome these new resident volunteers, we would also like to recognize and thank Mason Gackle and Noble Tatro for their dedication and service to the District. It has been a pleasure having them as part of our team, and we wish them continued success in their future endeavors.

Congratulations to Mason Gackle on accepting a position as a Firefighter/EMT with TVF&R.

Other

I would like to thank the Board of Directors, City Managers, and City Council members for taking the time to meet and discuss our respective priorities, including both short- and long-range planning efforts and opportunities for collaboration. I believe these conversations have strengthened our relationships and will create numerous opportunities to work together in support of our shared missions and the communities we serve.

Respectfully Submitted,

Tony Prior
Fire Chief



Fire & Life Safety Division Report

June 2026

(statistics included are from the prior month)

Pub Education Report & Fire Corps:

- ISU Events / Responses
 - 0
- CPR Training
 - 29 CPR Students
- Stop the Bleed
 - 43 students
- Community AED
 - 0
- Blood Pressure Screenings
 - 5
- Wildfire Home Safety Assessments
 - 52
- Home Safety Assessments
 - 0
 - 2 Members attended Steps to Safety Training in Springfield, OR
- Smoke Alarm Installations
 - 10
- Fire Station Tours
 - 0
- Special Events
 - 0
- Address Signs
 - 6
- Child Safety Seats
 - 6

Public Event Permit Applications Review:

- 90th Birthday Celebration

New Construction Plan Review:

- 15-10-9BC 9500
- 274 E. Adams St.
- 275 E. Barclay Dr.
- 361 & 371 E. Cascade Ave.
- 454 E. Wapato Loop
- 611 E. Cascade Ave.
- Tax Lot 151004CA02002
- 155 W. Lundgren Mill Dr. Suite 101 & 103
- 155 W. Lundgren Mill Dr. Suite 105
- 511 W. Cascade Ave.
- 570 W Three Peaks Dr.
- 725 W. Hope Dr.
- 771 W. Hood Ave
- 17390 Big Buck Rd.

Alarm / Sprinkler Final/ Building final:

- 570 W. Three Peaks Dr.
- 620 W. Three Peaks Dr.

Commercial Business Inspections:

- 130 W. Cascade Ave. Inspection
- 121 W. Cascade Ave Re-Inspection
- 610 N. Arrowleaf Trail Inspection
- 750 Barclay Dr. Inspection
- 570 W. Three Peaks Dr. Inspection
- 620 W. Three Peaks Dr. Inspection
- 223 E Hood Ave Food Truck Abe Capanna's Pizza
- 354 W. Adams Ave Inspection
- 354 W. Adams Ave Suite C Inspection
- 354 W. Adams Ave Suite B Inspection
- 192 W. Barclay Dr. Re-Inspection
- 354 W. Adams Ave Re-Inspection
- 354 W. Adams Ave Suite A Inspection

Other Fire Safety / Prevention / Pub Education Request:

- Addressing review
- Knox-box lockups.
- Business License Review
 - 750 Barclay Sr. Suite 101
 - 354 W. Adams Ave Suite C
 - 137 N, Dark Horse Lane
 - 403 E. Hood Ave.
 - 570 W. Three Peaks Dr. Suite 101
 - 601 N. Brooks Camp Dr. #401
 - 67205 Bass Ln.

Fire Investigations:

- 0

Outside Training & Events Attended:

- 2026 Education Webinar Series: The Science of Home Hardening for Wildfire Mitigation
- Best Practices for addressing Houselessness and migrant issues

Meetings Attended:

- Sisters Country Wildfire Mitigation Group
- Meeting with Congress women Bynum
- Sisters Pre Application Meeting
- Officer Meeting
- Safety Committee Meeting
- Project Wildfire
- Board Meeting
- Central Oregon Fire Prevention coop
- Staff meeting
- Executive Staff Meeting

Notable Events:

- Attended IBHS Demonstration in South Carolina
- Shift Building walk throughs of 570 and 620 W. Three Peaks Dr.
- Shift building Walk through 732 and 736 W. View Dr.
- Camp Sherman Wildfire Evacuation Notices Meeting