



Sunriver Service District

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MONTHLY REPORT TO DISTRICT MANAGING BOARD

August 21, 2025

Mindy Holliday

Board Follow Up Requests

- June Fire Stats (see attached): The April statistics did not accurately carry forward the year-to-date totals, resulting in reporting errors. However, the monthly totals for June were verified as correct. During June, a total of 71 calls were recorded, including 8 fire calls, 43 EMS calls, and 20 public assist calls. One contributing factor to the overall year-to-date decrease in call volume is the notably low activity in March.
- Lobby Art Insurance: The District has added an art rider for \$25,000 to its property insurance policy effective Aug. 1, 2025. It is an additional \$200 annually.
- Electronic check signature update: Continuing to explore more efficient solutions for implementing electronic check signing. Currently, QuickBooks does not provide this functionality, so I am researching third-party applications that offer the service, though they do involve an additional cost. I am also evaluating options to consolidate all check request documents into a single PDF for electronic approval by Board members.
- FY25 Fire Overtime Breakdown (see attached)

Accounting

- Coordinating with external auditors to prepare preliminary documentation for the FY25 audit; on-site fieldwork scheduled to begin September 5, 2025.
- Collaborating with ADP to address and resolve the Form 940 FUTA tax matter.
- Continued to refine and update year-end financial projections to ensure District expenditures remain aligned with approved budgetary parameters.
- Ongoing management of QuickBooks Online transactions, including reconciliation of PERS statements, accounts payable and receivable, payroll liability reconciliations, and oversight of District cash flow between First Interstate Bank accounts and Oregon Treasury LGIP funds.

Human Resources

- Met with HRA VEBA representative to review plan administration requirements and confirm that no additional actions are needed at this time.
- Managing employee onboarding and offboarding processes.
- Participated in labor contract negotiations with the Fire Department, including preparation of supporting materials for upcoming meetings.
- Collaborated with Fire Department staff to enhance the Employee Assistance Program (EAP) by incorporating more localized and personalized resources.

Operations

- Former District Executive Assistant, Brittany, transitioned to the Police Department as Executive Assistant to Chief Rasic. I am keeping the District EA position open for now to allow time to evaluate the role and organizational needs.
- Assisted in coordinating logistics and participated in National Night Out.
- Submitted final candidate recommendations to the Deschutes County Board of Commissioners for appointment and attended the corresponding meeting.
- Completed the transition of all District email accounts and websites to the official .gov domain.
- Participated in professional development by attending a webinar on the application of AI and emerging technologies in the public sector.

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



June

Comparison Statistics

June

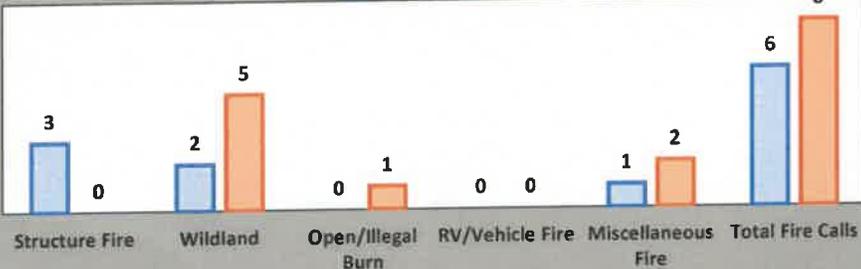
2024 2025

Total Monthly Calls

61 **71**

FIRE RESPONSES

2024 2025



RESPONSE TIMES (Min:Sec)

2024 2025

Turn-Out Time

(Dispatched to Enroute)

2:31 **2:13**

Response Time

(Enroute to Arrived)

7:15 **7:50**

Scene to Back

In-Service

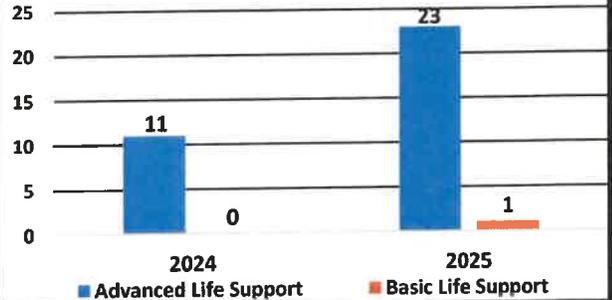
40:17 **42:46**

EMS RESPONSES



*Walk-ins are included in Transport / Non-Transport Totals

LEVEL OF CARE

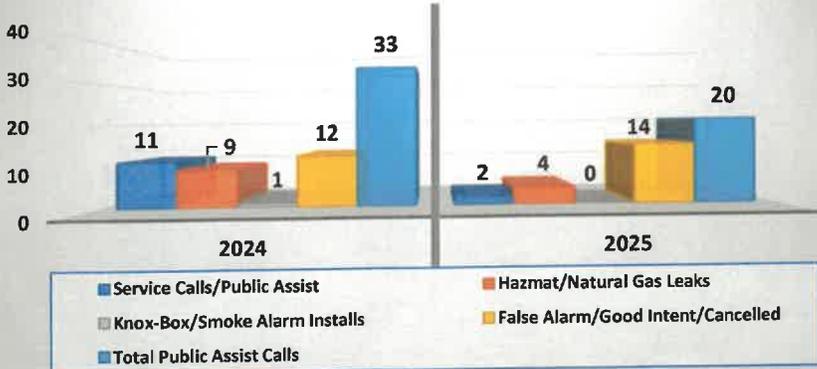


June 2024 2025

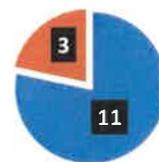
MOTOR VEHICLE CRASHES

0 **1**

PUBLIC ASSIST CALLS

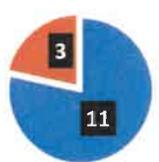


2024



Mutual Aid Given
Mutual Aid Received

2025



Mutual Aid Given
Mutual Aid Received

June 2024 2025

TRAINING HOURS

317.5 **273.5**

TOTAL CALLS (Year-to-Date)

245 **231**

June 2025
Ambulance Billing

\$ 59,031.00

All Overtime for FY 25

Fire Chief/DC OT	Staff OT	Total FY 25 OT	FY 25 OT Budget	Under (Over) Budget
\$ 73,801.27	\$ 292,406.49	\$ 366,207.76	\$ 230,000.00	\$ (136,207.76)

Only Staff OT for FY 25

Staff OT	Total FY 25 OT	FY 25 OT Budget	Under (Over) Budget
\$ 292,406.49	\$ 292,406.49	\$ 230,000.00	\$ (62,406.49)

CONFLAGS & ODF FIRES FY 24-25 REIMBURSEMENTS

	NAME OF FIRE	LABOR	EQUIPMENT	LODGING/MEALS	TOTAL	Received	PAYROLL/ FRINGE	OT PAYROLL/FRINGE	LABOR	EQUIPMENT	LODGING/ MEALS	TOTAL
Bjorvik	Falls Fire	\$24,016.01	\$8,280.00	\$298.36	\$32,594.37	✓	\$7,662.33	\$16,353.68	\$24,016.01	\$8,280.00	\$298.36	\$32,594.37
Bjorvik	Crazy Creek	\$27,641.62	\$9,000.00	\$0.00	\$36,641.62	✓	\$6,582.40	\$21,059.22	\$27,641.62	\$9,000.00	\$0.00	\$36,641.62
Bjorvik	Wiley Flat	\$9,590.96	\$3,307.50	\$0.00	\$12,898.46	✓	\$3,496.90	\$6,094.06	\$9,590.96	\$3,307.50	\$0.00	\$12,898.46
Bjorvik	Firestone	\$4,216.96	\$1,350.00	\$0.00	\$5,566.96	✓	\$822.80	\$3,394.16	\$4,216.96	\$1,350.00	\$0.00	\$5,566.96
Bjorvik	Rail Ridge	\$30,341.49	\$10,687.50	\$208.35	\$41,237.34	✓	\$7,662.33	\$22,679.16	\$30,341.49	\$10,687.50	\$208.35	\$41,237.34
Boos	Battle Mt/Boneyard	\$21,345.51	\$6,806.25	\$0.00	\$28,151.76	✓	\$3,678.84	\$17,666.67	\$21,345.51	\$6,806.25	\$0.00	\$28,151.76
Boos	Microwave	\$8,584.16	\$2,925.00	\$0.00	\$11,509.16	✓	\$2,452.56	\$6,131.60	\$8,584.16	\$2,925.00	\$0.00	\$11,509.16
Boos	Tropical System Helene	\$22,226.81	\$0.00	\$757.00	\$22,983.81		\$7,357.68	\$14,869.13	\$22,226.81	\$0.00	\$757.00	\$22,983.81
Boos	Alder Springs	\$10,678.59	\$3,614.85	\$0.00	\$14,293.44	✓	\$3,270.08	\$7,408.51	\$10,678.59	\$3,614.85	\$0.00	\$14,293.44
	TOTALS	\$158,642.11	\$45,971.10	\$1,263.71	\$205,876.92	\$183,284.20	\$42,985.92	\$115,656.19	\$158,642.11	\$45,971.10	\$1,263.71	\$205,876.92
							\$158,642.11					