

# PHILOMATH FIRE & RESCUE

July 10, 2023

**Location: Philomath Fire & Rescue**

**3:00 pm**

**Regular Session Board Meeting**

Join Zoom Meeting

<https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS>

[HRvQT09](#)

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA

- a. Minutes- June 12, 2023
- b. Bills – June
- c. Chief Vacation Hours

*Staff recommended action: Move to approve Consent Agenda as presented.*

III. PUBLIC COMMENT

IV. STAFF REPORTS

1. Board Report
  - Review Board Calendar
  - Identify Board Rep for September Volunteer Business Meeting
2. Fire Chief Report – Chief Ferguson
3. Deputy Chief Reports- Deputy Chief Saalsaa
4. Board Secretary – Scott
  - Financial Reports

5. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
  - a. Summer Recognition Picnic Date Confirmation
2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. OSCU and Citizen’s Bank Credit Card Options Update- Scott  
*Staff recommended action: Move to transition away from Oregon State Credit Union by utilizing Citizen’s Bank Credit or Debit Cards.*

VII. NEW BUSINESS

1. Swear In New Board Members
2. Election of Board Officers
3. State and Approve Meeting Day & Time
4. Civil Service Commission Appointment (Van Hunsaker)  
*Staff recommended action: Move to appoint Van Hunsaker to the Civil Service Commission.*
5. Surplus Turbo Drafts- Ferguson  
*Staff recommended action: Move to surplus Turbo Drafts.*
6. Building Projects Discussion- Ferguson

VIII. ACTION ITEMS

- IX. NEXT MEETING – August 14, 2023

X. ADJOURNMENT

**Refuse to make a commitment on any matter that should properly come before the Board as a whole.**

# PHILOMATH FIRE & RESCUE

June 12, 2023

**Location: Philomath Fire & Rescue**

**5:00 pm**

## **Regular Session Board Meeting**

I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Daphne Phillips at 17:01. Board members present included: President Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds and Joe Brier. Board member not present was Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, and Administrative Assistant Ashley Scott. Guests included: Volunteer Association President Dan Eddy.

II. CONSENT AGENDA

- a. Minutes- May 8, 2023, Budget Hearing
- b. Minutes- May 8, 2023, Regular Session
- c. Civil Service Commission Minutes- May 3, 2023
- d. Bills – May
- e. Chief Vacation Hours

**Edmonds moved to approve the Consent Agenda as Presented. Seconded by Corbin. 4-0 Approved.**

III. PUBLIC COMMENT- None.

IV. STAFF REPORTS

1. Board Report

- Review Board Calendar- Phillips will work with Scott to update the Board Calendar to include new Chief Check ins and Chief Review Process.
- Volunteer Association Meeting Highlights- Discussed and attended by Corbin. Highlights included: Eats and Treats catered, and it was excellent. The volunteers appreciate Board presence. Picnic happening in July.
- Identify Board Rep for July Volunteer Business Meeting- the next meeting is September, review at August meeting.

2. Fire Chief Report – Chief Ferguson- Included in the Board Packet and discussed that the district received OSFM Staffing Grant. The district will be hiring two part-time

employees to work 24 hours per week primarily for hydrant testing and will respond to calls as needed. City Manager discussing with City Council tonight regarding reader board project. Our two newest RV completed EMR classes and beginning other training. Another possible RV from Nevada. Staff Captain hiring kept us busy this morning- the internal candidate received a job offer earlier today. Lieutenant Testing- tactical portion was this afternoon, all three qualified to continue to the next step in the process. Training continues to be a priority for our district with many members attending training throughout the state and within the district. Tender 241 at Peterson for repairs- costs continue to rise (over \$4,000 currently). Ambulance 224 waiting on payment from SW Polk County to sell officially. The Hose Tower repair update includes acquiring bids and waiting for parts for the radio towers.

3. Deputy Chief Reports- Deputy Chief Saalsaa- Included in the Board Packet and discussed.
4. Board Secretary – Administrative Assistant Scott
  - Financial Reports- Included in the Board Packet and discussed by Scott.

#### V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Verbal report given. Eddy discussed their regular meetings, preparing for stand by events, No business meeting in July. Recruitment events will also happen at both standby events, Old #1 to car show again this year. Volunteers continue to help around the station with training, and responses to MVCs. Increased coverage with volunteers to cover the calls that are coming in. Volunteers have been taking advantage of many training opportunities lately: Truck Class, OVFA Fire Officer 1, EMT-I classes, etc. EMS only volunteer added and lost more since the last meeting. Currently, we are losing more volunteers than we are adding. The district is actively trying to find that balance. August 26<sup>th</sup> tentative Summer Picnic for volunteers. Overall morale is good.
2. IAFF Local 4925 – President Moser- No report submitted, no Union Representative in attendance.

#### VI. OLD BUSINESS

1. OSCU and Citizen's Bank Credit Card Options Update- Administrative Assistant Scott and Chief Ferguson discussed and additional questions were asked by the Board, Scott will retrieve answers and report back. Questions included: purchase protection comparison from a debit to a credit card, any way to terminate a transaction, debit be processed as a credit card.
2. Chief Contract Update- Phillips- Included in the Board Packet. She highlighted portions of the contract.

**Edmonds moved to adopt the contract for permanent Chief position as presented with a salary of \$98,892 for permanent hire of Chancy Ferguson to Philomath Fire & Rescue Fire Chief, effective July 1, 2023. Corbin seconded. 4-0 Approved.**

VII. NEW BUSINESS

1. Policy Review Update- Chief Ferguson and Administrative Assistant Scott- Discussion included the Civil Service Rules and the process associated with the updating of this document and what that document will mean for Board operations in employment. Once the Rules are adopted, the Board has requested a training with the Civil Service Commission to better understand their role.
2. Strategic Plan Draft Update- Chief Ferguson and Administrative Assistant Scott- Utilize this plan as a guideline to move forward in the next fiscal year and to plan future budgets depending on funding and progress.

VIII. ACTION ITEMS

- a. Discuss the September Board Attendance representative for Volunteer Association Business Meeting
- b. Confirm Volunteer Summer Picnic Date
- c. Contract signing-Phillips and Ferguson
- d. Update Board Calendar-Phillips and Scott
- e. Credit/Debit card questions- Scott

IX. NEXT MEETING – July 10, 2023

X. ADJOURNMENT- 18:33.

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Board President- Daphne Phillips

# Philomath Fire and Rescue Transaction by Account June 2023

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6091 · Tuition Reimbursement</b>					
Bill	06/26/2023	Stephanie Vallancey Martinson	Spring 2023- Tuition Reimbursement	2,800.00	2,800.00
Total 6091 · Tuition Reimbursement				2,800.00	2,800.00
<b>6001 · Contracted Professional Service</b>					
Bill	06/06/2023	Accuity, LLC	Progress Billing for Audit	1,000.00	1,000.00
Bill	06/06/2023	Koopman Consulting	Payroll Services October 2022-May 2023	845.68	1,845.68
Bill	06/13/2023	Riverstrong	Cybersecurity Contract	3,987.48	5,833.16
Total 6001 · Contracted Professional Service				5,833.16	5,833.16
<b>6010 · Office Supplies</b>					
Bill	06/16/2023	OSCU 402518-73	Webcam and Computer Speakers	37.49	37.49
Bill	06/19/2023	OSCU 402518-73	Mouse Pads	23.98	61.47
Total 6010 · Office Supplies				61.47	61.47
<b>6011 · Postage/Shipping</b>					
Bill	06/02/2023	OSCU 402518-70	PO Box Payment	332.00	332.00
Total 6011 · Postage/Shipping				332.00	332.00
<b>6020 · Insurance and Bond</b>					
Bill	06/06/2023	The Hartford	Bond Insurance	180.00	180.00
Bill	06/06/2023	Special Districts Insurance Services	EAP for Employees and Volunteers	655.20	835.20
Total 6020 · Insurance and Bond				835.20	835.20
<b>6030 · Dues and Fees</b>					
Bill	06/06/2023	OFSOA	Membership Dues for 2023-2024	40.00	40.00
Bill	06/08/2023	OSCU 402518-73	Interest Fee- due to payment not allocated...	19.38	59.38
Total 6030 · Dues and Fees				59.38	59.38
<b>6040 · Publications and Elections</b>					
Bill	06/20/2023	Benton County Clerk	May 2023 Election	4,315.67	4,315.67
Total 6040 · Publications and Elections				4,315.67	4,315.67
<b>6050 · Utilities</b>					
Bill	06/01/2023	Culligan	Water	176.35	176.35
Bill	06/06/2023	Consumers Power Inc.	203 Power	155.46	331.81
Bill	06/06/2023	Consumers Power Inc.	Beaver Creek Pump Power	78.29	410.10
Bill	06/07/2023	Republic Services	203 Trash	35.30	445.40
Bill	06/07/2023	City of Philomath	201 Water	188.50	633.90
Bill	06/07/2023	City of Philomath	Fire Line Water	15.20	649.10
Bill	06/13/2023	NW Natural	Gas	71.36	720.46
Bill	06/21/2023	Consumers Power Inc.	Daisy Drive Pump	35.05	755.51
Bill	06/21/2023	Consumers Power Inc.	Preist Road Pump	73.34	828.85
Bill	06/21/2023	Consumers Power Inc.	202 Power	69.90	898.75
Total 6050 · Utilities				898.75	898.75
<b>6060 · Telephone, Pagers, Internet</b>					
Bill	06/01/2023	Alyrica	Phones and Internet	592.86	592.86
Check	06/04/2023	AT&T Mobility		42.06	634.92
Check	06/06/2023	Comcast	Cable	14.77	649.69
Bill	06/06/2023	Pioneer Telephone Cooperative	Phone	173.69	823.38
Bill	06/21/2023	Century Link	Phone	125.87	949.25
Check	06/27/2023	Verizon		364.11	1,313.36
Total 6060 · Telephone, Pagers, Internet				1,313.36	1,313.36
<b>6080 · Conference</b>					
Bill	06/12/2023	Paula Anderson.	Motel 6 Stay for OVFA Conference	209.97	209.97
Bill	06/12/2023	Lindsay Taylor	OVFA Conference Hotel and Supplies Rei...	764.93	974.90
Total 6080 · Conference				974.90	974.90

# Philomath Fire and Rescue

## Transaction by Account

June 2023

Type	Date	Name	Memo	Amount	Balance
<b>6090 · Education/Training</b>					
Bill	06/06/2023	OSCU 402518-73	EMS License- Louden	150.00	150.00
Bill	06/12/2023	Rich Saalsaa	Reimbursement for MAWS Inn Stay	150.00	300.00
Bill	06/14/2023	OSCU 402518-73	Wothington EMT License	55.00	355.00
Bill	06/20/2023	Bio-Med Testing	Background Check for Islam	29.00	384.00
Bill	06/21/2023	Nick Hecker	EMS Reimbursement (Background check, ...	316.75	700.75
Bill	06/21/2023	Allan Aguirre	EMT License Renewal Reimbursement	55.00	755.75
Total 6090 · Education/Training				755.75	755.75
<b>6100 · Equipment Maintenance Agreement</b>					
Check	06/15/2023	De Lage Landen Financial Service...		152.50	152.50
Total 6100 · Equipment Maintenance Agreement				152.50	152.50
<b>6130 · Gas &amp; Oil</b>					
Bill	06/01/2023	OSCU 402518-70	Fuel	57.97	57.97
Bill	06/06/2023	Carson Oil	Fuel	746.53	804.50
Bill	06/20/2023	Carson Oil	Fuel	995.09	1,799.59
Total 6130 · Gas & Oil				1,799.59	1,799.59
<b>6160 · Equipment Maintenance</b>					
Bill	06/08/2023	OSCU 402518-70	Dewalt Batteries	100.00	100.00
Bill	06/08/2023	OSCU 402518-70	Pump Cover for 263	678.00	778.00
Total 6160 · Equipment Maintenance				778.00	778.00
<b>6161 · Vehicle Maintenance</b>					
Bill	06/06/2023	Hughes Fire Equipment, Inc.	265 PM and Inspections	364.02	364.02
Bill	06/06/2023	Hughes Fire Equipment, Inc.	231 PM & Inspection & New Batteries	179.76	543.78
Bill	06/06/2023	Hughes Fire Equipment, Inc.	233 PM and Inspection	585.88	1,129.66
Bill	06/07/2023	Fire Rescue Equipment NW, LLC	Locking Pin for Ram Bracket- 231	25.00	1,154.66
Bill	06/21/2023	Peterson Trucks, Inc.	241 Transmission Repairs	5,409.48	6,564.14
Total 6161 · Vehicle Maintenance				6,564.14	6,564.14
<b>6170 · Building Maint and Improvements</b>					
Bill	06/06/2023	Weidner Fire	Building Exhaust System Tip	416.49	416.49
Bill	06/06/2023	OSCU 402518-70	Mouse Traps and Bait	15.48	431.97
Total 6170 · Building Maint and Improvements				431.97	431.97
<b>6180 · Grounds Maintenance</b>					
Bill	06/08/2023	OSCU 402518-70	Potting Soil	12.99	12.99
Total 6180 · Grounds Maintenance				12.99	12.99
<b>6200 · Supplies - Department</b>					
Bill	06/06/2023	OSCU 402518-70	Bars of Soap and Candy	26.60	26.60
Total 6200 · Supplies - Department				26.60	26.60
<b>6210 · Supplies - Medical</b>					
Bill	06/02/2023	OSCU 402518-70	Asprin and Over the Counter Meds	24.95	24.95
Total 6210 · Supplies - Medical				24.95	24.95
<b>6250 · Uniforms</b>					
Bill	06/01/2023	SeaWestern	Pants	85.17	85.17
Bill	06/06/2023	MES Northwest	Pants	282.95	368.12
Bill	06/21/2023	MES Northwest	Pants	282.95	651.07
Bill	06/21/2023	Kolton Guilford	Boots Reimbursement (Qualifying Wildlan...	348.10	999.17
Total 6250 · Uniforms				999.17	999.17
<b>6270 · Volunteer - Activities</b>					
Bill	06/05/2023	Paula Anderson.	Gift Cards and Dinner for June Biz Meeting	746.66	746.66
Bill	06/06/2023	Jessica Olsen	June 2023 Biz Meeting Food additions	24.89	771.55
Total 6270 · Volunteer - Activities				771.55	771.55
<b>6300 · Volunteer - Length of Service</b>					
Deposit	06/06/2023		LOSAP Forfeitures	-765.94	-765.94
Total 6300 · Volunteer - Length of Service				-765.94	-765.94

9:14 AM

07/06/23

Accrual Basis

# Philomath Fire and Rescue Transaction by Account

June 2023

Type	Date	Name	Memo	Amount	Balance
	<b>6900 · Miscellaneous Expense</b>				
Bill	06/08/2023	OSCU 402518-73	OSCU Mistake of Payment Allocation	1,092.83	1,092.83
	Total 6900 · Miscellaneous Expense			1,092.83	1,092.83
	Total 6000 · Materials and Services			30,067.99	30,067.99
	Total Expense			30,067.99	30,067.99
	Net Ordinary Income			-30,067.99	-30,067.99
<b>Net Income</b>				<b>-30,067.99</b>	<b>-30,067.99</b>



**Chancy Ferguson Vacation Usage**  
**September 12, 2022 through June 30, 2023**

Beginning Balance as of September 1, 2022	<b>219.5</b>	<b>121.69</b>
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	Sick Leave	Vacation
<b>July</b>		

	Sick Leave	Vacation
<b>August</b>		

<b>September</b>		
accrual	8	8
taken	0	0
balance	227.5	129.69

<b>October</b>		
accrual	8	10
taken	0	0
balance	235.5	139.69

	Sick Leave	Vacation
<b>November</b>		
accrual	8	10
taken	0	0
balance	243.5	149.69

<b>December</b>		
accrual	8	10
taken	0	0
balance	251.5	159.69

<b>January</b>		
accrual	8	10
taken	0	0
balance	259.5	169.69

<b>February</b>		
accrual	8	10
taken	0	0
balance	267.5	179.69

	Sick Leave	Vacation
<b>March</b>		
accrual	8	10
taken	0	16
balance	275.5	173.69

<b>April</b>		
accrual	8	10
taken	0	0
balance	283.5	183.69

<b>May</b>		
accrual	8	10
taken	0	0
balance	291.5	193.69

<b>June</b>		
accrual	8	10
taken	0	0
balance	299.5	203.69

## Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer	Appoint Budget Committee	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Contract
Board Member Elections Coming	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Adoption	
	SDAO Conference	Chief Check In			
July	August	September	October	November	December
Election of Board Officers	Begin Ken Jones Board Discussion Continues	Begin Ken Jones Board Discussion Continues	Open House	OFDDA & OFCA Conferences	
Begin Ken Jones Board Discussion Begins				Insurance Presentation	
Swear In New Board Members					
State and Approve Meeting Day & Time					
Decide Board Members attending Volunteer Business Meeting					
Civil Service Appointments					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



# Philomath Fire & Rescue

1035 Main Street  
P.O. Box 247  
Philomath, OR 97370  
541.360.0030

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## PHILOMATH FIRE & RESCUE

### CHIEF'S REPORT

July 6, 2023

#### **Department Business:**

Civil Service Rules have gone through legal council with a few minor changes recommended. These rules have been presented to the Civil Service Commission. The Civil Service will meet on July 26, 2023, in a working session to fully review the document and recommend final changes. The Civil Service must adopt these rules in a public hearing much like the budget has to be adopted by the board.

#### **Community Involvement/Meetings:**

- Benton County Fire Defense Board Meeting (we will be hosting an after-action review of the July 4<sup>th</sup> fire events during the July meeting)
- I will be meeting with Chief Janes (Corvallis Fire) to discuss automatic aid responses to both of our jurisdictions. (7-7-23)
- Chamber of Commerce Breakfast
- Capt. Bovbjerg represented the department during the Dirt Road Block Party.
- Volunteer members represented the Department during the Inavale Farm Horse trials by providing EMS coverage for the event.

#### **Personnel:**

The Deputy Chief position will be posted internally. The testing process will take place on August 7th.

Captain Viktor Bovbjerg started his position June 30th, 2023, and has hit the ground running. The Parttime grant Funded Position was filled by Jacob Bernards who was a previous Resident Volunteer with the department.

We currently have 3 Resident Volunteers going through the Firefighter I academy. Cassidy Worthington will be leaving the department as a RV on July 10<sup>th</sup> and will staying on as Volunteer for the District.

FF. Levi Schell and FF. Daniel Eddy were promoted to Lieutenant on July 1,2023

FF. Anderson is expected to Promote to Lieutenant shortly as she completes the testing process.

#### **Union Communications:**

No report



# Philomath Fire & Rescue

1035 Main Street  
P.O. Box 247  
Philomath, OR 97370  
541.360.0030

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## **Training Activities:**

The department is working through a wilderness rescue module including low/moderate angle rescue, patient care, and transport in an austere environment.

LT. Taylor took a 4-day High angle rescue class located in Roseburg.

AIC LT. Anderson Completed Fire Officer training this month in Roseburg.

LT. Schell, FF. Bradford, FF. Hecker all passed their Advanced EMT test, and will Test for EMT Intermediate on July 8<sup>th</sup>.

FF. Worthington is completing her paramedic internship and will be testing shortly.

Ashley attended a CIS insurance benefits conference in Newport.

Ashley and I attended a SDAO grant opportunity virtual class.

## **Apparatus/Equipment:**

Water tender 241 was out of service for 3 weeks secondary to transmission issues. The repair cost was around \$4500.00.

241 also developed a water leak that was repaired by LT. Schell

With the turn of the budget year we will be starting the rebuilding process of 263 adding an additional brush engine back to the fleet.

## **Building Update:**

The water heater on the residential side of the station has stopped working (7-5-23) We are scheduled to have it repaired (7-6-23)

We are working to obtain bids for the 203-generator project and are actively seeking grant opportunities to fund the project.





# Philomath Fire & Rescue

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Hose Tower: We have received all the bids for the roofing project, My-Comm Communications will be moving forward with the radio tower project starting July 10. Sema Roofing Inc. was awarded the bid to repair the roof. The bid is \$11,457.00 and includes repair of the roof decking. We had budgeted \$45,000.00 for the total project and hopefully will complete the full project at \$26,457.00.

Manufactured Home used for training: We are awaiting results for asbestos abatement needs and Thompson Timber has agreed to demolish the structure as a donation to the department.

### **Major Incidents:**

We responded to multiple major incidents on July 4, 2023 in support of Corvallis Rural Fire District and the City Of Corvallis. Philomath News did a great job highlighting our involvement.



Respectfully submitted,

Chief Ferguson

**Report to the Board of Directors  
10 June 2023  
DC Rich Saalsaa**

**Statistics for June 2023**

Total calls: 81  
Fire calls: 13 (15%)  
EMS Calls: 68 (85%)  
Yearly calls as of 30 June 2023: 455 – Last year at this time: 414 (+10% YOY)

**Significant calls:**

6/12 – Truck Fire at Hwy 20 / Woods Creek – Logging vehicle off road, mostly extinguished by logging personnel.  
6/12 – Grass Fire at Saxton Rd – small grass fire, 100 sq. ft., discarded cigarette.  
6/17 – Commercial Fire at Boys & Girls Club – Solar panel fire, we made it to scene and sent to CFD #2.

**Breakdown of calls for the year by area (as of 31 June 23):**

Station 201 RURAL	117
Station 201 W. City	132
Station 201 E. City	86
Station 202	20
Station 203	44
Adair	0
Alsea	5
Blodgett	11
CFD	18
Conflagration	0
Kings Valley	14
Lincoln Co	4
Marys Peak	1
Misc Mutual Aid	1
Monroe	2
Total	455

## **Cyber Security project**

### Phase 3

- Domain Join Workstations & Migrate User Profiles.
  - Final workstations being joined to the domain.
  - Licenses have been finalized per update workstations.
- Hardware Upgrades (Firewall, Switch, EOL Workstations) are currently with Hannah for spec'ing and quoting.

## **Projects / Community Outreach**

- Blodgett Elementary school was here for a tour on 6 June.
- Held a Company Officer workshop on 8 June.
- Staff Captain testing on 12 June.
- PulsePoint official rollout on 1 July.
- Pride Event at City Park on 11 June.
- Filled a dunk tank for Muddy Creek CS on 15 June.
- Party in the Park for the Primary School kids on 16 June.
- Corvallis Youth Volunteer Corps are washing our apparatus every Tuesday morning.
- Pack test for Miller Timber at PHS track on 20 June
- Two of our new RVs (Kolton and Jayden) participated in Wildland School 26-30 June.
- We held a FA/CPR class at Knife River Construction on 5 June for 9 people.
- We held a FA/CPR class at PFR for 9 people.
- We held a FA/CPR class at Knife River Construction on 19 June for 9 people.
- We held a FA/CPR class at Knife River Construction on 26 June for 9 people.

Respectfully submitted,

D/C Rich Saalsaa



Philomath Fire and Rescue

7/6/2023 8:30 AM

Register: 1015 · Citizens Bank Checking

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/02/2023			-split-	Deposit			10,570.00	277,675.17
06/02/2023			4035 · Grants Income	Deposit			24,855.00	302,530.17
06/04/2023	EFT	Colonial Life	-split-		153.40			302,376.77
06/04/2023	EFT	AT&T Mobility	6000 · Materials and Services:6...		42.06			302,334.71
06/05/2023			4035 · Grants Income	Deposit			24,855.00	327,189.71
06/06/2023			4900 · Miscellaneous Income	Deposit			32.32	327,222.03
06/06/2023			6000 · Materials and Services:6...	Deposit			765.94	327,987.97
06/06/2023			-split-	Deposit			145.00	328,132.97
06/06/2023	EFT	Comcast	6000 · Materials and Services:6...		14.77			328,118.20
06/06/2023	33782	Annas Consultants Inc.	2010 · Accounts Payable		464.08			327,654.12
06/06/2023	33783	Chase	2010 · Accounts Payable		164,447.75			163,206.37
06/06/2023	33784	Industrial Welding Supply, Inc	2010 · Accounts Payable		55.00			163,151.37
06/06/2023	33785	Medline Industries, Inc.	2010 · Accounts Payable		148.28			163,003.09
06/06/2023	33786	MES Northwest	2010 · Accounts Payable		282.95			162,720.14
06/06/2023	33787	Pacific Power	2010 · Accounts Payable		591.96			162,128.18
06/06/2023	33788	Pioneer Telephone Cooperati...	2010 · Accounts Payable		173.69			161,954.49
06/06/2023	33789	Special Districts Insurance S...	2010 · Accounts Payable		655.20			161,299.29
06/06/2023	33790	The Hartford	2010 · Accounts Payable		180.00			161,119.29
06/06/2023	33791	Accuity, LLC	2010 · Accounts Payable		1,000.00			160,119.29
06/06/2023	33792	Alyrica	2010 · Accounts Payable		592.86			159,526.43
06/06/2023	33793	Carson Oil	2010 · Accounts Payable		746.53			158,779.90
06/06/2023	33794	Consumers Power Inc.	2010 · Accounts Payable		233.75			158,546.15
06/06/2023	33795	Culligan	2010 · Accounts Payable		176.35			158,369.80
06/06/2023	33796	Hughes Fire Equipment, Inc.	2010 · Accounts Payable		1,129.66			157,240.14
06/06/2023	33797	Koopman Consulting	2010 · Accounts Payable		845.68			156,394.46
06/06/2023	33798	OFSOA	2010 · Accounts Payable		40.00			156,354.46
06/06/2023	33799	Paula Anderson.	2010 · Accounts Payable		746.66			155,607.80
06/06/2023	33800	Philomath Fire District Empl...	2010 · Accounts Payable		301.30			155,306.50

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/06/2023	33801	SeaWestern	2010 · Accounts Payable		85.17			155,221.33
06/06/2023	33802	Weidner Fire	2010 · Accounts Payable		416.49			154,804.84
06/06/2023	33803	Chase	2010 · Accounts Payable		223,694.00			-68,889.16
06/06/2023	33804	City of Philomath	2010 · Accounts Payable		203.70			-69,092.86
06/06/2023	33805	Jessica Olsen	2010 · Accounts Payable		24.89			-69,117.75
06/06/2023	33806	MPTV, Inc.	2010 · Accounts Payable		68.38			-69,186.13
06/06/2023	33807	Republic Services	2010 · Accounts Payable		35.30			-69,221.43
06/07/2023			1050 · Local Government Inves...	Deposit			224,000.00	154,778.57
06/07/2023			-split-	Deposit			110.00	154,888.57
06/08/2023	33808	Eli Davis	2010 · Accounts Payable		381.25			154,507.32
06/08/2023	33809	The Office of State Fire Mar...	2010 · Accounts Payable		24,855.00			129,652.32
06/08/2023	33810	OSCU 402518-70	2010 · Accounts Payable		849.04			128,803.28
06/08/2023	33811	OSCU 402518-71	2010 · Accounts Payable		1,314.62			127,488.66
06/08/2023	33812	OSCU 402518-73	2010 · Accounts Payable		2,317.92			125,170.74
06/09/2023	PR 0326R	PERS	-split-	Reverse of GJE PR 0...		X	11,087.81	136,258.55
06/10/2023	EFT	EFTPS	-split-		11,201.72			125,056.83
06/12/2023	33813	Fire Rescue Equipment NW, ...	2010 · Accounts Payable		25.00			125,031.83
06/12/2023	33814	Lindsay Taylor	2010 · Accounts Payable		764.93			124,266.90
06/12/2023	33815	Paula Anderson.	2010 · Accounts Payable		209.97			124,056.93
06/12/2023	33816	Performance Systems Integra...	2010 · Accounts Payable		295.00			123,761.93
06/12/2023	33817	Rich Saalsaa	2010 · Accounts Payable		150.00			123,611.93
06/15/2023	EFT	De Lage Landen Financial S...	6000 · Materials and Services:6...		152.50			123,459.43
06/16/2023			4900 · Miscellaneous Income	Deposit			130,000.00	253,459.43
06/19/2023		Knife River	11000 · Accounts Receivable				570.00	254,029.43
06/20/2023		Philomath School District 17J	11000 · Accounts Receivable				45.00	254,074.43
06/20/2023	33818	Cheri Damitio	2010 · Accounts Payable		393.75			253,680.68
06/20/2023	33819	Riverstrong	2010 · Accounts Payable		3,987.48			249,693.20
06/21/2023	33820	Benton County Clerk	2010 · Accounts Payable		4,315.67			245,377.53

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/21/2023	33821	Bio-Med Testing	2010 · Accounts Payable		29.00			245,348.53
06/21/2023	33822	Carson Oil	2010 · Accounts Payable		995.09			244,353.44
06/21/2023	33823	Kolton Guilford	2010 · Accounts Payable		348.10			244,005.34
06/21/2023	33824	MES Northwest	2010 · Accounts Payable		282.95			243,722.39
06/21/2023	33825	Nick Hecker	2010 · Accounts Payable		316.75			243,405.64
06/21/2023	33826	NW Natural	2010 · Accounts Payable		71.36			243,334.28
06/21/2023	33827	Peterson Trucks, Inc.	2010 · Accounts Payable		5,409.48			237,924.80
06/21/2023	33828	Allan Aguirre	2010 · Accounts Payable		55.00			237,869.80
06/26/2023	33829	Stephanie Vallancey Martins...	2010 · Accounts Payable		2,800.00			235,069.80
06/27/2023			4050 · Public Education Income	Deposit			70.00	235,139.80
06/27/2023	EFT	Verizon	6000 · Materials and Services:6...		364.11			234,775.69

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4043 · Bond Income - Bank Interest	-1,185.09	0.00	-1,185.09	100.0%
4042 · Bond Income - Prop Tax Interest	1,642.74	0.00	1,642.74	100.0%
4041 · Bond Income - Delinquent Taxes	4,014.51	0.00	4,014.51	100.0%
4060 · Conflagration Income	86,967.84	86,967.84	0.00	100.0%
4050 · Public Education Income	20,321.48	8,000.00	12,321.48	254.0%
4040 · Bond Income	415,669.28	0.00	415,669.28	100.0%
4000 · Carryover Fund Balance	805,481.68	699,146.00	106,335.68	115.2%
4010 · Delinquent Property Taxes	13,329.06	16,000.00	-2,670.94	83.3%
4020 · Current Property Taxes	1,430,832.74	1,482,923.00	-52,090.26	96.5%
4025 · Interest - Property Tax	4,115.94	2,000.00	2,115.94	205.8%
<b>4026 · Interest Income</b>				
4027 · Interest - Citizens Bank & OSU	78.87	0.00	78.87	100.0%
4030 · Investments - LGIP	27,458.35	0.00	27,458.35	100.0%
4026 · Interest Income - Other	7,412.28	3,550.00	3,862.28	208.8%
<b>Total 4026 · Interest Income</b>	<b>34,949.50</b>	<b>3,550.00</b>	<b>31,399.50</b>	<b>984.5%</b>
4035 · Grants Income	34,855.00	0.00	34,855.00	100.0%
4900 · Miscellaneous Income	469,484.06	19,795.00	449,689.06	2,371.7%
<b>Total Income</b>	<b>3,320,478.74</b>	<b>2,318,381.84</b>	<b>1,002,096.90</b>	<b>143.2%</b>
<b>Gross Profit</b>	<b>3,320,478.74</b>	<b>2,318,381.84</b>	<b>1,002,096.90</b>	<b>143.2%</b>
<b>Expense</b>				
9010 · Transfers	0.00	29,960.00	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	626,894.00	-626,894.00	0.0%
<b>5000 · Personnel Expenses</b>				
5131 · Non-Union Overtime Wages	37.08	1,000.00	-962.92	3.7%
5422 · Oregon Transit Tax	0.00	100.00	-100.00	0.0%
5136 · Conflagration Wages	36,803.30	36,803.30	0.00	100.0%
5100 · Fire Chief Wages	124,331.04	138,000.00	-13,668.96	90.1%
5105 · Deputy Chief Wages	75,563.75	87,500.00	-11,936.25	86.4%
5110 · Admin Asst Wages	50,806.80	59,425.36	-8,618.56	85.5%
5120 · Staff Captain Wage	25,774.64	25,774.64	0.00	100.0%
5125 · Firefighter Wages	211,593.23	260,000.00	-48,406.77	81.4%
5130 · Overtime Wages	42,371.63	71,170.00	-28,798.37	59.5%
5135 · Extra Hire	16,672.30	8,000.00	8,672.30	208.4%
5405 · Employers FICA	38,232.52	49,000.00	-10,767.48	78.0%
5410 · Employers Medicare	8,941.46	10,000.00	-1,058.54	89.4%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	66,376.23	30,000.00	36,376.23	221.3%
5430 · PERS - Employe	120,546.23	190,000.00	-69,453.77	63.4%
5431 · PERS - Pickup 6%	38,465.78	39,000.00	-534.22	98.6%

**Philomath Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bud...	% of Budget
5440 · Health Insurance	109,622.79	144,000.00	-34,377.21	76.1%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5000 · Personnel Expenses</b>	<b>966,138.78</b>	<b>1,160,273.30</b>	<b>-194,134.52</b>	<b>83.3%</b>
<b>6000 · Materials and Services</b>				
6205 · Supplies - Residences				
6205-3 · Supplies - Residence - 203	29.94	0.00	29.94	100.0%
6205-1 · Supplies - Residence - 201	433.26	0.00	433.26	100.0%
6205 · Supplies - Residences - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6205 · Supplies - Residences</b>	<b>463.20</b>	<b>3,000.00</b>	<b>-2,536.80</b>	<b>15.4%</b>
6901 · Cost of Goods Sold	7.10	1,000.00	-992.90	0.7%
6217 · EMR Education				
6217-1 · EMR Education- Supplies	2,610.65	1,175.00	1,435.65	222.2%
6217-2 · EMR Education- Instructors	2,275.00	425.00	1,850.00	535.3%
<b>Total 6217 · EMR Education</b>	<b>4,885.65</b>	<b>1,600.00</b>	<b>3,285.65</b>	<b>305.4%</b>
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	5,929.28	3,000.00	2,929.28	197.6%
6216-2 · FA/CPR Education- Instructors	4,525.00	3,000.00	1,525.00	150.8%
<b>Total 6216 · FA/CPR Education</b>	<b>10,454.28</b>	<b>6,000.00</b>	<b>4,454.28</b>	<b>174.2%</b>
6091 · Tuition Reimbursement	37,183.58	68,000.00	-30,816.42	54.7%
6101 · Equip. Maint. Agreements - EMS	510.00	600.00	-90.00	85.0%
6001 · Contracted Professional Service	78,009.40	65,450.00	12,559.40	119.2%
6010 · Office Supplies	4,353.12	9,800.00	-5,446.88	44.4%
6011 · Postage/Shipping	1,085.20	3,500.00	-2,414.80	31.0%
6020 · Insurance and Bond	46,759.20	43,450.00	3,309.20	107.6%
6030 · Dues and Fees	11,772.68	17,085.00	-5,312.32	68.9%
6040 · Publications and Elections	6,300.31	4,900.00	1,400.31	128.6%
6042 · Marketing Program New Recruits	692.61	0.00	692.61	100.0%
6050 · Utilities	27,723.00	30,855.00	-3,132.00	89.8%
6060 · Telephone, Pagers, Internet	18,682.81	21,600.00	-2,917.19	86.5%
6070 · Travel	3,110.32	9,100.00	-5,989.68	34.2%
6080 · Conference	6,453.62	6,500.00	-46.38	99.3%
6090 · Education/Training	8,848.73	24,550.00	-15,701.27	36.0%
6100 · Equipment Maintenance Agreement	2,185.24	4,000.00	-1,814.76	54.6%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	22,029.42	25,000.00	-2,970.58	88.1%
6150 · Radio Maintenance	133.95	8,300.00	-8,166.05	1.6%
6160 · Equipment Maintenance	10,452.23	12,350.00	-1,897.77	84.6%
6161 · Vehicle Maintenance	41,300.99	41,500.00	-199.01	99.5%
6170 · Building Maint and Improvements	15,177.57	17,300.00	-2,122.43	87.7%
6180 · Grounds Maintenance	263.65	3,500.00	-3,236.35	7.5%
6190 · Small Tools & Equipment	447.39	400.00	47.39	111.8%

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Accrual Basis

**Philomath Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bud...	% of Budget
6200 · Supplies - Department	4,507.83	6,500.00	-1,992.17	69.4%
6210 · Supplies - Medical	10,684.99	16,800.00	-6,115.01	63.6%
6215 · Supplies - Prevention	1,011.10	2,750.00	-1,738.90	36.8%
6220 · Supplies - Suppression	4,687.03	6,800.00	-2,112.97	68.9%
6230 · Hazardous Materials	181.13	400.00	-218.87	45.3%
6240 · Supplies - Consumables	0.00	1,000.00	-1,000.00	0.0%
6250 · Uniforms	17,543.35	37,100.00	-19,556.65	47.3%
6270 · Volunteer - Activities	10,623.63	12,000.00	-1,376.37	88.5%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	10,234.06	11,000.00	-765.94	93.0%
6310 · Physical & Immunizations	9,666.47	23,500.00	-13,833.53	41.1%
6320 · Community Involvement	717.99	4,500.00	-3,782.01	16.0%
6900 · Miscellaneous Expense	2,470.56	2,250.00	220.56	109.8%
<b>Total 6000 · Materials and Services</b>	<b>431,613.39</b>	<b>559,090.00</b>	<b>-127,476.61</b>	<b>77.2%</b>
<b>7000 · Capital Outlay</b>				
7130 · Capital Outlay - Bond				
7135 · Fees	379,447.75	0.00	379,447.75	100.0%
7130 · Capital Outlay - Bond - Other	26,787.92			
<b>Total 7130 · Capital Outlay - Bond</b>	<b>406,235.67</b>	<b>0.00</b>	<b>406,235.67</b>	<b>100.0%</b>
7110 · Capital Outlay - Building	19,058.00	0.00	19,058.00	100.0%
<b>Total 7000 · Capital Outlay</b>	<b>425,293.67</b>	<b>0.00</b>	<b>425,293.67</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>1,823,045.84</b>	<b>2,376,217.30</b>	<b>-553,171.46</b>	<b>76.7%</b>
<b>Net Ordinary Income</b>	<b>1,497,432.90</b>	<b>-57,835.46</b>	<b>1,555,268.36</b>	<b>-2,589.1%</b>
<b>Net Income</b>	<b>1,497,432.90</b>	<b>-57,835.46</b>	<b>1,555,268.36</b>	<b>-2,589.1%</b>

## Philomath Fire and Rescue A/P Aging Detail As of June 30, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Bill	06/20/2023	SHS 0...	OSCU 402518-73	06/30/2023		140.00
Bill	06/21/2023	79242...	Consumers Power I...	07/01/2023		35.05
Bill	06/21/2023	79242...	Consumers Power I...	07/01/2023		73.34
Bill	06/21/2023	79242...	Consumers Power I...	07/01/2023		69.90
Bill	06/21/2023	960- 0...	Century Link	07/01/2023		125.87
Bill	05/22/2023		SAIF Corporation	07/25/2023		28,078.82
Total Current						28,522.98
<b>1 - 30</b>						
Bill	06/01/2023	Chev ...	OSCU 402518-70	06/11/2023	19	57.97
Bill	06/02/2023	USPS ...	OSCU 402518-70	06/12/2023	18	332.00
Bill	06/02/2023	Phil P...	OSCU 402518-70	06/12/2023	18	24.95
Bill	06/06/2023	OHA 0...	OSCU 402518-73	06/16/2023	14	150.00
Bill	06/06/2023	DG 32...	OSCU 402518-70	06/16/2023	14	26.60
Bill	06/06/2023	MPTV...	OSCU 402518-70	06/16/2023	14	15.48
Bill	06/08/2023	SAM 0...	OSCU 402518-70	06/18/2023	12	100.00
Bill	06/08/2023	Wilco ...	OSCU 402518-70	06/18/2023	12	112.99
Bill	06/08/2023	NF 27...	OSCU 402518-70	06/18/2023	12	678.00
Bill	06/14/2023	OHA 0...	OSCU 402518-73	06/24/2023	6	55.00
Bill	06/16/2023	AMZ 8...	OSCU 402518-73	06/26/2023	4	37.49
Bill	06/17/2023	SHS 0...	OSCU 402518-73	06/27/2023	3	200.00
Bill	06/19/2023	AMZ 5...	OSCU 402518-73	06/29/2023	1	18.00
Bill	06/19/2023	AMZ 8...	OSCU 402518-73	06/29/2023	1	23.98
Total 1 - 30						1,832.46
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Total 61 - 90						
<b>&gt; 90</b>						
Credit	12/21/2016	23865	Rexel USA, Inc. dba...			-26.51
Credit	04/30/2018	023865	Platt Electric Supply			-10.97
General Journal	06/30/2019	GF19.2	Adjustment			-189.30
Credit	11/19/2019	13477-2	Corvallis Sewing & ...			-39.05
Credit	12/16/2020	44623...	Republic Services			-114.40
Credit	10/05/2021	2109-...	Spaeth Lumber Co.,...			-5.30
Bill Pmt -Check	05/09/2022	33080	Oregon Volunteer Fi...			-250.00
Total > 90						-635.53
<b>TOTAL</b>						<b>29,719.91</b>

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**Philomath Fire and Rescue**  
**A/R Aging Detail**  
 As of June 30, 2023

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
<b>Current</b>									
Invoice	06/09/2023	2015-...		Knife River	Net 30	07/09/2023	General F...		375.00
Invoice	06/17/2023	2015-...		CARDV	Net 30	07/17/2023	General F...		55.00
Invoice	06/19/2023	2015-...		Knife River	Net 30	07/19/2023	General F...		505.00
Invoice	06/27/2023	2015-...		Knife River	Net 30	07/27/2023	General F...		570.00
Total Current									1,505.00
<b>1 - 30</b>									
Total 1 - 30									
<b>31 - 60</b>									
Total 31 - 60									
<b>61 - 90</b>									
Total 61 - 90									
<b>&gt; 90</b>									
General Journal	06/30/2019	ER19		Adjustment`			General F...		47,131.32
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		-47,131.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		29,146.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		8,637.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		-1,197.57
Invoice	06/01/2022	2015-...		Metropolitan Reporti...		06/01/2022	General F...	394	25.00
Total > 90									36,610.75
<b>TOTAL</b>									<b>38,115.75</b>



Philomath Fire and Rescue

Balance Sheet by Class

As of June 30, 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	Unclassified	TOTAL
<b>ASSETS</b>								
<b>Current Assets</b>								
<b>Checking/Savings</b>								
1015 - Citizens Bank Checking	0.00	-222,235.45	734,664.63	-231,122.00	-49,796.00	-72,120.49	75,385.00	234,775.69
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Poo	5,716.06	296,255.81	445,030.82	397,393.68	245,411.64	-31,642.00	-75,000.00	1,283,166.01
1060 - OSU - Savings Account	0.00	0.00	11,091.29	0.00	0.00	0.00	327.72	11,419.01
<b>Total Checking/Savings</b>	<b>5,716.06</b>	<b>74,020.36</b>	<b>1,190,783.96</b>	<b>166,271.68</b>	<b>195,615.64</b>	<b>-103,762.49</b>	<b>712.72</b>	<b>1,529,357.93</b>
<b>Accounts Receivable</b>								
11000 - Accounts Receivable	0.00	0.00	38,115.75	0.00	0.00	0.00	0.00	38,115.75
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>38,115.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,115.75</b>
<b>Other Current Assets</b>								
1250 - Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	0.00	21,146.55
12100 - Inventory Asset	0.00	0.00	-3,661.29	0.00	0.00	0.00	0.00	3,661.29
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>
<b>Total Current Assets</b>	<b>5,716.06</b>	<b>74,020.36</b>	<b>1,253,707.55</b>	<b>166,271.68</b>	<b>195,615.64</b>	<b>-103,762.49</b>	<b>712.72</b>	<b>1,592,281.52</b>
<b>TOTAL ASSETS</b>	<b>5,716.06</b>	<b>74,020.36</b>	<b>1,253,707.55</b>	<b>166,271.68</b>	<b>195,615.64</b>	<b>-103,762.49</b>	<b>712.72</b>	<b>1,592,281.52</b>
<b>LIABILITIES &amp; EQUITY</b>								
<b>Liabilities</b>								
<b>Current Liabilities</b>								
<b>Accounts Payable</b>								
2010 - Accounts Payable	0.00	0.00	29,969.91	0.00	0.00	0.00	-250.00	29,719.91
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>29,969.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>29,719.91</b>
<b>Other Current Liabilities</b>								
2070 - Deferred Taxes	0.00	0.00	20,331.45	0.00	0.00	0.00	0.00	20,331.45
<b>2400 - Payroll Liabilities</b>								
2133 - OR- Paid Fam Med Leave	0.00	0.00	1,251.82	0.00	0.00	0.00	0.00	1,251.82
2132 - Oregon Transit Tax Withholding	0.00	0.00	708.67	0.00	0.00	0.00	0.00	708.67
2100 - Wages Payable	0.00	0.00	28,662.99	0.00	0.00	0.00	0.00	28,662.99
2110 - Federal Income Tax Payable	0.00	0.00	-4,998.00	0.00	0.00	0.00	0.00	-4,998.00
2120 - FICA Payable	0.00	0.00	-268.07	0.00	0.00	0.00	0.00	-268.07
2125 - Medicare Payable	0.00	0.00	-50.29	0.00	0.00	0.00	0.00	-50.29
2130 - State Income Tax Payable	0.00	0.00	-1,691.51	0.00	0.00	0.00	0.00	-1,691.51
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	109.66	0.00	0.00	0.00	0.00	109.66
2140 - PERS Payable	0.00	0.00	13,008.66	0.00	0.00	0.00	0.00	13,008.66
2145 - OR Saving Growth 457 Payable	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
2150 - Health Insurance Prem. Payable	0.00	0.00	-2,313.01	0.00	0.00	0.00	0.00	-2,313.01
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	2,139.14	0.00	0.00	0.00	0.00	2,139.14
2230 - Flexible Spending Account	0.00	0.00	1,144.33	0.00	0.00	0.00	0.00	1,144.33
2232 - Union Dues	0.00	0.00	391.34	0.00	0.00	0.00	0.00	391.34
<b>Total 2400 - Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>38,145.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,145.73</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>58,477.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>58,477.18</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>88,447.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>88,197.09</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>88,447.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>88,197.09</b>
<b>Equity</b>								
3010 - Fund Balance	0.00	-125,338.17	-845,174.57	-1,029,007.62	-672,916.10	-335,582.41	0.00	-3,008,018.87
3200 - Unallocated Fund Balance	-299,674.94	123,643.59	1,149,411.03	1,030,551.60	674,169.54	336,019.92	327.72	3,014,670.40
Net Income	-221.94	77,786.43	1,189,858.51	164,727.70	64,647.20	0.00	635.00	1,497,432.90
<b>Total Equity</b>	<b>-299,674.94</b>	<b>76,091.85</b>	<b>1,494,094.97</b>	<b>166,271.68</b>	<b>65,900.64</b>	<b>437.51</b>	<b>962.72</b>	<b>1,504,084.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,674.94</b>	<b>76,091.85</b>	<b>1,582,542.06</b>	<b>166,271.68</b>	<b>65,900.64</b>	<b>437.51</b>	<b>712.72</b>	<b>1,592,281.52</b>
<b>UNBALANCED CLASSES</b>	<b>305,391.00</b>	<b>-2,071.49</b>	<b>-328,834.51</b>	<b>0.00</b>	<b>129,715.00</b>	<b>-104,200.00</b>	<b>0.00</b>	<b>-0.00</b>

## Philomath Fire and Rescue Profit & Loss by Class July 2022 through June 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4043 - Bond Income - Bank Interest	0.00	-1,185.09	0.00	0.00	0.00	0.00	-1,185.09
4042 - Bond Income - Prop Tax Interest	-221.94	1,864.68	0.00	0.00	0.00	0.00	1,642.74
4041 - Bond Income - Delinquent Taxes	0.00	4,014.51	0.00	0.00	0.00	0.00	4,014.51
4060 - Confagration Income	0.00	0.00	86,967.84	0.00	0.00	0.00	86,967.84
4050 - Public Education Income	0.00	0.00	19,686.48	0.00	0.00	635.00	20,321.48
4040 - Bond Income	0.00	415,669.28	0.00	0.00	0.00	0.00	415,669.28
4000 - Carryover Fund Balance	0.00	63,412.88	492,929.81	183,175.01	65,963.98	0.00	805,481.68
4010 - Delinquent Property Taxes	0.00	0.00	13,329.06	0.00	0.00	0.00	13,329.06
4020 - Current Property Taxes	0.00	0.00	1,430,832.74	0.00	0.00	0.00	1,430,832.74
4025 - Interest - Property Tax	0.00	0.00	4,115.94	0.00	0.00	0.00	4,115.94
4026 - Interest Income							
4027 - Interest - Citizens Bank & OSU	0.00	0.00	78.87	0.00	0.00	0.00	78.87
4030 - Investments - LGIP	0.00	245.84	26,363.60	610.69	238.22	0.00	27,458.35
4026 - Interest Income - Other	0.00	0.00	7,412.28	0.00	0.00	0.00	7,412.28
<b>Total 4026 - Interest Income</b>	<b>0.00</b>	<b>245.84</b>	<b>33,854.75</b>	<b>610.69</b>	<b>238.22</b>	<b>0.00</b>	<b>34,949.50</b>
4035 - Grants Income	0.00	0.00	34,855.00	0.00	0.00	0.00	34,855.00
4900 - Miscellaneous Income	0.00	0.00	469,484.06	0.00	0.00	0.00	469,484.06
<b>Total Income</b>	<b>-221.94</b>	<b>484,022.10</b>	<b>2,586,055.68</b>	<b>183,785.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>3,320,478.74</b>
<b>Gross Profit</b>	<b>-221.94</b>	<b>484,022.10</b>	<b>2,586,055.68</b>	<b>183,785.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>3,320,478.74</b>
<b>Expense</b>							
<b>5000 - Personnel Expenses</b>							
5131 - Non-Union Overtime Wages	0.00	0.00	37.08	0.00	0.00	0.00	37.08
5136 - Confagration Wages	0.00	0.00	36,803.30	0.00	0.00	0.00	36,803.30
5100 - Fire Chief Wages	0.00	0.00	124,331.04	0.00	0.00	0.00	124,331.04
5105 - Deputy Chief Wages	0.00	0.00	75,563.75	0.00	0.00	0.00	75,563.75
5110 - Admin Asst Wages	0.00	0.00	50,806.80	0.00	0.00	0.00	50,806.80
5120 - Staff Captain Wage	0.00	0.00	25,774.64	0.00	0.00	0.00	25,774.64
5125 - Firefighter Wages	0.00	0.00	211,593.23	0.00	0.00	0.00	211,593.23
5130 - Overtime Wages	0.00	0.00	42,371.63	0.00	0.00	0.00	42,371.63
5135 - Extra Hire	0.00	0.00	16,672.30	0.00	0.00	0.00	16,672.30
5405 - Employers FICA	0.00	0.00	38,232.52	0.00	0.00	0.00	38,232.52
5410 - Employers Medicare	0.00	0.00	8,941.46	0.00	0.00	0.00	8,941.46
5421 - Workers Compensation	0.00	0.00	66,376.23	0.00	0.00	0.00	66,376.23
5430 - PERS - Employe	0.00	0.00	120,546.23	0.00	0.00	0.00	120,546.23
5431 - PERS - Pickup 6%	0.00	0.00	38,465.78	0.00	0.00	0.00	38,465.78
5440 - Health Insurance	0.00	0.00	109,622.79	0.00	0.00	0.00	109,622.79
<b>Total 5000 - Personnel Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>966,138.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>966,138.78</b>
<b>6000 - Materials and Services</b>							
<b>6205 - Supplies - Residences</b>							
6205-3 - Supplies - Residence - 203	0.00	0.00	29.94	0.00	0.00	0.00	29.94
6205-1 - Supplies - Residence - 201	0.00	0.00	433.26	0.00	0.00	0.00	433.26
<b>Total 6205 - Supplies - Residences</b>	<b>0.00</b>	<b>0.00</b>	<b>463.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>463.20</b>
<b>6901 - Cost of Goods Sold</b>							
6217 - EMR Education	0.00	0.00	7.10	0.00	0.00	0.00	7.10
6217-1 - EMR Education- Supplies	0.00	0.00	2,610.65	0.00	0.00	0.00	2,610.65
6217-2 - EMR Education- Instructors	0.00	0.00	2,275.00	0.00	0.00	0.00	2,275.00
<b>Total 6217 - EMR Education</b>	<b>0.00</b>	<b>0.00</b>	<b>4,885.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,885.65</b>
<b>6216 - FA/CPR Education</b>							
6216-1 - FA/CPR Education- Supplies	0.00	0.00	5,929.28	0.00	0.00	0.00	5,929.28
6216-2 - FA/CPR Education- Instructors	0.00	0.00	4,525.00	0.00	0.00	0.00	4,525.00
<b>Total 6216 - FA/CPR Education</b>	<b>0.00</b>	<b>0.00</b>	<b>10,454.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,454.28</b>
6091 - Tuition Reimbursement	0.00	0.00	37,183.58	0.00	0.00	0.00	37,183.58
6101 - Equip. Maint. Agreements - EMS	0.00	0.00	510.00	0.00	0.00	0.00	510.00
6001 - Contracted Professional Service	0.00	0.00	76,454.40	0.00	1,555.00	0.00	78,009.40
6010 - Office Supplies	0.00	0.00	4,353.12	0.00	0.00	0.00	4,353.12
6011 - Postage/Shipping	0.00	0.00	1,085.20	0.00	0.00	0.00	1,085.20
6020 - Insurance and Bond	0.00	0.00	46,759.20	0.00	0.00	0.00	46,759.20
6030 - Dues and Fees	0.00	0.00	11,772.68	0.00	0.00	0.00	11,772.68
6040 - Publications and Elections	0.00	0.00	6,300.31	0.00	0.00	0.00	6,300.31
6042 - Marketing Program New Recruits	0.00	0.00	692.61	0.00	0.00	0.00	692.61
6050 - Utilities	0.00	0.00	27,723.00	0.00	0.00	0.00	27,723.00
6060 - Telephone, Pagers, Internet	0.00	0.00	18,682.81	0.00	0.00	0.00	18,682.81
6070 - Travel	0.00	0.00	3,110.32	0.00	0.00	0.00	3,110.32
6080 - Conference	0.00	0.00	6,453.62	0.00	0.00	0.00	6,453.62
6080 - Education/Training	0.00	0.00	8,848.73	0.00	0.00	0.00	8,848.73
6100 - Equipment Maintenance Agreement	0.00	0.00	2,185.24	0.00	0.00	0.00	2,185.24
6130 - Gas & Oil	0.00	0.00	22,029.42	0.00	0.00	0.00	22,029.42
6150 - Radio Maintenance	0.00	0.00	133.95	0.00	0.00	0.00	133.95
6160 - Equipment Maintenance	0.00	0.00	10,452.23	0.00	0.00	0.00	10,452.23
6161 - Vehicle Maintenance	0.00	0.00	41,300.99	0.00	0.00	0.00	41,300.99
6170 - Building Maint and Improvements	0.00	0.00	15,177.57	0.00	0.00	0.00	15,177.57
6180 - Grounds Maintenance	0.00	0.00	263.65	0.00	0.00	0.00	263.65
6190 - Small Tools & Equipment	0.00	0.00	447.39	0.00	0.00	0.00	447.39
6200 - Supplies - Department	0.00	0.00	4,507.83	0.00	0.00	0.00	4,507.83
6210 - Supplies - Medical	0.00	0.00	10,684.99	0.00	0.00	0.00	10,684.99
6215 - Supplies - Prevention	0.00	0.00	1,011.10	0.00	0.00	0.00	1,011.10
6220 - Supplies - Suppression	0.00	0.00	4,687.03	0.00	0.00	0.00	4,687.03
6230 - Hazardous Materials	0.00	0.00	181.13	0.00	0.00	0.00	181.13
6250 - Uniforms	0.00	0.00	17,543.35	0.00	0.00	0.00	17,543.35
6270 - Volunteer - Activities	0.00	0.00	10,623.63	0.00	0.00	0.00	10,623.63
6300 - Volunteer - Length of Service	0.00	0.00	10,234.06	0.00	0.00	0.00	10,234.06
6310 - Physical & Immunizations	0.00	0.00	9,666.47	0.00	0.00	0.00	9,666.47
6320 - Community Involvement	0.00	0.00	717.99	0.00	0.00	0.00	717.99
6900 - Miscellaneous Expense	0.00	0.00	2,470.56	0.00	0.00	0.00	2,470.56
<b>Total 6000 - Materials and Services</b>	<b>0.00</b>	<b>0.00</b>	<b>430,058.39</b>	<b>0.00</b>	<b>1,555.00</b>	<b>0.00</b>	<b>431,613.39</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through June 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Unclassified	TOTAL
7000 - Capital Outlay							
7130 - Capital Outlay - Bond							
7135 - Fees	0.00	379,447.75	0.00	0.00	0.00	0.00	379,447.75
7130 - Capital Outlay - Bond - Other	0.00	26,787.92	0.00	0.00	0.00	0.00	26,787.92
<b>Total 7130 - Capital Outlay - Bond</b>	0.00	406,235.67	0.00	0.00	0.00	0.00	406,235.67
7110 - Capital Outlay - Building	0.00	0.00	0.00	19,058.00	0.00	0.00	19,058.00
<b>Total 7000 - Capital Outlay</b>	0.00	406,235.67	0.00	19,058.00	0.00	0.00	425,293.67
<b>Total Expense</b>	0.00	406,235.67	1,396,197.17	19,058.00	1,555.00	0.00	1,823,045.84
<b>Net Ordinary Income</b>	-221.94	77,786.43	1,189,858.51	164,727.70	64,647.20	635.00	1,497,432.90
<b>Net Income</b>	-221.94	77,786.43	1,189,858.51	164,727.70	64,647.20	635.00	1,497,432.90



## BUSINESS ACCESS CARD AGREEMENT AND DISCLOSURE

### PRIMARY ACCOUNT INFORMATION

**DEFINITIONS.** The terms "we", "us" and "our" refer to the Bank, Citizens Bank. For purposes of this disclosure and agreement, the terms "you" and "your" refer to the Authorized Signer, whether one or more, who are acting in his or her legal authority on behalf of the \_\_\_\_\_ and the term "Cardholder" refers to any and all individuals authorized by Authorized Signer under this agreement to receive and use an access card. The terms "cards" or "card" refer to the access card(s) issued under this agreement, whether used for business purpose point-of-sale ("POS") purchases or automated teller machine ("ATM") transactions. The term "Agreement" refers to this Business Access Card Disclosure and Agreement.

**AGREEMENT.** Business access cards are issued based upon the contract terms and conditions of this Agreement and other important disclosures, such as the Agreement and Disclosures provided for the accounts indicated.

**APPLICABLE LAW.** The access cards issued under this Agreement are for business purposes only and are governed by the laws of this state and by federal regulations. The cards may not be used for personal purposes and are not covered under the consumer protection of the Electronic Fund Transfer Act and Regulation E. If any part of this Agreement becomes unenforceable, it will not affect our right and ability to enforce any other part of this Agreement.

**CARD ISSUANCE.** Each approved Cardholder received a card and a personal identification number ("PIN") to transact activity, within the specified authorization limits that you have authorized for the Cardholder. You understand that the cards remain our property and may be taken back by us at any time. You understand that we reserve the right to impose limitations for security purposes at any time.

**CARD USAGE.** You agree that cards should not be used for a transaction that would cause your account balance to go below zero, or to access an account that is no longer available or that lacks sufficient funds to complete the transaction. Additionally, you agree the cards should not be used for a transaction that would exceed your account balance plus the available credit on any credit line attached to your account, if a line of credit is indicated. You understand that we are not required to complete any such transaction, but if we do, we may, at our sole discretion, charge or credit the transaction to another account, and you agree to pay us the amount of the improper withdrawal or transfer upon request.

**NETWORK CARD USAGE.** You understand that the ability of the Cardholder to perform the transactions or access the accounts as authorized can vary as networks may not perform or permit all of the authorized transactions, for example, deposits and transfers may not be able to be transacted at ATMs located out of state. Besides being able to use the cards at our proprietary ATMs, when provided, Cardholder may access your accounts through the following networks: Cirrus, Accel and MoneyPass. When Cardholder uses an ATM not owned by us (non-proprietary), you may be charged a fee by the ATM operator or any network used, and you may be charged a fee for a balance inquiry even if Cardholder does not complete a fund transfer.

Besides being able to use your Citizens Business Debit Card at our terminals, you may access your accounts through the following networks: Accel

**ILLEGAL USAGE.** You agree that Cardholder must not use the card for any illegal transactions, including internet gambling and similar activities.

**POS TRANSACTIONS/DESIGNATED ACCOUNT.** You understand that a Cardholder may use the card to purchase goods and services, when so authorized, from merchants ("Participating Merchants") that have arranged to accept the card as a means of payment. POS transactions will cause your "designated account" to be debited for the amount of the purchase. The designated account for debit transactions is your checking account, indicated on your application. In the event that this account is closed by you for any reason, you will notify us of a replacement designated account. In addition, a debit card may be used, when so authorized, at any Participating Merchant that accepts Visa® debit cards for the purchase of goods and services. Cards may also be used to obtain cash from your designated account at participating financial institutions, when so authorized. You agree to prohibit Cardholder from requesting cash back as part of any purchase at a Participating Merchant.

Each time a Cardholder uses his or her card, the amount of the transaction will be debited from your designated account. You understand we have the right to return any check or other item drawn against your account to ensure there are sufficient funds available to pay for the card transactions. We may pay transactions at our discretion that exceed your available account balance or overdraft protection, if applicable. You agree to pay an amount equal to the overdrawn balance plus any overdraft fees. You also agree to pay overdraft fees for each transaction that causes your account balance or overdraft protection, if applicable, to be exceeded.

**PIN-LESS DEBIT TRANSACTIONS- Visa®.** When you use your card with a Visa® logo on the Accel Network(s), the transaction may be processed as a debit transaction without requiring PIN authentication ("PIN-less"). Transactions that are completed as PIN-less debit transactions will not be processed by Visa® and may post to your account as an ATM or Debit transaction rather than a Visa® purchase (even though you did not enter your PIN). The provisions of the Visa® cardholder agreement that relate only to Visa® transactions are not applicable to non- Visa® transactions.

Transactions completed as PIN-less debit transactions include, but are not limited to, government payments, utilities, and property management fees.

**CURRENCY CONVERSION - Visa®.** When you use your Visa® branded debit card at a merchant that settles in currency other than US dollars, the charge will be converted into the US dollar amount. The currency conversion rate used to determine the transaction amount in US dollars is either a rate selected by Visa from the range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Visa itself receives, or the government-mandated rate in effect for the applicable central processing date. The conversion rate in effect on the processing date may differ from the rate in effect on the transaction date or posting date.

Visa USA charges a .8% International Service Assessment on all international transactions, regardless of whether there is a currency conversion. If there is a currency conversion, the International Service Assessment is 1% of the transaction. In either case, we pass this International Service Assessment fee on to you. An international transaction is a transaction where the country of the merchant is outside the USA.

**IMPORTANT ADDITIONAL FEE NOTICE.** Visa® charges an International Service Assessment Fee on all international transactions. Therefore, you will be charged 1% of the dollar amount of the transaction for each international transaction completed with your Visa® card when the country of the merchant or machine is different than your country as cardholder. Be aware that when making online purchases you may not know that the merchant is located in a different country.

**DOCUMENTATION.** Upon completing a transaction at an ATM, Cardholder will receive a printed receipt documenting the transaction (unless Cardholder chooses not to get a paper receipt or the transaction is less than \$15.00). These receipts (or the transaction number given in place of the paper receipt) should be provided to you by Cardholder and retained by you to verify that a transaction was performed. Cardholder will receive a receipt at the time he or she performs any transaction using the card at a Participating Merchant. If the transaction is \$15.00 or less, the Participating Merchant is not required to provide you a receipt.

**LIABILITY.** You agree to instruct Cardholder that the card issued may not be used for personal purposes. You understand that you are responsible for the transactions completed by Cardholder whether or not the transactions are in furtherance of the . Further, you understand that you remain responsible for the transactions of Cardholder unless and until you provide notice to us of the revocation of Cardholder's authority and card, in a manner required by us, and we are given a reasonable time period to act upon it. Misuse of the access cards and the accounts may cause the cards to be taken back by us and the accounts to be closed, and you will remain liable for the payment of any overdraft balance and fees due to these transactions.

Tell us at once if you believe your card or PIN has been lost or stolen. If you notify us within 30 days of your becoming aware of a security loss event or unauthorized activity, your liability is Visa offers zero liability for unauthorized Business Debit Card transactions. If you become aware of any security loss event or unauthorized activity and fail to notify us in a timely manner, your liability is Failure to report an unauthorized transaction within such 30 days will conclusively mean the transaction is authorized. If you fail to notify us within 60 days of the periodic statement being mailed or otherwise being made available for your review, we will deem the transactions reported in the periodic statement to be accurate and authorized.

**LIABILITY FOR CITIZENS BUSINESS DEBIT CARD TRANSACTIONS.** When authorized, your liability for POS PIN-less transactions and procedures for transaction inquiries are as follows: The zero liability provisions do not apply to PIN-based or PIN-less debit transactions not processed by the Visa or Plus Network, including ATM transactions outside of the United States.

**LIABILITY FOR FAILURE TO COMPLETE TRANSACTIONS.** If we do not complete a transaction to or from your account on time or in the correct amount according to our agreement with you, we will be liable for your losses or damages as provided by law. You understand that there are exceptions allowed by applicable law for which we will not be liable, such as but not limited to:

- If through no fault of ours, you do not have sufficient funds in your account to complete the transaction;
- If the transaction would result in your exceeding the credit limit on your line of credit, when one is indicated;
- If the ATM was not working properly and Cardholder knew about the breakdown before starting the transaction;
- If circumstances beyond our control (such as fire or flood, computer or machine breakdown, or failure or interruption of communications facilities) prevent the transaction, despite the reasonable precautions we have taken;
- If we have terminated our Agreement with you;
- When the card has been reported lost or stolen or we have reason to believe that some is wrong with the transaction;
- If we receive inaccurate or incomplete information needed to complete a transaction;
- If the funds in your account are subject to legal action preventing a transaction to or from your account; and
- If the ATM does not have enough cash to complete the transaction.

**SECURITY PROCEDURES.** You agree to ensure that reasonable measures are used to maintain the security of the card and PIN, such as not revealing the

PIN to any person, or writing the PIN on the card or on any item kept with the card. You understand a card cannot be transferred to another person. You agree to inform us immediately or any lost or stolen access card, any compromised PIN, any change to or revocation of the access authority of Cardholder, and of any discovered unauthorized activity. Our contact information for such notification is:

Written Notification: Citizens Bank  
Address Notification: P.O. Box 30  
Corvallis Oregon 97339-0030

or

email us at: [customerservice@citizensEbank.com](mailto:customerservice@citizensEbank.com)

Phone Notification: (844)770-7100 during hours: Business Hours: Monday-Friday from 9:00 a.m. to 11:00 p.m. Pacific Time.  
Weekends and Holiday's 9:00 a.m. to 5:00 p.m. Pacific Time, excluding Thanksgiving and Christmas.

You understand that we may require a written confirmation of an oral notification, and that we have the right to refuse a transaction on your account when a card or PIN has been reported as lost or stolen, or when you reasonably believe there is unusual activity on your account.

**DISPUTED TRANSACTIONS.** In case of a suspected error or for a question about card transactions, you agree to contact us as soon as possible, no later than 60 days after a periodic statement has been mailed or made available to you, to obtain further information regarding the transaction or to request an investigation. You understand that you need to provide us with the following information: 1. Your name and the account number of the activity in question. 2. A description of that activity, including the dollar amount, and 3. an explanation of the reason you are questioning the activity or requesting either additional information or an investigation. If you contact us with an oral request, we may require that you send in a written confirmation of the request within 10 business days. Our contact information for such notification is:

Written Notification: Citizens Bank  
Address Notification: P.O. Box 30  
Corvallis Oregon 97339-0030

or

email us at: [customerservice@citizensEbank.com](mailto:customerservice@citizensEbank.com)

Phone Notification: (844)770-7100 during hours: Business Hours: Monday-Friday from 9:00 a.m. to 11:00 p.m. Pacific Time.  
Weekends and Holiday's 9:00 a.m. to 5:00 p.m. Pacific Time, excluding Thanksgiving and Christmas.

You understand that we will determine whether an error occurred within 10 business days after we receive your request and will correct any error promptly, however, we may take up to 90 days to investigate your complaint or question. Within 10 days of our completion of the investigation we will inform you of the results. When no error was found, we will send you a written explanation and you may ask for copies of the documents used by us in our investigation.

**DISCLOSURE OF ACCOUNT INFORMATION.** You agree that merchant authorization messages transmitted in connection with POS transactions are permissible disclosures of account information, and you further agree to release us and hold us harmless from any liability arising out of the transmission of these messages. You understand that we will disclose information to third parties about your account: 1. when necessary to complete a transfer or to investigate and resolve errors involving transactions; or 2. in order to verify the existence and condition of your account for a third party such as a credit bureau or merchant; or 3. in order to comply with government agency or court orders; or 4. with your consent.

**EXPENSES.** You agree to be liable to us for any loss, costs, or expenses that we incur as a result of any dispute involving your accounts, including reasonable attorneys' fees, to the extent permitted by law, and you authorize us to deduct such loss, costs, or expenses from your account without prior notice to you.

**FEES.** We will hold you responsible for the applicable fees indicated on the provided Citizens Bank Customer Fee Schedule.

**AMENDMENT, TERMINATION AND NOTIFICATION.** You agree that this Agreement may be amended by us from time to time. We will notify you of amendments as required by applicable law or institution policy. Notices will be sent to the most current address shown on your account records. The continued use of the cards by the authorized Cardholders will be deemed as evidence of your agreement to any amendments. You may terminate this Agreement at any time by providing written notice to us. We may terminate this Agreement at any time by providing written notice to you.

**BUSINESS DAYS.** Our business days are: Monday through Friday excluding Federal Holidays.

**ACKNOWLEDGEMENT.** I hereby acknowledge that I have received and understood the above Business Access Card Disclosure and Agreement, on behalf of \_\_\_\_\_ on whose account(s) I am an Authorized Signer, and with respect to which I have any legal authority to transact business, and agree to be bound by its terms. To that end, I certify that I have full authority to authorize this Agreement and indemnify you from any and all claims related thereto.

SIGNATURE: