

PHILOMATH FIRE & RESCUE

August 14, 2023

Location: Philomath Fire & Rescue

3:00 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 Doug Edmonds at 1515. Board members present included: President Doug Edmonds, Treasurer Ken Corbin, and Rick Brand (via Zoom). Board members not present was Vice President Daphne Phillips and Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, and Office Administrator Ashley Scott. Guests included: Philomath City Council Fire District Liaison Christopher McMorrان and Volunteer Association Vice President Paula Anderson. Member of the public, Jennifer Else, attended the meeting via Zoom 1631.

- II. CONSENT AGENDA
 - a. Minutes- July 10, 2023
 - b. Bills – July
 - c. Chief Vacation Hours

Corbin moved to approve the Consent Agenda as presented. Brand seconded. Approved 3-0.

- III. PUBLIC COMMENT-

Christopher McMorrان- City Counselor and City Fire Liaison- No specific questions and looking forward to working with the district regarding emergency preparedness. Emailing Christopher is the best way to connect with him.

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar

2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and discussed in detail: New move up protocol, Personnel, Training Activities, Apparatus and Equipment, and Building Updates.
3. Deputy Chief Reports- Deputy Chief Saalsaa- Included in the Board Packet. Run Tracker and Cybersecurity update discussed by Saalsaa.
 - Office Administrator Financial Report- Scott- Reports included in the Board Packet and highlights discussed by Scott.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Vice President Anderson- Verbal Report given by Anderson; including volunteer events and new volunteers beginning academy in Corvallis.
2. IAFF Local 4925 – President Moser- No report given.

VI. OLD BUSINESS

1. OSCU and Citizen’s Bank Credit Card Transition Plan- Scott- Transition Plan included in the Board Packet. US Bank option discussed in depth.
Corbin moved to authorize Office Administrator Scott to apply and move forward with US Bank’s NASPO Commercial Cards for Staff and Instant Cards for other situations (Conflagrations, conferences, trainings, etc.) After a successful transition of all electronic payments to the new payment method, close Oregon State Community Credit Union’s accounts and credit cards. Transfer the current OSCU Savings funds to Citizen’s Bank Checking Account. Approved 3-0.
2. Surplus Turbo Drafts- Ferguson- discussed by Ferguson and Scott.
Edmonds moved to surplus Turbo Drafts. Brand Seconded. 3-0 approved.

VII. NEW BUSINESS


1. Swear In Board Member (Joe Brier)- Edmonds- Rescheduled to September Meeting.
2. Personnel Manual and Administrative Directives Review- Ferguson- Discussed by Ferguson. Move to future Board agenda.
3. Civil Service Commission Appointment of Christopher McMorrان-
Edmonds moved to appoint Christopher McMorrان to the Civil Service Commission. Seconded by Corbin. Approved 3-0.
3. Board Member Code of Conduct Discussion (Ken Jones’ List)- Discussion led by Brand and discussed by all present board members.
 - a. “1. Understand that their basic function is “policy making,” not administration.
 - b. “2. Refuse to make commitment on any matter that should properly come before the Board as a whole.” Discussed by District Board Members.

VIII. ACTION ITEMS

- a. Scott- Send SOG to Board Members
- b. Scott- US Bank CC application
- c. Scott- Send the Draft Civil Service Commission Rules to New Civil Service Commissioner.
- d. Edmonds- Meeting with Chief on Master Plan

IX. NEXT MEETING – September 11, 2023

X. ADJOURNMENT- 1647.


Board President- Doug Edmonds – Minutes Approved 9/11/23

PHILOMATH FIRE & RESCUE

August 14, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 - a. Minutes- July 10, 2023
 - b. Bills – July
 - 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
 2. Fire Chief Report – Chief Ferguson
 3. Deputy Chief Reports- Deputy Chief Saalsaa
 4. Office Administrator Financial Report- Scott
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – President Eddy
 2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. OSCU and Citizen's Bank Credit Card Transition Plan- Scott
Staff recommended action: Move to accept Transition Plan as presented.
2. Surplus Turbo Drafts- Ferguson
Staff recommended action: Move to surplus Turbo Drafts.

VII. NEW BUSINESS

1. Swear In Board Member (Joe Brier)- Edmonds
2. Personnel Manual and Administrative Directives Review- Ferguson
3. Civil Service Commission Appointment of Christopher McMorran
4. Board Member Code of Conduct Discussion (Ken Jones' List)

VIII. ACTION ITEMS

IX. NEXT MEETING – September 11, 2023

X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

July 10, 2023

Location: Philomath Fire & Rescue

3:00 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 1500. Board members present included: President Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds and Vice President Rick Brand (arrived at 1503). Board member not present was Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, and Office Administrator Ashley Scott. Guests included: Volunteer Association President Dan Eddy and Lindsey Free from Citizen's Bank.

- II. **CONSENT AGENDA**
 - a. Minutes- June 12, 2023
 - b. Bills – June
 - c. Chief Vacation Hours

Edmonds moved to accept the Consent Agenda. Corbin seconded. 4-0 approved.

- III. **PUBLIC COMMENT**- None

- IV. **STAFF REPORTS**
 1. Board Report
 - Review Board Calendar- No updates.
 - Identify Board Rep for September Volunteer Business Meeting- September 5th (Edmonds)
 2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and discussed in detail: Civil Service Rules, Community Involvement Meetings, Personnel, Training Activities, Apparatus and Equipment, and Building Updates.
 3. Deputy Chief Reports- Deputy Chief Saalsaa- Report included in the Board Packet and discussed by Ferguson and Saalsaa.
 4. Board Secretary – Scott
 - Financial Reports- Reports included in the Board Packet and highlights discussed by Scott.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Provided a verbal report including: Standby Events, 4th of July Volunteer involvement and coverage, support volunteers getting Old #1 up and running for the parade, and recruitment at Frolic. Volunteers continue to complete maintenance around the stations.
 - a. Summer Recognition Picnic Date Confirmation- August 26th. Confirmed in District.
2. IAFF Local 4925 – President Moser- No representative or report given.

VI. OLD BUSINESS- Discussed at beginning of meeting due to guest's availability.

1. OSCU and Citizen's Bank Credit Card Options Update- Scott- Discussion led by Lindsey Free from Citizen's Bank. Questions were answered by Free.
Edmonds moved to transition away from Oregon State Credit Union by utilizing Citizen's Bank Credit or Debit Cards with a staff transition plan presented in August. Corbin seconded. 4-0 Approved.

VII. NEW BUSINESS

1. Swear In New Board Members- By Edmonds, Swore in Phillips and Brand. Brier will be sworn in at the next meeting.
2. Election of Board Officers-
Phillips nominated Corbin as Board Treasurer, seconded by Brand. 4-0 approved.
Brand nominated Edmonds as Board President, seconded by Phillips. 4-0 approved.
Brand nominated Phillips as Board Vice President, seconded by Edmonds. 4-0 approved.
New Officers are:
Board President- Doug Edmonds
Board Vice President- Daphne Phillips
Board Treasurer- Ken Corbin
2. State and Approve Meeting Day & Time- **Board by consensus decided upon staying with the 2nd Monday of the month at 3 pm.**
4. Civil Service Commission Appointment (Van Hunsaker)
Edmonds moved to appoint Van Hunsaker to the Civil Service Commission. Phillips seconded. 4-0 approved.
5. Surplus Turbo Drafts- Ferguson- discussed by Ferguson, stored on the tenders- we no longer have use for these. Seeking grants to fund upgraded pumps.
Edmonds motioned for staff to investigate the ins and outs of surplus Turbo Drafts. Brand seconded. 4-0 approved.

6. Building Projects Discussion- Ferguson: Due to us coming in under budget for the Hose Tower Roof Repair to fund the Water Filtration System at 203. **Consensus was reached to proceed with 203 filtration system.**

VIII. ACTION ITEMS

- a. Staff- Create Transition Plan away from OSCU.
- b. Staff- Turbo Draft surplus ability.
- c. Board- Let Scott know if you are wanting to attend either of the SDAO Trainings that were sent out.

IX. NEXT MEETING – August 14, 2023

X. ADJOURNMENT- 1626.

Philomath Fire and Rescue Transaction by Account July 2023

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6091 · Tuition Reimbursement					
Bill	07/10/2023	Alexander Bradford	Spring 2023 Tuition Reimbursement	2,800.00	2,800.00
Total 6091 · Tuition Reimbursement				2,800.00	2,800.00
6001 · Contracted Professional Service					
Bill	07/01/2023	Target Solutions Learning LLC	VectorSolutions Scheduling Implementatio...	4,484.00	4,484.00
Bill	07/03/2023	Ultrex	Printer Contract	81.02	4,565.02
Bill	07/10/2023	Security Alarm Corp	Fire and Security Alarm Monitoring	1,043.96	5,608.98
Bill	07/10/2023	MES Northwest	Annual Maintenance and Membership Fee...	5,482.50	11,091.48
Check	07/14/2023	Riverstrong	Cybersecurity Monthly Contract	2,807.48	13,898.96
Bill	07/28/2023	Local Government Law Group	Legal Review of Chief Contract and Civil S...	806.00	14,704.96
Total 6001 · Contracted Professional Service				14,704.96	14,704.96
6010 · Office Supplies					
Bill	07/05/2023	ProPrint	Staff Captain Business Cards	99.95	99.95
Bill	07/06/2023	OSCU 402518-70	Label Maker tape and Acrylic sign holder	39.88	139.83
Total 6010 · Office Supplies				139.83	139.83
6020 · Insurance and Bond					
Bill	07/10/2023	WHA Insurance	2023-2024 Insurance Provident Agency Inc	1,368.00	1,368.00
Total 6020 · Insurance and Bond				1,368.00	1,368.00
6030 · Dues and Fees					
Bill	07/01/2023	League of Oregon Cities	League of Oregon Cities Associate Memb...	500.00	500.00
Bill	07/02/2023	OSCU 402518-71	Oregon Fire Chief's Association Members...	120.00	620.00
Bill	07/05/2023	CIS Trust	GASB 75 Preliminary Report	582.00	1,202.00
Bill	07/10/2023	Oregon Fire Chiefs' Association	2023-2024 Membership Renewal	0.00	1,202.00
Bill	07/10/2023	OSCU 402518-73	RS Membership Dues	175.00	1,377.00
Bill	07/14/2023	CLIA Laboratory Program	Annual Laboratory User Fees	180.00	1,557.00
Bill	07/24/2023	OSCU 402518-73	Adobe Acrobat Pro for Captain Bovbjerg	236.31	1,793.31
Total 6030 · Dues and Fees				1,793.31	1,793.31
6050 · Utilities					
Bill	07/01/2023	Pacific Power		742.83	742.83
Bill	07/03/2023	Consumers Power Inc.		118.49	861.32
Bill	07/03/2023	Consumers Power Inc.		78.90	940.22
Bill	07/03/2023	Culligan		79.30	1,019.52
Bill	07/10/2023	City of Philomath		15.20	1,034.72
Bill	07/10/2023	City of Philomath		252.90	1,287.62
Bill	07/10/2023	Republic Services	203 Trash Service	35.50	1,323.12
Bill	07/14/2023	NW Natural	Gas Bill	49.18	1,372.30
Bill	07/19/2023	Consumers Power Inc.	202 Power	67.07	1,439.37
Bill	07/19/2023	Consumers Power Inc.	Wren Pump Station Power	83.42	1,522.79
Bill	07/19/2023	Consumers Power Inc.	Daisy Drive Pump Site Power	35.05	1,557.84
Bill	07/20/2023	OSCU 402518-73	Bottled Water	63.90	1,621.74
Bill	07/31/2023	Pacific Power	Power	848.23	2,469.97
Bill	07/31/2023	Republic Services		35.50	2,505.47
Bill	07/31/2023	City of Philomath		432.70	2,938.17
Bill	07/31/2023	City of Philomath		15.20	2,953.37
Bill	07/31/2023	Culligan	Water	59.40	3,012.77
Total 6050 · Utilities				3,012.77	3,012.77
6060 · Telephone, Pagers, Internet					
Bill	07/01/2023	Alyrica		592.86	592.86
Bill	07/03/2023	Pioneer Telephone Cooperative		173.77	766.63
Check	07/04/2023	AT&T Mobility		45.56	812.19
Check	07/06/2023	Comcast	Cable Bill	14.77	826.96
Bill	07/11/2023	Benton Electric	Fire alarm monitoring for all 3 stations for ...	1,152.00	1,978.96
Bill	07/19/2023	Century Link	Phone	124.77	2,103.73
Check	07/28/2023	Verizon		394.11	2,497.84
Total 6060 · Telephone, Pagers, Internet				2,497.84	2,497.84
6080 · Conference					
Bill	07/10/2023	OSCU 402518-71	OVFA Conference Meals for Lindsay Taylor	101.65	101.65
Bill	07/13/2023	OSCU 402518-70	SDAO Conference- Board Member Duties,...	75.00	176.65
Total 6080 · Conference				176.65	176.65

Philomath Fire and Rescue Transaction by Account July 2023

Type	Date	Name	Memo	Amount	Balance
6090 · Education/Training					
Bill	07/10/2023	Alexander Bradford	AEMT Fingerprinting	58.75	58.75
Bill	07/10/2023	Alexander Bradford	AEMT Initial Application Fee	144.00	202.75
Bill	07/15/2023	Bio-Med Testing	Background Check for Dunn & Hines	58.00	260.75
Bill	07/16/2023	OSCU 402518-73	Academy Books	260.94	521.69
Bill	07/18/2023	OSCU 402518-71	Meat for Wound Packing Drill	13.31	535.00
Bill	07/26/2023	Nick Hecker	EMT Advanced and Intermediate Class	4,300.00	4,835.00
Bill	07/26/2023	Nick Hecker	License	125.00	4,960.00
Bill	07/26/2023	Nick Hecker	Fingerprinting	58.75	5,018.75
Bill	07/31/2023	Department of Public Safety Stand...	Guilford & Hines Fingerprints	92.50	5,111.25
Total 6090 · Education/Training				5,111.25	5,111.25
6100 · Equipment Maintenance Agreement					
Check	07/15/2023	De Lage Landen Financial Service...		152.50	152.50
Total 6100 · Equipment Maintenance Agreement				152.50	152.50
6130 · Gas & Oil					
Bill	07/03/2023	Carson Oil		710.64	710.64
Bill	07/03/2023	OSCU 402518-71	Fuel for Old #1	13.87	724.51
Bill	07/08/2023	OSCU 402518-71	Fuel for Old #1	12.36	736.87
Bill	07/18/2023	Carson Oil		747.44	1,484.31
Bill	07/31/2023	Carson Oil		1,226.13	2,710.44
Total 6130 · Gas & Oil				2,710.44	2,710.44
6140 · Hydrant Maintenance					
Bill	07/11/2023	OSCU 402518-73	Spray Paint for Hydrant Testing	108.22	108.22
Bill	07/11/2023	OSCU 402518-73	Spray Paint for Hydrants	160.02	268.24
Bill	07/11/2023	OSCU 402518-73	Spray Paint for Hydrant Testing	62.65	330.89
Total 6140 · Hydrant Maintenance				330.89	330.89
6150 · Radio Maintenance					
Bill	07/25/2023	My-Comm, Inc	Repair on PA system and Reprogramed B...	345.50	345.50
Total 6150 · Radio Maintenance				345.50	345.50
6160 · Equipment Maintenance					
Bill	07/20/2023	Annas Consultants Inc.	Air Test, Replaced intake filter and seal kit.	502.06	502.06
Total 6160 · Equipment Maintenance				502.06	502.06
6161 · Vehicle Maintenance					
Bill	07/01/2023	City of Corvallis	Air Cylinder Testing for Mobile Protection ...	390.00	390.00
Bill	07/01/2023	Mainline Pump & Irrigation, LLC	241- Plumbing Repair	6.75	396.75
Bill	07/05/2023	TWGW, Inc. dba Philomath Napa	Hose Clamp	3.38	400.13
Bill	07/05/2023	TWGW, Inc. dba Philomath Napa	Seal Tape	4.69	404.82
Bill	07/06/2023	Les Schwab	293- Alignment	1,581.60	1,986.42
Bill	07/08/2023	TWGW, Inc. dba Philomath Napa	Cable Tie	13.49	1,999.91
Bill	07/11/2023	OSCU 402518-70	263- Pump	152.93	2,152.84
Bill	07/11/2023	OSCU 402518-70	Steel for 263	656.72	2,809.56
Bill	07/13/2023	MPTV, Inc.	265- Hook and Jack Chain	5.78	2,815.34
Bill	07/21/2023	OSCU 402518-73	Steering Wheel Message Cover- "Danger ...	35.57	2,850.91
Bill	07/24/2023	Valvoline LLC	290 Oil Change	71.38	2,922.29
Bill	07/28/2023	TWGW, Inc. dba Philomath Napa	263- Buffing Oil for new tank.	11.61	2,933.90
Bill	07/28/2023	MPTV, Inc.	263- Plastic Bond	11.99	2,945.89
Total 6161 · Vehicle Maintenance				2,945.89	2,945.89
6170 · Building Maint and Improvements					
Bill	07/01/2023	MPTV, Inc.	Keybox wall anchors	2.69	2.69
Bill	07/03/2023	MPTV, Inc.	201 Parking Lines	110.36	113.05
Bill	07/20/2023	OSCU 402518-73	Handle for Bathroom	17.99	131.04
Bill	07/24/2023	MPTV, Inc.	Weight Machine Repair	3.03	134.07
Total 6170 · Building Maint and Improvements				134.07	134.07
6180 · Grounds Maintenance					
Bill	07/01/2023	OSCU 402518-70	Sprinkler for Tower Shower Event	7.99	7.99
Bill	07/03/2023	MPTV, Inc.	Sprinkler	7.29	15.28
Credit	07/03/2023	MPTV, Inc.	Sprinkler Return	-7.99	7.29
Bill	07/05/2023	OSCU 402518-70	Sprinkler	7.99	15.28
Credit	07/15/2023	OSCU 402518-70	Return Sprinkler	-7.99	7.29
Total 6180 · Grounds Maintenance				7.29	7.29

Philomath Fire and Rescue Transaction by Account July 2023

Type	Date	Name	Memo	Amount	Balance
6200 · Supplies - Department					
Bill	07/01/2023	OSCU 402518-70	Cups and Office Candy	42.77	42.77
Bill	07/01/2023	OSCU 402518-70	Can Opener for Residence	14.99	57.76
Bill	07/05/2023	OSCU 402518-70	Range Cord for 203	24.99	82.75
Bill	07/06/2023	OSCU 402518-70	Paper Towels	62.34	145.09
Bill	07/08/2023	Medline Industries, Inc.	Cleaning and Paper Products	171.72	316.81
Bill	07/09/2023	MPTV, Inc.	Paint and Supplies for Lines at 201	53.89	370.70
Bill	07/11/2023	OSCU 402518-70	Coffee for Residence	79.79	450.49
Bill	07/12/2023	OSCU 402518-70	Velcro	19.62	470.11
Total 6200 · Supplies - Department				470.11	470.11
6210 · Supplies - Medical					
Bill	07/07/2023	Medline Industries, Inc.	CPR Pads	246.96	246.96
Bill	07/10/2023	Medline Industries, Inc.	ISU Pack	163.80	410.76
Bill	07/10/2023	Medline Industries, Inc.	Shears	37.80	448.56
Bill	07/14/2023	Industrial Welding Supply, Inc	Oxygen	20.00	468.56
Bill	07/27/2023	Medline Industries, Inc.	Needles and IO Supplies	1,472.25	1,940.81
Bill	07/31/2023	Life Assist, Inc.	Test Strips, Naloxone, Aspirin, Glucose, Su...	442.11	2,382.92
Total 6210 · Supplies - Medical				2,382.92	2,382.92
6215 · Supplies - Prevention					
Bill	07/04/2023	MPTV, Inc.	Sprinkler Project	6.47	6.47
Bill	07/05/2023	MPTV, Inc.	Sprinkler	12.95	19.42
Bill	07/10/2023	OSCU 402518-71	Sprinkler Project	19.53	38.95
Total 6215 · Supplies - Prevention				38.95	38.95
6220 · Supplies - Suppression					
Bill	07/03/2023	OSCU 402518-73	Fire Alarm Pulls for Staff Vehicles	6.99	6.99
Total 6220 · Supplies - Suppression				6.99	6.99
6250 · Uniforms					
Bill	07/10/2023	Viktor Bovbjerg	Baker Boots Reimbursement	389.00	389.00
Bill	07/13/2023	SeaWestern	Pants	208.11	597.11
Bill	07/22/2023	OSCU 402518-71	CF Boot Repair	62.00	659.11
Total 6250 · Uniforms				659.11	659.11
6270 · Volunteer - Activities					
Bill	07/03/2023	OSCU 402518-70	Carb Rebuilding Kit for Old #1	37.95	37.95
Bill	07/07/2023	Nick's Auto Repair	Old #1 Parts	209.92	247.87
Bill	07/20/2023	Jean Goul	Reimbursement for Oregon Business Filin...	50.00	297.87
Total 6270 · Volunteer - Activities				297.87	297.87
6310 · Physical & Immunizations					
Bill	07/03/2023	Occupational Medicine Dept.	Guilford PPD & Lindberg Physical	790.00	790.00
Total 6310 · Physical & Immunizations				790.00	790.00
6320 · Community Involvement					
Bill	07/14/2023	MPTV, Inc.	House Fire Prop Repairs	6.10	6.10
Total 6320 · Community Involvement				6.10	6.10
6900 · Miscellaneous Expense					
Bill	07/04/2023	OSCU 402518-70	Incident Food for Colorado Lake Fire (1 of 2)	112.22	112.22
Bill	07/04/2023	OSCU 402518-70	Incident Food for Colorado Lake Fire (2 or 2)	54.23	166.45
Bill	07/10/2023	Benton County	Annexation for Burnett Property	1,146.98	1,313.43
Bill	07/11/2023	OSCU 402518-70	Photo Frame for Past Chief Photo- Museum	19.19	1,332.62
Bill	07/11/2023	OSCU 402518-70	Printed Photo of Past Chief for Museum	13.98	1,346.60
Bill	07/11/2023	OSCU 402518-71	Personal Charge Mistakenly Charged on P...	24.00	1,370.60
Bill	07/12/2023	OSCU 402518-70	Food for Officer Meeting on 7/13/2023	50.64	1,421.24
Bill	07/25/2023	Spaeth Lumber Co., Inc	Materials for Curb Repair at Church	5.00	1,426.24
Check	07/28/2023	EdgeX LED	Grant Funded LED Display for 201	8,757.00	10,183.24
Total 6900 · Miscellaneous Expense				10,183.24	10,183.24
Total 6000 · Materials and Services				53,568.54	53,568.54

8:14 AM

08/09/23

Accrual Basis

Philomath Fire and Rescue Transaction by Account

July 2023

Type	Date	Name	Memo	Amount	Balance
7000 · Capital Outlay					
7110 · Capital Outlay - Building					
Bill	07/10/2023	MPTV, Inc.	Items for Radio Tower Antenna Installation	39.99	39.99
Bill	07/10/2023	MPTV, Inc.	Items for Radio Tower Antenna Installation	162.93	202.92
Bill	07/10/2023	Philomath Rental	Items for Radio Tower Antenna Installation...	595.80	798.72
Credit	07/11/2023	MPTV, Inc.	Returned Items for Radio Tower Antenna I...	-136.90	661.82
Bill	07/19/2023	Dan's Pump Service, LLC	Water Filtration System for 203	3,762.00	4,423.82
Bill	07/25/2023	My-Comm, Inc	Hose Tower Roof Antenna Relocation	9,832.88	14,256.70
Bill	07/25/2023	M & W Electric, Inc.	Power Outlet Install at 203	432.90	14,689.60
Total 7110 · Capital Outlay - Building				14,689.60	14,689.60
Total 7000 · Capital Outlay				14,689.60	14,689.60
Total Expense				68,258.14	68,258.14
Net Ordinary Income				-68,258.14	-68,258.14
Net Income				-68,258.14	-68,258.14

**Chancy Ferguson Vacation Usage
July 1, 2023 through June 30, 2024**

Beginning Balance as of July 1, 2023	299.5	203.69
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	Sick Leave	Vacation
July		
accrual	8	10
taken	0	16
balance	307.5	197.69

August		
accrual		
taken		
balance		

September		
accrual		
taken		
balance		

October		
accrual		
taken		
balance		

	Sick Leave	Vacation
November		
accrual		
taken		
balance		

December		
accrual		
taken		
balance		

January		
accrual		
taken		
balance		

February		
accrual		
taken		
balance		

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

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 Check In
Board Member Elections Coming	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Adoption	
	SDAO Conference	Chief Performance Review and Final Review of Contract	Contract and Exhibit A Final Review	Approval of Final Chief Contract	
	Appoint Board Member to Begin Chief Review and Contract Negotiations				
July	August	September	October	November	December
Election of Board Officers	Begin Ken Jones Board Discussion	Ken Jones Board Discussion Continues	Open House	OFDDA & OFCA Conferences	Chief Check In
Civil Service Appointments		Chief Check In		Insurance Presentation	
Swear In New Board Members					
State and Approve Meeting Day & Time					
Decide Board Members attending Volunteer Business Meeting					
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

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

August 1, 2023

Department Business:

The Civil Service met on July 26, 2023, in a working session to fully review the Civil service rules. Recommend final changes are being forwarded to legal prior to a final vote of approval. The Civil Service will most likely adopt the rule during their regular meeting in October.

Department officers worked together to create a Administrative Directive guiding the departments response to request for service outside the districts boundaries and for covering other districts. The Administrative directive also was presented to Chief Fulsher, CFD's Operations Chief, as it directly changes the way we provide coverage for their district.

Personnel:

Paula Anderson was promoted to Lieutenant on 7-31-23.
All Resident Volunteer Positions have been filled.

Union Communications:

No report

Training Activities:

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

The Recruit Academy has completed their 3rd week of training.

Apparatus/Equipment:

Engine 231 had to have a windshield replaced after a small rock chip opened and ran across the windshield. Cost: \$4,500.00

Brush 263 is beginning to be completed. The frame supporting the water tank has been constructed, and the pump repair work has been started.



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Building Update:

The water heater on the residential side of the station has stopped working (7-5-23) The water heater was repaired on 7/31/23. I would like to thank staff for living without hot water for nearly a month without complaint.

Community Involvement/Meetings:

- Benton County Fire Defense Board Meeting.
- OSFM meeting discussing mutual aid agreements at a county level approach.
- C shift represented the department at the Living Faith Community wide BBQ.
- Staff represented the department at "National Night Out".

Strategic Plan Update:

- See attached.

Major Incidents: Captain Louden and LT. Schell responded to the Lake County Oregon as Members of the OSFM Blue team to provide incident command team capabilities for the Eagle Fire.

Respectfully submitted,

Chief Ferguson



Philomath Fire & Rescue
District Strategic Plan

Mission

The men and women of this department are dedicated to:

The preservation of property, through the extinguishment and prevention of fires; The protection and care of human life through education and treatment; The development of character through commitment and teamwork.

Vision

As our community grows, we are dedicated to providing prompt and professional emergency care, practiced rescue operations, safe fire services, and progressive risk reduction education. We strive to evolve and grow our thriving Philomath Fire and Rescue family through informed decisions, community engagement, fiscal responsibility, recruitment, and retention.

Value

“How we measure ourselves.”

As a team we value treating the community we serve with dignity, respect, and compassion.

We work to establish trust in the community through our professionalism and commitment to growing and learning.

- We honor our community through our integrity, safety, and service.
- We are dedicated to creating an environment that is inclusive, supportive, and encouraging.
- We persevere and adapt in both emergent and daily environments until a solution is identified.

Guiding Principles

The following guiding principles are considered for each of the Themes, Action Items and Goals of this Strategic Plan.

- Future Focus – Looking ahead one, two and three years.
- Effective Use of Resources
- People First – Responsible to the community members and personnel of the District
- Fiscal Integrity and Accountability – Responsible to the community and the constituents of the District
- Balanced – The needs of the various programs are well-balanced and cooperative, including multiple perspectives, and working towards and overall cohesion.

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our Community

I. Theme: Department Operations

A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Personnel (Lieutenant, Firefighter) 24 Hours Per Day

Action Item: Waiting for response from SAFER and OSFM Grants to improve Staffing.

July 2023 Update: Waiting for response from SAFER, Received \$30,000 from OSFM Grant

Timeline: September 2023

Responsibility: Fire Chief

Funding Source: Grants/ General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Install generator at Station 203

July 2023 Update: Researching Grant Opportunities and obtaining quotes for install.

Action Item 2: Install tank and pump on 263- return to service.

July 2023 Update: Frame being built.

Timeline: October 2023

Responsibility: Captain Louden & LT Schell

Funding Source: Building and Land Reserves and General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Ensure the District Has Up to Date Documents

Action Item: Review and update Strategic Plan, Organizational Manual, SOG, Standard of Cover.

July 2023 Update: Civil Service Commission Rules- In progress, Standard of Cover- awaiting Board review, Beginning Organizational Manual Updates.

Timeline: 2023-2024 Fiscal Year

Responsibility: Administrative Team

Funding Source: None

B. Objective: Capital Maintenance

GOAL 1: Ensure the District Has Reliable Apparatus and Equipment for Emergency Response

Action Item: Develop Apparatus/Equipment Replacement Plan

July 2023 Update: Apparatus Committee Created.

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

Action Item: Develop Timeline for Expected Building Construction/Large Repairs or Expansions

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item: Replace hose tower roof at Station 201

July 2023 Update: Sema Roofing to replace roofing August 14-17. Radio Antennas move completed.

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Implement a robust Cybersecurity program.

July 2023 Update: RiverStrong onsite meeting 7/28. (Additional updates will be included in DC Saalsaa's Board Report)

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

Action Item: Establish Equipment Replacement Plan (SCBA Replacement, Heart Monitor Savings)

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item 1: Asbestos abatement.

July 2023 Update: awaiting results of tests taken.

Action Item 2: Form Committee to assess Training Facility needs and establish costs for 2024-2025 Fiscal Year.

July 2023 Update: Committee formed, setting up training facility tours.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

Action Item 1: Additional funding for paid staff to attend two department drills per month.

July 2023 Update: 7/1/2023 Completed.

Action Item 2: Provide training opportunities to all department members.

July 2023 Update: Ongoing.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: Ensure Resident Volunteer Retention Program stays competitive.

Action Item: Track tuition rates at OSU and reimbursement rates of neighboring districts to ensure our retention program is competitive.

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors

Action Item: Coordinate public outreach to obtain insight and direction for future planning.

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors
14 August 2023
DC Rich Saalsaa**

Statistics for July 2023

Total calls: 103
 Fire calls: 23 (19%)
 EMS Calls: 80 (78%)
 Yearly calls as of 31 July 2023: 558 – Last year at this time: 517 (+8% YOY)

Significant calls:

- 7/4 – Grass Fire at Colorado Lake Dr in Corvallis – large grass fire, we responded with a brush truck (265) and two career personnel and a Duty Officer (Chief Ferguson). We later sent a tender (241) with one volunteer.
- 7/4 – Residential Structure Fire in Corvallis – Two houses on fire. We responded with 265 and Chief from the grass fire. We sent 233 with one career and two volunteers to CFD Station 2 for coverage (we still had an engine crew available at Station 201). 233 responded to a fire alarm activation while covering Station 2.
- 7/11 – Residential Structure Fire – Bark dust fire caught the side of a residence on fire. We responded with an engine company and DC Saalsaa as the Duty Officer. The engine was able to handle the call.
- 7/16 – Vehicle Fire – Initially reported as a fluid spill and DC Saalsaa discovered a vehicle off the road on fire in the brush on arrival. We responded with an engine company and DC Saalsaa as the Duty Officer. The engine was able to handle the call.
- 7/18 – MVC in Corvallis – Assisted in a roll-over with one critical patient.
- 7/24 – Small misc fire – small burn area off Hwy 20, managed with one brush rig.
- 7/22 – Conflagration response – Capt. Loudon and Lt Schell deployed to the Golden fire for five days.
- 7/31 – MVC – Single motorcycle crash, pt. transported with non-life-threatening injuries.

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

Station 201 RURAL	137
Station 201 W. City	162
Station 201 E. City	104
Station 202	25
Station 203	57
Adair	1
Alsea	5
Blodgett	13
CFD	29
Conflagration	1
Kings Valley	15
Lincoln Co	4
Marys Peak	2
Misc Mutual Aid	1
Monroe	2
Total	558

Total calls we received aid from another agency: 1 (to date 5)

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. We have a cybersecurity grant that will cover up to \$5,000 in a 50/50 matching grant for this equipment from SDIS.

PulsePoint Statistics

Since the go-live of PulsePoint on 1 July, we have 518 Monthly Active Users, of which 156 have CPR alerts enabled. That's a good start to the program reaching the community and in line with average participation in CPR alerts nationwide.

Projects / Community Outreach

- Dirt Road Street Party – we provided 251 with a flag for display on 1 July.
- Sent 265 to Monroe to assist with standby at a fireworks display on 1 July.
- Frolic and Rodeo standby on 6-8 July; fireworks standby on 7 July.
- DC Saalsaa chaired the 911 User meeting on 11 July.
- Officers Meeting on 13 July.
- DC Saalsaa participated in the Natural Hazards Mitigation Planning meeting on 13 July.
- A water system was installed at Station 203 on 18 July.
- Benton County Fire Defense Board Meeting on 20 July (Chief and DC Saalsaa in attendance).
- DC Saalsaa participated in the Linn-Benton Building Official/Fire Marshal meeting in Albany on 27 July.
- ALLCO days this month: 4, 15, 18 July

Respectfully submitted,

D/C Rich Saalsaa

9:09 AM

08/09/23

Accrual Basis

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4042 · Bond Income - Prop Tax Interest	0.00	700.00	-700.00	0.0%
4041 · Bond Income - Delinquent Taxes	0.00	5,000.00	-5,000.00	0.0%
4060 · Conflagration Income	0.00	100,000.00	-100,000.00	0.0%
4050 · Public Education Income	1,505.00	12,500.00	-10,995.00	12.0%
4040 · Bond Income	0.00	404,200.00	-404,200.00	0.0%
4000 · Carryover Fund Balance	1,243,003.94	784,900.68	458,103.26	158.4%
4010 · Delinquent Property Taxes	0.00	16,000.00	-16,000.00	0.0%
4020 · Current Property Taxes	0.00	1,397,916.00	-1,397,916.00	0.0%
4025 · Interest - Property Tax	0.00	3,000.00	-3,000.00	0.0%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	1.45	0.00	1.45	100.0%
Total 4026 · Interest Income	1.45	0.00	1.45	100.0%
4900 · Miscellaneous Income	2,991.96	10,000.00	-7,008.04	29.9%
Total Income	1,247,502.35	2,734,216.68	-1,486,714.33	45.6%
Gross Profit	1,247,502.35	2,734,216.68	-1,486,714.33	45.6%
Expense				
9010 · Transfers	0.00	1,014,499.00	-1,014,499.00	0.0%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	0.00	30,000.00	-30,000.00	0.0%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	0.00	100,000.00	-100,000.00	0.0%
5100 · Fire Chief Wages	7,809.00	98,892.00	-91,083.00	7.9%
5105 · Deputy Chief Wages	7,731.25	98,220.00	-90,488.75	7.9%
5110 · Admin Asst Wages	4,488.00	58,404.00	-53,916.00	7.7%
5120 · Staff Captain Wage	201.38	74,220.00	-74,018.62	0.3%
5125 · Firefighter Wages	20,245.30	256,564.00	-236,318.70	7.9%
5130 · Overtime Wages	5,038.94	45,000.00	-39,961.06	11.2%
5135 · Extra Hire	0.00	8,000.00	-8,000.00	0.0%
5405 · Employers FICA	0.00	33,000.00	-33,000.00	0.0%
5410 · Employers Medicare	0.00	10,000.00	-10,000.00	0.0%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	0.00	50,000.00	-50,000.00	0.0%
5430 · PERS - Employe	9,760.50	140,000.00	-130,239.50	7.0%
5431 · PERS - Pickup 6%	2,428.34	34,000.00	-31,571.66	7.1%
5440 · Health Insurance	22,402.83	185,124.00	-162,721.17	12.1%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	80,105.54	1,232,924.00	-1,152,818.46	6.5%
6000 · Materials and Services				
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,500.00	-2,500.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,500.00	-4,500.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	329.29	5,000.00	-4,670.71	6.6%
6216-2 · FA/CPR Education- Instructors	231.25	3,000.00	-2,768.75	7.7%
Total 6216 · FA/CPR Education	560.54	8,000.00	-7,439.46	7.0%

9:09 AM

08/09/23

Accrual Basis

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
6091 · Tuition Reimbursement	2,800.00	74,736.00	-71,936.00	3.7%
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	-620.00	0.0%
6001 · Contracted Professional Service	14,704.96	80,834.00	-66,129.04	18.2%
6010 · Office Supplies	139.83	6,550.00	-6,410.17	2.1%
6011 · Postage/Shipping	0.00	600.00	-600.00	0.0%
6020 · Insurance and Bond	1,368.00	57,210.00	-55,842.00	2.4%
6030 · Dues and Fees	1,793.31	16,070.00	-14,276.69	11.2%
6040 · Publications and Elections	0.00	3,900.00	-3,900.00	0.0%
6042 · Marketing Program New Recruits	0.00	605.00	-605.00	0.0%
6050 · Utilities	3,012.77	33,710.00	-30,697.23	8.9%
6060 · Telephone, Pagers, Internet	2,497.84	18,600.00	-16,102.16	13.4%
6070 · Travel	0.00	7,100.00	-7,100.00	0.0%
6080 · Conference	176.65	4,450.00	-4,273.35	4.0%
6090 · Education/Training	5,111.25	21,350.00	-16,238.75	23.9%
6100 · Equipment Maintenance Agreement	152.50	4,000.00	-3,847.50	3.8%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	2,710.44	30,000.00	-27,289.56	9.0%
6140 · Hydrant Maintenance	330.89	0.00	330.89	100.0%
6150 · Radio Maintenance	345.50	6,100.00	-5,754.50	5.7%
6160 · Equipment Maintenance	502.06	13,850.00	-13,347.94	3.6%
6161 · Vehicle Maintenance	2,945.89	46,500.00	-43,554.11	6.3%
6170 · Building Maint and Improvements	134.07	13,300.00	-13,165.93	1.0%
6180 · Grounds Maintenance	7.29	1,300.00	-1,292.71	0.6%
6190 · Small Tools & Equipment	0.00	900.00	-900.00	0.0%
6200 · Supplies - Department	470.11	7,000.00	-6,529.89	6.7%
6210 · Supplies - Medical	2,382.92	19,730.00	-17,347.08	12.1%
6215 · Supplies - Prevention	38.95	2,850.00	-2,811.05	1.4%
6220 · Supplies - Suppression	6.99	2,500.00	-2,493.01	0.3%
6230 · Hazardous Materials	0.00	300.00	-300.00	0.0%
6250 · Uniforms	659.11	30,800.00	-30,140.89	2.1%
6270 · Volunteer - Activities	297.87	12,000.00	-11,702.13	2.5%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	0.00	11,000.00	-11,000.00	0.0%
6310 · Physical & Immunizations	790.00	18,000.00	-17,210.00	4.4%
6320 · Community Involvement	6.10	3,400.00	-3,393.90	0.2%
6900 · Miscellaneous Expense	10,183.24	2,050.00	8,133.24	496.7%
Total 6000 · Materials and Services	54,129.08	569,565.00	-515,435.92	9.5%
7000 · Capital Outlay				
7110 · Capital Outlay - Building	14,689.60	60,000.00	-45,310.40	24.5%
Total 7000 · Capital Outlay	14,689.60	60,000.00	-45,310.40	24.5%
Total Expense	148,924.22	2,876,988.00	-2,728,063.78	5.2%
Net Ordinary Income	1,098,578.13	-142,771.32	1,241,349.45	-769.5%
Net Income	1,098,578.13	-142,771.32	1,241,349.45	-769.5%

Philomath Fire and Rescue

8/9/2023 9:07 AM

Register: 1015 · Citizens Bank Checking

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2023	PR 0623		5000 · Personnel Expe...	Converse	3,434.62			55,190.80
07/01/2023	PR 0623		5000 · Personnel Expe...	Ferguson	5,537.72			49,653.08
07/01/2023	PR 0623		5000 · Personnel Expe...	Moser	5,327.57			44,325.51
07/01/2023	PR 0623		5000 · Personnel Expe...	Saalsaa	5,343.18			38,982.33
07/01/2023	PR 0623		5000 · Personnel Expe...	Schell	4,122.71			34,859.62
07/01/2023	PR 0623		5000 · Personnel Expe...	Scott	3,441.33			31,418.29
07/01/2023	PR 0623		5000 · Personnel Expe...	Taylor	4,847.95			26,570.34
07/01/2023	PR 0623		5000 · Personnel Expe...		184.46			26,385.88
07/03/2023	33830	Century Link	2010 · Accounts Payable		125.87			26,260.01
07/03/2023	33831	Cheri Damitio	2010 · Accounts Payable		231.25			26,028.76
07/03/2023	33832	CIS Trust	2010 · Accounts Payable		10,992.88			15,035.88
07/03/2023	33833	City of Corvallis	2010 · Accounts Payable		390.00			14,645.88
07/03/2023	33834	Consumers Power Inc.	2010 · Accounts Payable		375.68			14,270.20
07/03/2023	33835	League of Oregon Ci...	2010 · Accounts Payable		500.00			13,770.20
07/03/2023	33836	Mainline Pump & Irr...	2010 · Accounts Payable		6.75			13,763.45
07/03/2023	33837	Pacific Power	2010 · Accounts Payable		742.83			13,020.62
07/03/2023	33838	Pioneer Telephone C...	2010 · Accounts Payable		173.77			12,846.85
07/03/2023	33839	SAIF Corporation	2010 · Accounts Payable	Proposal: 1000...	28,078.82			-15,231.97
07/03/2023	33840	Target Solutions Lea...	2010 · Accounts Payable		4,484.00			-19,715.97
07/03/2023	33841	Ultrex	2010 · Accounts Payable		81.02			-19,796.99
07/04/2023	EFT	AT&T Mobility	6000 · Materials and S...		45.56			-19,842.55
07/05/2023			1050 · Local Governm...	Deposit			75,000.00	55,157.45
07/05/2023	EFT	Colonial Life	-split-		153.40			55,004.05
07/06/2023	EFT	Comcast	6000 · Materials and S...		14.77			54,989.28
07/10/2023		Knife River	11000 · Accounts Rece...				375.00	55,364.28
07/10/2023	33842	Alexander Bradford	2010 · Accounts Payable		3,002.75			52,361.53
07/10/2023	33843	Alyrica	2010 · Accounts Payable		592.86			51,768.67
07/10/2023	33844	Benton County	2010 · Accounts Payable		1,146.98			50,621.69
07/10/2023	33845	Carson Oil	2010 · Accounts Payable		710.64			49,911.05
07/10/2023	33846	City of Philomath	2010 · Accounts Payable		268.10			49,642.95
07/10/2023	33847	Culligan	2010 · Accounts Payable		79.30			49,563.65
07/10/2023	33848	Les Schwab	2010 · Accounts Payable		1,581.60			47,982.05
07/10/2023	33849	Medline Industries, I...	2010 · Accounts Payable		201.60			47,780.45
07/10/2023	33850	MPTV, Inc.	2010 · Accounts Payable		2.69			47,777.76
07/10/2023	33851	Nick's Auto Repair	2010 · Accounts Payable		209.92			47,567.84
07/10/2023	33852	Occupational Medici...	2010 · Accounts Payable		790.00			46,777.84
07/10/2023	33853	Oregon Fire Chiefs' ...	2010 · Accounts Payable	VOID: Paid on...		X		46,777.84
07/10/2023	33854	Philomath Fire Distri...	2010 · Accounts Payable		301.30			46,476.54
07/10/2023	33855	ProPrint	2010 · Accounts Payable		99.95			46,376.59
07/10/2023	33856	Republic Services	2010 · Accounts Payable		35.50			46,341.09

Philomath Fire and Rescue

8/9/2023 9:07 AM

Register: 1015 · Citizens Bank Checking

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/10/2023	33857	Security Alarm Corp	2010 · Accounts Payable		1,043.96			45,297.13
07/10/2023	33858	TWGW, Inc. dba Phi...	2010 · Accounts Payable		21.56			45,275.57
07/10/2023	33859	Viktor Bovbjerg	2010 · Accounts Payable		389.00			44,886.57
07/10/2023	33860	WHA Insurance	2010 · Accounts Payable		1,368.00			43,518.57
07/10/2023	33861	OSCU 402518-70	2010 · Accounts Payable		1,628.73			41,889.84
07/10/2023	33862	OSCU 402518-71	2010 · Accounts Payable		101.65			41,788.19
07/10/2023	33863	OSCU 402518-73	2010 · Accounts Payable		740.29			41,047.90
07/11/2023			4900 · Miscellaneous I...	Deposit			24.00	41,071.90
07/11/2023	33864	Benton Electric	2010 · Accounts Payable		1,152.00			39,919.90
07/11/2023	33865	CLIA Laboratory Pro...	2010 · Accounts Payable	CLIA ID 38D0...	180.00			39,739.90
07/11/2023	33866	Industrial Welding S...	2010 · Accounts Payable		20.00			39,719.90
07/11/2023	33867	Local Government L...	2010 · Accounts Payable		806.00			38,913.90
07/11/2023	33868	MES Northwest	2010 · Accounts Payable		5,482.50			33,431.40
07/11/2023	33869	Philomath Rental	2010 · Accounts Payable		595.80			32,835.60
07/11/2023	33870	SeaWestern	2010 · Accounts Payable		208.11			32,627.49
07/13/2023			1050 · Local Governm...	Deposit			75,000.00	107,627.49
07/14/2023	EFT	Riverstrong	6000 · Materials and S...		2,807.48			104,820.01
07/15/2023	EFT	De Lage Landen Fina...	6000 · Materials and S...		152.50			104,667.51
07/18/2023		Burnett, Rex & Karen	11000 · Accounts Rece...				1,146.98	105,814.49
07/18/2023	33871	Carson Oil	2010 · Accounts Payable		747.44			105,067.05
07/18/2023	33872	CIS Trust	2010 · Accounts Payable		11,991.95			93,075.10
07/18/2023	33873	ProPrint	2010 · Accounts Payable		99.95			92,975.15
07/19/2023			-split-	Deposit			2,325.98	95,301.13
07/19/2023		Knife River	11000 · Accounts Rece...				505.00	95,806.13
07/19/2023	33874	Century Link	2010 · Accounts Payable		124.77			95,681.36
07/19/2023	33875	Consumers Power Inc.	2010 · Accounts Payable		185.54			95,495.82
07/19/2023	33876	Dan's Pump Service, ...	2010 · Accounts Payable		3,762.00			91,733.82
07/21/2023	EFT	PERS	-split-		12,188.84			79,544.98
07/24/2023	33877	Annas Consultants Inc.	2010 · Accounts Payable		502.06			79,042.92
07/24/2023	33878	Bio-Med Testing	2010 · Accounts Payable		58.00			78,984.92
07/24/2023	33879	Jean Goul	2010 · Accounts Payable		50.00			78,934.92
07/24/2023	33880	Medline Industries, I...	2010 · Accounts Payable		418.68			78,516.24
07/24/2023	33881	NW Natural	2010 · Accounts Payable		49.18			78,467.06
07/25/2023			4050 · Public Educatio...	Deposit			570.00	79,037.06
07/25/2023			4050 · Public Educatio...	Deposit			375.00	79,412.06
07/25/2023		Knife River	11000 · Accounts Rece...				570.00	79,982.06
07/28/2023	EFT	Verizon	6000 · Materials and S...		394.11			79,587.95
07/28/2023	EFT	EdgeX LED	6000 · Materials and S...		8,757.00			70,830.95
07/31/2023			4050 · Public Educatio...	Deposit			55.00	70,885.95
07/31/2023		CARDV	11000 · Accounts Rece...				55.00	70,940.95

Philomath Fire and Rescue

8/9/2023 9:07 AM

Register: 1015 · Citizens Bank Checking

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2023	33882	Carson Oil	2010 · Accounts Payable		1,226.13			69,714.82
07/31/2023	33883	City of Philomath	2010 · Accounts Payable		447.90			69,266.92
07/31/2023	33884	Consumers Power Inc.	2010 · Accounts Payable		197.59			69,069.33
07/31/2023	33885	Culligan	2010 · Accounts Payable		59.40			69,009.93
07/31/2023	33886	Department of Public...	2010 · Accounts Payable		92.50			68,917.43
07/31/2023	33887	Jacob Bernards	2010 · Accounts Payable	July Payroll	1,384.16			67,533.27
07/31/2023	33888	Life Assist, Inc.	2010 · Accounts Payable		442.11			67,091.16
07/31/2023	33889	M & W Electric, Inc.	2010 · Accounts Payable		432.90			66,658.26
07/31/2023	33890	Medline Industries, I...	2010 · Accounts Payable		1,472.25			65,186.01
07/31/2023	33891	My-Comm. Inc	2010 · Accounts Payable		10,178.38			55,007.63
07/31/2023	33892	Nick Hecker	2010 · Accounts Payable		4,483.75			50,523.88
07/31/2023	33893	Northwest Safety Cle...	2010 · Accounts Payable		766.60			49,757.28
07/31/2023	33894	Pacific Power	2010 · Accounts Payable		848.23			48,909.05
07/31/2023	33895	Pioneer Telephone C...	2010 · Accounts Payable		173.77			48,735.28
07/31/2023	33896	Republic Services	2010 · Accounts Payable		35.50			48,699.78
07/31/2023	33897	Riece Hines	2010 · Accounts Payable		350.10			48,349.68
07/31/2023	33898	SeaWestern	2010 · Accounts Payable		400.45			47,949.23
07/31/2023	33899	Spaeth Lumber Co., I...	2010 · Accounts Payable		5.00			47,944.23
07/31/2023	33900	TWGW, Inc. dba Phi...	2010 · Accounts Payable		221.60			47,722.63
07/31/2023	33901	Valvoline LLC	2010 · Accounts Payable		71.38			47,651.25

9:03 AM
08/09/23

Philomath Fire and Rescue
A/P Aging Detail
As of July 31, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	07/21/2023	AMZ 8...	OSCU 402518-73	07/31/2023		35.57
Bill Pmt -Check	07/31/2023	33884	Consumers Power I...			-197.59
Bill Pmt -Check	07/31/2023	33887	Jacob Bernards			-1,384.16
Bill Pmt -Check	07/31/2023	33893	Northwest Safety Cl...			-766.60
Bill Pmt -Check	07/31/2023	33895	Pioneer Telephone ...			-173.77
Bill Pmt -Check	07/31/2023	33897	Riece Hines			-350.10
Bill Pmt -Check	07/31/2023	33898	SeaWestern			-400.45
Bill Pmt -Check	07/31/2023	33900	TWGW, Inc. dba Phi...			-209.99
Bill	07/22/2023	FI Boo...	OSCU 402518-71	08/01/2023		62.00
Bill	07/24/2023	AD01...	OSCU 402518-73	08/03/2023		236.31
Bill	07/24/2023	B3652...	MPTV, Inc.	08/03/2023		3.03
Bill	07/28/2023	B3669...	MPTV, Inc.	08/07/2023		11.99
Total Current						-3,133.76
1 - 30						
Credit	07/03/2023	B3622...	MPTV, Inc.			-7.99
Bill	07/01/2023	SHS 0...	OSCU 402518-70	07/11/2023	20	160.00
Credit	07/11/2023	B3637...	MPTV, Inc.			-136.90
Bill	07/02/2023	OFCA...	OSCU 402518-71	07/12/2023	19	120.00
Bill	07/03/2023	AA238...	MPTV, Inc.	07/13/2023	18	110.36
Bill	07/03/2023	AMZ 8...	OSCU 402518-73	07/13/2023	18	6.99
Bill	07/03/2023	Filling ...	OSCU 402518-70	07/13/2023	18	37.95
Bill	07/03/2023	Towne...	OSCU 402518-71	07/13/2023	18	13.87
Bill	07/03/2023	B3622...	MPTV, Inc.	07/13/2023	18	7.29
Bill	07/04/2023	SW 1 ...	OSCU 402518-70	07/14/2023	17	166.45
Bill	07/04/2023	B3623...	MPTV, Inc.	07/14/2023	17	6.47
Bill	07/05/2023	MPTV...	OSCU 402518-70	07/15/2023	16	24.99
Bill	07/05/2023	AA238...	MPTV, Inc.	07/15/2023	16	12.95
Bill	07/06/2023	AMZ 9...	OSCU 402518-70	07/16/2023	15	62.34
Bill	07/06/2023	AMZ 4...	OSCU 402518-70	07/16/2023	15	39.88
Bill	07/08/2023	Towne...	OSCU 402518-71	07/18/2023	13	12.36
Bill	07/09/2023	B3634...	MPTV, Inc.	07/19/2023	12	53.89
Bill	07/10/2023	HD 72...	OSCU 402518-71	07/20/2023	11	19.53
Bill	07/10/2023	B3635...	MPTV, Inc.	07/20/2023	11	39.99
Bill	07/10/2023	AA238...	MPTV, Inc.	07/20/2023	11	162.93
Bill	07/10/2023	NFPA ...	OSCU 402518-73	07/20/2023	11	175.00
Bill	07/11/2023	AMZ 4...	OSCU 402518-70	07/21/2023	10	152.93
Bill	07/11/2023	RamS...	OSCU 402518-70	07/21/2023	10	656.72
Bill	07/11/2023	FDC 4...	OSCU 402518-70	07/21/2023	10	79.79
Bill	07/11/2023	AMZ 0...	OSCU 402518-73	07/21/2023	10	108.22
Bill	07/11/2023	AMZ 3...	OSCU 402518-73	07/21/2023	10	160.02
Bill	07/11/2023	AMZ 5...	OSCU 402518-73	07/21/2023	10	62.65
Bill	07/11/2023	AMZ 8...	OSCU 402518-70	07/21/2023	10	19.19
Bill	07/11/2023	SF 80...	OSCU 402518-70	07/21/2023	10	13.98
Bill	07/11/2023	WS 3...	OSCU 402518-71	07/21/2023	10	24.00
Bill	07/12/2023	WM 8...	OSCU 402518-70	07/22/2023	9	50.64
Bill	07/12/2023	AMZ 9...	OSCU 402518-70	07/22/2023	9	19.62
Bill	07/13/2023	SHS 0...	OSCU 402518-73	07/23/2023	8	5.35
Bill	07/13/2023	WIND...	OSCU 402518-73	07/23/2023	8	63.99
Bill	07/13/2023	AA239...	MPTV, Inc.	07/23/2023	8	5.78
Bill	07/13/2023	WSNF...	OSCU 402518-70	07/23/2023	8	75.00
Bill	07/14/2023	B3642...	MPTV, Inc.	07/24/2023	7	6.10
Bill	07/16/2023	AMZ 5...	OSCU 402518-73	07/26/2023	5	260.94
Bill	07/18/2023	WM 6...	OSCU 402518-71	07/28/2023	3	13.31
Bill	07/20/2023	BM 07...	OSCU 402518-73	07/30/2023	1	81.89
Total 1 - 30						2,948.47
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						

9:03 AM

08/09/23

Philomath Fire and Rescue
A/P Aging Detail
As of July 31, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
> 90							
	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
	TOTAL						-820.82

9:03 AM
08/09/23

Philomath Fire and Rescue
A/R Aging Detail
As of July 31, 2023

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Total Current									
1 - 30									
Total 1 - 30									
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
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	2015-1...		Metropolitan Reporti...		06/01/2022	General F...	425	25.00
Total > 90									36,610.75
TOTAL									36,610.75

**Philomath Fire and Rescue
Profit & Loss by Class**

July 2023

12/31 AM
842973

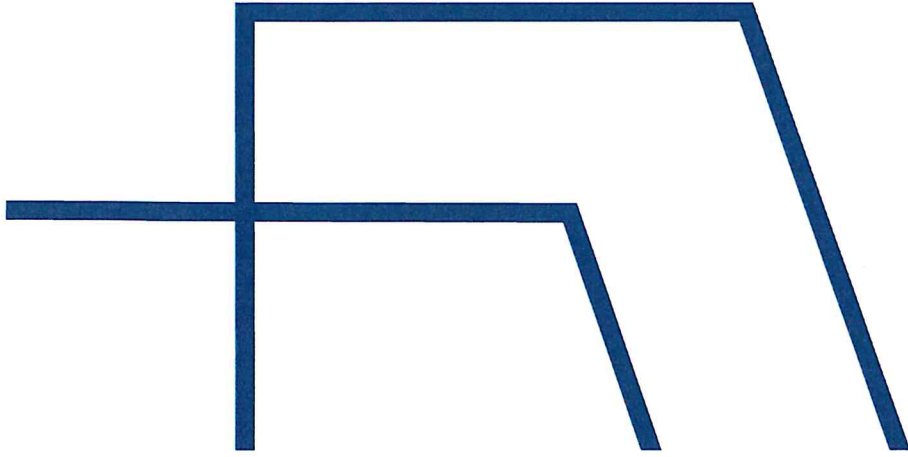
Actual Basis

	010 Bond 2014 - Capital Improv	010 Bond 2014 - Debt Service	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense							
4880 - Public Education Income	0.00	0.00	1,565.00	0.00	0.00	0.00	1,565.00
4881 - Public Education Income	5,710.06	74,032.36	475,142.89	296,271.68	185,615.84	186,237.51	1,243,003.84
4834 - Interest Income	0.00	0.00	1.45	0.00	0.00	0.00	1.45
4837 - Interest - Cellular Bsm & OSU	0.00	0.00	2,891.96	0.00	0.00	0.00	2,891.96
Total 4800 - Interest Income	0.00	0.00	1.45	0.00	0.00	0.00	1.45
4800 - Miscellaneous Income							
Total 4800 - Miscellaneous Income	5,710.06	74,032.36	478,041.10	296,271.68	185,615.84	186,237.51	1,247,002.33
Ordinary Expense							
4805 - Personnel Expense	0.00	0.00	7,850.00	0.00	0.00	0.00	7,850.00
4810 - Fuel Expense	0.00	0.00	7,311.25	0.00	0.00	0.00	7,311.25
4815 - Admin Exp/Wage	0.00	0.00	4,080.00	0.00	0.00	0.00	4,080.00
4820 - Depreciation	0.00	0.00	201.38	0.00	0.00	0.00	201.38
4825 - Fuel/Exp/Wage	0.00	0.00	50,538.84	0.00	0.00	0.00	50,538.84
4830 - Overtime Wage	0.00	0.00	5,762.50	0.00	0.00	0.00	5,762.50
4835 - Health Insurance	0.00	0.00	27,423.83	0.00	0.00	0.00	27,423.83
4840 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4800 - Personnel Expense	0.00	0.00	80,105.54	0.00	0.00	0.00	80,105.54
6000 - Materials and Services							
6110 - FACPR Education	0.00	0.00	519.79	0.00	0.00	0.00	519.79
6115 - FACPR Education-Inst	0.00	0.00	231.21	0.00	0.00	0.00	231.21
6210 - FACPR Education-Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6215 - FACPR Education-Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6110 - FACPR Education	0.00	0.00	560.54	0.00	0.00	0.00	560.54
6801 - Tuition Reimbursement	0.00	0.00	3,850.00	0.00	0.00	0.00	3,850.00
6802 - Tuition Reimbursement	0.00	0.00	14,704.85	0.00	0.00	0.00	14,704.85
6803 - Tuition Reimbursement	0.00	0.00	1,399.83	0.00	0.00	0.00	1,399.83
6804 - Tuition Reimbursement	0.00	0.00	1,783.31	0.00	0.00	0.00	1,783.31
6805 - Tuition Reimbursement	0.00	0.00	2,497.84	0.00	0.00	0.00	2,497.84
6806 - Tuition Reimbursement	0.00	0.00	5,176.83	0.00	0.00	0.00	5,176.83
6807 - Tuition Reimbursement	0.00	0.00	132.55	0.00	0.00	0.00	132.55
6808 - Tuition Reimbursement	0.00	0.00	2,710.44	0.00	0.00	0.00	2,710.44
6809 - Tuition Reimbursement	0.00	0.00	343.50	0.00	0.00	0.00	343.50
6810 - Tuition Reimbursement	0.00	0.00	2,842.89	0.00	0.00	0.00	2,842.89
6811 - Tuition Reimbursement	0.00	0.00	134.07	0.00	0.00	0.00	134.07
6812 - Tuition Reimbursement	0.00	0.00	7.79	0.00	0.00	0.00	7.79
6813 - Tuition Reimbursement	0.00	0.00	470.11	0.00	0.00	0.00	470.11
6814 - Tuition Reimbursement	0.00	0.00	2,382.82	0.00	0.00	0.00	2,382.82
6815 - Tuition Reimbursement	0.00	0.00	6.99	0.00	0.00	0.00	6.99
6816 - Tuition Reimbursement	0.00	0.00	599.11	0.00	0.00	0.00	599.11
6817 - Tuition Reimbursement	0.00	0.00	780.00	0.00	0.00	0.00	780.00
6818 - Tuition Reimbursement	0.00	0.00	10,183.24	0.00	0.00	0.00	10,183.24
Total 6800 - Tuition Reimbursement	0.00	0.00	54,120.68	0.00	0.00	0.00	54,120.68
7005 - Capital Outlay	0.00	0.00	14,859.60	14,859.60	0.00	0.00	14,859.60
7110 - Capital Outlay - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7000 - Capital Outlay	0.00	0.00	14,859.60	14,859.60	0.00	0.00	14,859.60
Total Expense	0.00	0.00	142,324.02	14,859.60	0.00	0.00	157,183.62
Net Ordinary Income	5,710.06	74,032.36	341,068.48	281,412.08	185,615.84	186,237.51	1,096,571.13
Net Income	5,710.06	74,032.36	341,068.48	281,412.08	185,615.84	186,237.51	1,096,571.13

Transition Plan

Staff recommended action:

Move to authorize Office Administrator Scott to apply and move forward with US Bank's NASPO Commercial Cards for Staff and Instant Cards for other situations (Conflagrations, conferences, trainings, etc.) After a successful transition of all electronic payments to the new payment method, close Oregon State Community Credit Union's accounts and credit cards. Transfer the current OSCU Savings funds to Citizen's Bank Checking Account.

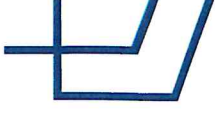


U.S. Bank Instant Card™


Presented by Dave Perkins, Sales Manager



U.S. Bank Confidential




The current business landscape




Virtual payments growing to be a more integral form of payment

- \$414 billion by 2024 — up from \$177 billion in 2019 (+18% CAGR)¹
- Expected to surpass purchasing cards volume in 2023



Mobile/contactless payments acceptance rising

- 4x growth over last 3 years²
- 73% of all transactions now occur at contactless enabled merchants



B2B e-commerce exploding

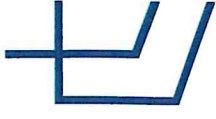
- Projected \$12T in 2020 — more than doubling the \$5T in 2013³
- COVID-19 causing massive business disruption

¹ Mercator Advisory Group, August 2020

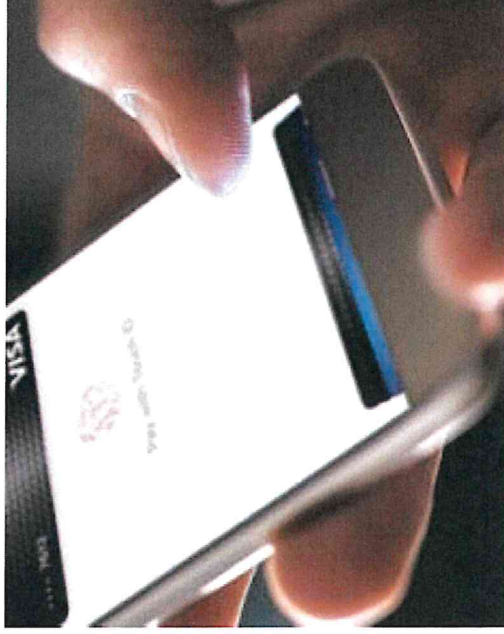
² U.S. Bank Contactless Team

³ Frost and Sullivan

Instant Card overview



Instant Card uses a simple mobile app to provision and distribute a virtual card for immediate use on a mobile device.





Instant Card use cases





Demo

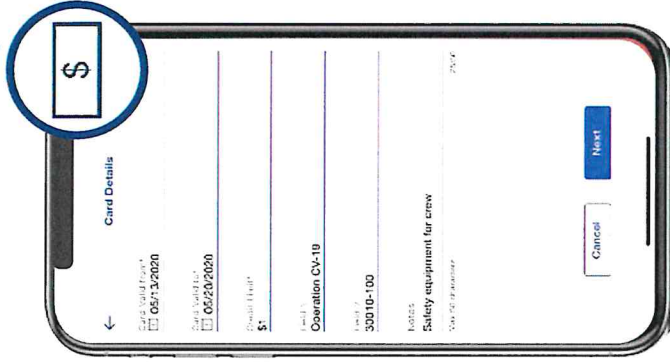
Create cards

Provision cards in three easy steps

 How much?

 Who?

 Send!



Card Details

Card Valid From* 05/13/2020

Card Valid To* 02/28/2020

Amount* \$1

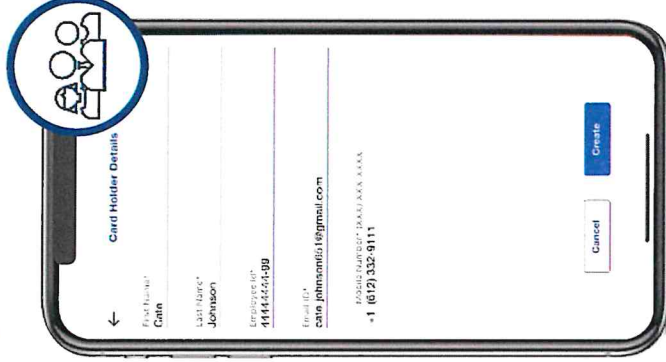
Card No. Operation CV-19

Expiry 30010-100

Notes Safety equipment for crew

Card CVV number

Cancel Next



Card Holder Details

First Name* Cain

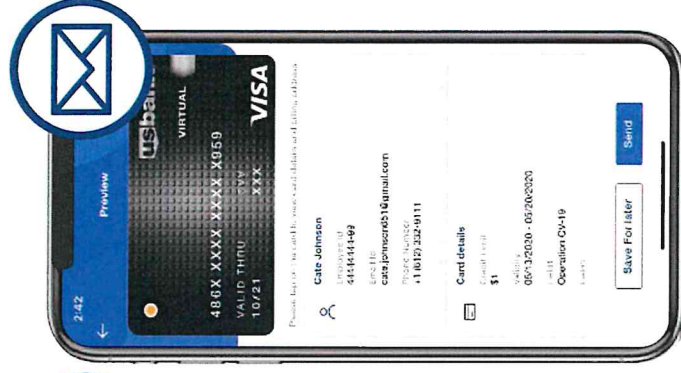
Last Name* Johnson

Employee ID* 11144444-99

Email ID* cain.johnson@usbank.com

Phone No. (612) 332-9111

Cancel Create



Preview

486X XXXX XXXX X959

VALID THRU XXX

10/21

usbank VIRTUAL VISA

Please tap or scan the barcode to add this card to your mobile wallet or to a third-party app.

Name* Cate Johnson

Employee ID* 11144444-99

Phone No. cain.johnson@usbank.com

Phone No. (612) 332-9111

Card Details

Card Valid From* 05/13/2020 - 02/28/2020

Card Valid To* 02/28/2020

Card No. Operation CV-19

Card CVV number

Save For Later Send



How to receive and use cards



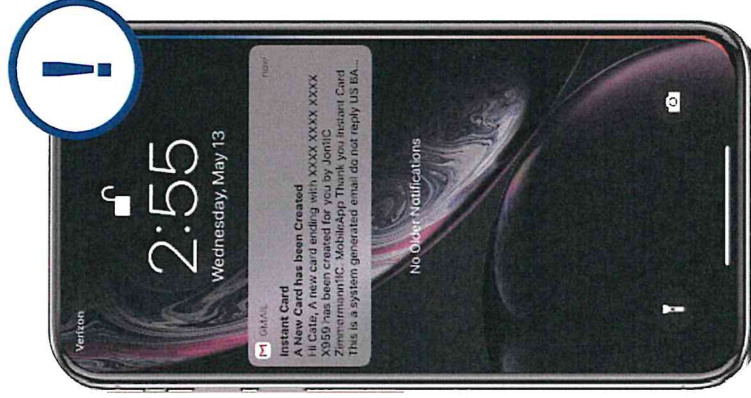
Receive email



Add to mobile wallet

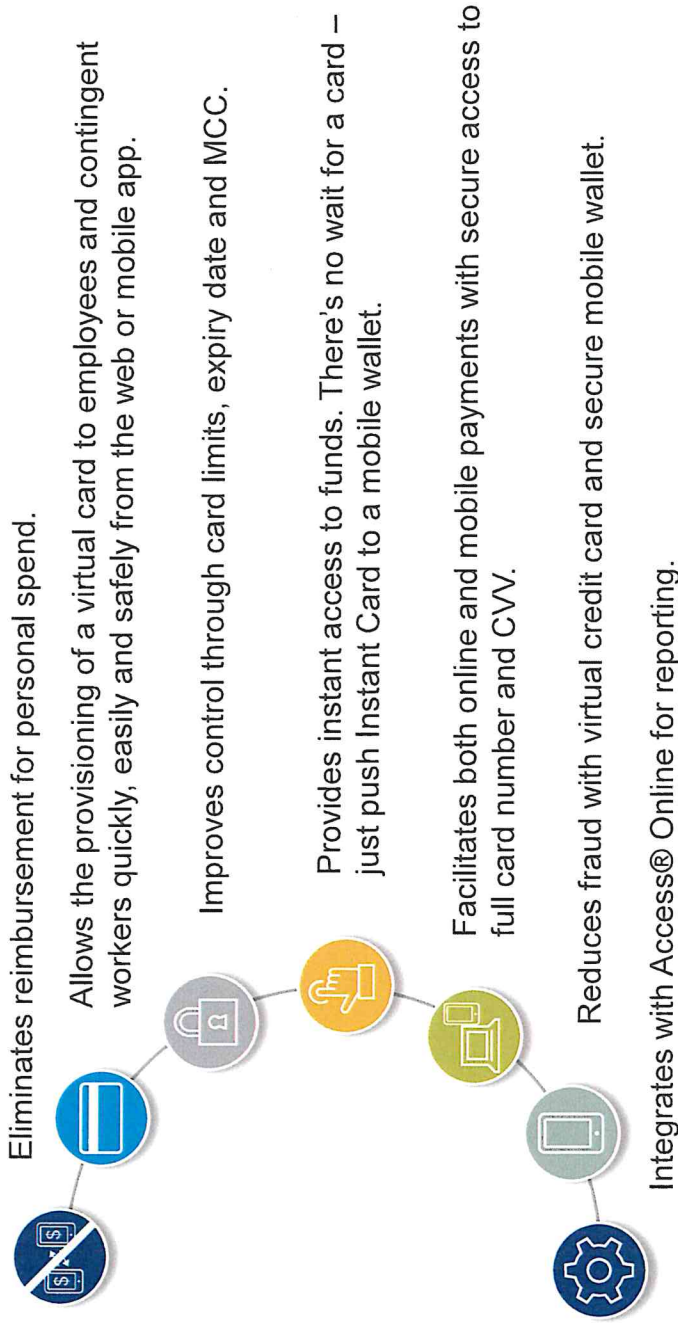


Spend!





Instant Card features and benefits



Next steps



Find out more

Visit our page: instantcard.usbank.com



Contact your U.S. Bank representative

- Arrange additional demos
- Obtain an early adopter agreement
- Identify Instant Card account setup requirements



Review and return the signed early adopter agreement



Identify internal resources



Meet with the U.S. Bank Instant Card Implementation team



Implement!





Powerful solutions to help maximize your payment performance



U.S. Bank has partnered with State of Oregon to offer unique solutions to meet the payment needs of state and local agencies. Through the State of Oregon Commercial Card Program, we provide the most comprehensive payment solutions, including: Purchasing Card, One Card, Travel Card, Managed Spend Card, Emergency Card, Central Travel Accounts, Ghost Cards, Virtual Pay.

U.S. Bank NASPO ValuePoint Commercial card

U.S. Bank's NASPO ValuePoint Commercial Card Program, in existence since 2002, is a publicly bid and awarded contract for payment card services. This Visa® branded program is open to state agencies, political subdivisions, and higher education institutions.

The NASPO Program provides a standard contract to secure world-class commercial card services and competitive rebates without conducting a costly and time consuming RFP and review process. The program offers a convenient way to obtain the services of a trusted card issuer with the commitment to service and experience your program deserves.

Experience

U.S. Bank was the first bank-issuer of commercial card programs in 1989 and has led the way in developing commercial card best practices that today are standard throughout the public sector. U.S. Bank offers commercial card and payment processor services to 21 state commercial card programs and more than 60% of the Federal Government. With more than 3,300 public sector clients, this is the market that drives our commercial card products, technology and service enhancements. Our client base within the public sector includes numerous Federal Government agencies, state government agencies, county and city governments and local municipalities.

U.S. Bank offers commercial card and payment processor services to **more than 60%** of the Federal Government, making us their largest Commercial card service provider.

Service

U.S. Bank is dedicated to providing skilled personnel to support the strategic needs of program participants. Our Relationship Management and Client Services are specifically dedicated to support a diverse portfolio of Public Sector clients including government agencies, cities, counties and local municipalities. These resources are prepared to provide a consultative view of your procure to pay process and support everything from strategic program direction, implementation, training, and the daily administrative needs of any new or existing program participant.

Competitive rebates

The NASPO Program includes generous revenue sharing opportunities, which provide rebates to qualifying participants. The rebate structure also provides for rewards to each participant based on its individual spending and payment performance. Below are the rebates available to NASPO participants.

- Standard and Non-Standard Volume Incentive is 135 bps
- Prompt Payment Incentive is up to 45 bps depending on speed of reimbursement to the bank
- Payments are issued to participants on a quarterly basis, and payable to the agency.

Features and benefits

Features	Benefits
U.S. Bank Access® Online	Use the Access Online system in real time to: <ul style="list-style-type: none"> • Monitor cardholder transactions • Review declined and disputed transactions • Manage card limits and MCCs • View electronic statements • Access up to six years of reporting • Attach electronic receipts • Set effective dating for account maintenance and limit adjustments
Worldwide card acceptance	Visa® branded card allows for unparalleled purchasing access
Mobile application	Gives you anytime access to your account, so you can quickly manage and stay on top of your business expenses.
Visa® Liability Waiver Program	Protects against eligible losses incurred should a terminated employee misuse the card
Experienced U.S. Bank Resources	Implementation Manager, Relationship Managers, and Account Coordinators provide consultation and issue resolution, allowing for full program optimization
24-hour customer service	Offers unparalleled 24/7 cardholder assistance and fraud support
Zero cost program	No annual fee or interest charges
Favorable payment terms	NASPO program allows for 45 days to pay, late payment penalties are 1% for each past due cycle or in accordance with the State Prompt Payment Act.
Reduced paperwork	Increases efficiencies in the procurement process by reducing paper-based transactions for micro-purchases

State of Oregon Commercial Card Program includes:

The NASPO program provides a standard contract platform for public sector participants to secure a number of payment services. These innovative solutions are supported by web-based program management tools that allow participants to securely access information 24/7, and proactively manage payables and travel expenditures.

Purchasing card

Helps reduce the time and costs associated with traditional procure-to-pay processes, eliminating paper-based purchase orders and invoice processing.

Travel card

Provides an easy-to-implement and manage payment and cost management alternative for participants seeking to increase efficiency and control. Offers complete online account management and reporting capabilities.

One Card

A single card with powerful flexibility that can be used for anything the cardholder is authorized to purchase – goods, services, airfare, supplies, fuel and more.

Virtual Pay

Replaces checks and paper-based processes with cardless account numbers that allow you to pay suppliers electronically. Highly-secure and widely accepted, this virtual payment method gives you complete control over spending amounts and timing while vastly simplifying the reconciliation process.

Managed spend card

Covers expenses relating to buying trips, product launches, events, incentive programs, and others that often fall beyond the scope of traditional purchasing and travel card programs. Enjoy control with firm credit limits, expiration dates and restrictions by merchant category code (MCC). It is an efficient way to manage payments and limit risk.

Emergency cards

Provides specific cards you can activate in case of an emergency to cover related expenses such as urgent on-demand payments or unexpected expenses at headquarters, satellite offices and field locations; remote employee purchasing needs at disaster recovery hot sites and emergency response team expenses.

Payment analytics

Provides enhanced reporting and analytics that allow program managers to easily audit and track payments and purchases as well as detect potential fraud or misuse.

Contact U.S. Bank to get started

Dave Perkins
Sales Manager
612-436-6579
Dave.Perkins@usbank.com

[usbank.com](https://www.usbank.com)



Bill

Philomath Fire and Rescue
1035 Main St.
P.O. Box 247
Philomath, OR 97370

Date	Ref. No.
03/27/2018	18-1020

Vendor
Water Supply Innovations, LLC P.O. Box 7301 Langhorne, PA 19047

Bill Due	04/06/2018
Terms	
Memo	

PAID

Expenses

Account	Memo	Amount	Customer:Job	Class
Capital Outlay - Hose/Applianc	2 5" turbodrafts	6,365.00 <i>↳ \$3,182.50 each</i>		General Fund

Expense Total : 6,365.00

Bill Total : \$6,365.00





Philomath Fire & Rescue

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

DEPARTMENT ORDERS

Policies and Procedures

Policies and procedures are written rules that provide a guide to organizational decision making. Federal and State mandates may impose policies that must be implemented by the district. Department policies and procedures shall be followed by all members of administration and staff. A breach of policy may result in disciplinary actions or termination. These rules are developed by the administration with input from both staff and the Board of Directors, often with oversight from legal counsel. Prior to approval and implementation, the policy must go through a minimum of three readings during the public session of a regularly scheduled Board meeting.

Administrative Directive

Administrative Directives are developed by the administration with input from staff members and provide written guidance on department operations and emergency response. Administrative directives should be operational in nature and do not require a formal approval process through the Board of Directors. Legal Counsel may provide oversight in the development of an administrative directive. Administrative Directives may be used for short term mandates put in place by OSHA or the Oregon Health department. A breach in an administrative directive may result in disciplinary actions or termination.

Physician Standing Orders/Protocols

Physician standing orders provide oversight on how medical care shall be provided during all patient contacts to facilitate timely interventions. Standing orders are signed instructions of a medical provider authorized by state law to prescribe the medical treatment and or pharmaceutical regimen per the scope of practice of the emergency medical personnel providing care. Breach of standing orders may result in loss of medical privileges, and/or disciplinary action.

Verbal Orders

Officers of the department and those have been placed in an Acting in Capacity Position have been delegated the authority to give verbal orders both at the emergency scene and to manage daily operations. Breach of these orders may lead to disciplinary action.

Standard Operating Guidelines

Standard Operating Guidelines are used to develop an operational course of action. Standard operational guidelines provide a means to perform task in a safe and effective manner. Stand operating guidelines are used to develop training materials used to support department operations. Guidelines are to be used to assist the department in efficient operations. Guidelines are not meant for disciplinary action, and a breach resulting in a poor performance of should be used for quality improvement only.

Board Member Code of Conduct

1. Understand that their basic function is “policy making,” not administration.
2. Refuse to make commitment on any matter that should properly come before the Board as a whole.
3. Refuse to participate in secret meetings or other irregular meetings that are not official and that all members do not have the opportunity to attend.
4. Recognize that he/she has no legal status to act for the Board outside of official meetings.
5. Respect the rights of Fire District patrons to be heard at official meetings.
6. Make decisions only after all available facts bearing on a question have been presented and discussed.
7. Respect opinion of others and graciously accept the principle of “majority rules” in Board Meetings.
8. Recognize that the Fire Chief should have the administrative authority for proper discharging his professional duties within the limits of established board policies.
9. Recognize that the Fire Chief or designee is the technical advisor to the Board and should be present at all meetings of the Board
10. Refer all complaints or problems to the proper administrative officer and discuss them only at a regular meeting after failure of an administrative solution.
11. Present personal criticisms of any Fire District operation directly to the Fire Chief rather than lower-ranking personnel.
12. Insist that all business transactions be on an ethical and above-board basis.
13. Refuse to use his/her position on the Board in anyway whatsoever for personal gain or for personal prestige.
14. Give the staff the respect and consideration due skilled professional personnel.