

PHILOMATH FIRE & RESCUE

December 11, 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. INSURANCE PRESENTATION
 - a. Annual Insurance Presentation by Jeff Griffin, CEO WHA Insurance.
- III. CONSENT AGENDA
 - a. Minutes- November 13, 2023
 - b. Bills – November
 - c. Chief Vacation Hours
Staff Recommendation: Move to accept Consent Agenda as presented.
- IV. PUBLIC COMMENT
- V. 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
- VI. REPRESENTATIVE REPORTS
 1. Volunteer Association – President Eddy

2. IAFF Local 4925 – President Moser
3. City Council Liaison- Councilor Christopher McMorran

VII. OLD BUSINESS

1. Credit Card Transition Plan Update- Scott
2. Personnel Manual and Administrative Directives Review Update- Ferguson
3. Appreciation Dinner Update- Phillips

VIII. NEW BUSINESS

1. Swear In Board Member (Joe Brier)- Edmonds
2. Audit and Plan of Action- Scott
Staff Recommendation: Move to accept Audit Plan of Action as presented.
3. Civil Service Commission Rules Acknowledgement- Scott
Staff Recommendation: Move to accept Civil Service Commission Rules.
4. Policy Addition Discussion- Corbin
5. Board Member Code of Conduct Discussion (Ken Jones' List)
Start discussion at #8

IX. ACTION ITEMS

- X. NEXT MEETING – January 8, 2024

XI. ADJOURNMENT

PHILOMATH FIRE & RESCUE

November 13, 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 15:02. Board members present included: Vice President Daphne Phillips and Treasurer Ken Corbin. Board members not present were Joe Brier and Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, and Office Administrator Ashley Scott. Deputy Chief Rich Saalsaa arrived at 15:14.

- II. CONSENT AGENDA
 - a. Minutes- October 9, 2023
 - b. Bills – October
 - c. Chief Vacation Hours

Phillips moved to approve the Consent Agenda as presented. Seconded by Corbin. Approved 3-0.

- III. PUBLIC COMMENT – No public present.

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar- No changes.
 2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and highlights discussed. Additions included: Deputy Chief Saalsaa gave 13 months’ notice for retirement and Mary’s River Road District meeting, very productive meeting regarding Daisy Drive pump station.
 3. Deputy Chief Reports- Deputy Chief Saalsaa- Report included in the Board Packet and highlights discussed.
 4. Office Administrator Financial Report- Scott- Report included in the Board Packet and highlights discussed. Treasurer Corbin had questions as to the amount of expenses in the Miscellaneous Expense Line item, Scott printed out the details and brought them to

the Board for additional review. Due to items being purchased with Grant Funding, the expense goes into that line item.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Representative on an emergency call and the Report was included in the Board Packet. No questions were asked by the Board.
2. IAFF Local 4925 – President Moser- No representative present or report submitted.
3. The City Council Liaison- Councilor Christopher McMorran- was unable to attend but wanted to know if there were any concerns the Board needed to bring to his attention- there were none.

VI. OLD BUSINESS

1. Credit Card Transition Plan Update- Scott
Phillips moved to complete transition plan from Oregon State Credit Union by utilizing US Bank Credit Cards exclusively. Seconded by Corbin. Approved 3-0.
2. Personnel Manual and Administrative Directives Review Update- Ferguson- Utilizing a sample updated manual and current manual to bring District up to date.
3. Appreciation Dinner Update- Phillips- Working through invites with Scott and scheduled for Feb 10th.
4. Howard’s Heritage LLC Letter Update- Ferguson- Chief discussed with Assistant Chief Theurer, situation resolved.

VII. NEW BUSINESS

1. Conflagration Income Discussion- Ferguson- Chief recommendation to move income from Conflagrations to bring new Type III into service.
Corbin moved to utilize Conflagration Income to bring new Type III Engine into service. Seconded by Phillips. Approved 3-0.
2. Board Member Code of Conduct Discussion (Ken Jones’ List)
 - a. #6- *“Make decisions only after all available facts bearing on a question have been presented and discussed.”*
 - b. #7- *“Respect opinion of others and graciously accept the principle of “majority rules” in Board Meetings.”*
3. Generator Update- Ferguson- Discussion had with the Board to decide upon renting or purchasing a 500- or 1000-gallon propane tank to fuel the new generator at Station 203. Purchasing a 500-gallon tank is supported via consensus. No desire from the Board to lease a tank from a particular vendor.

VIII. ACTION ITEMS

IX. NEXT MEETING – December 11, 2023

X. ADJOURNMENT – 15:55

Doug Edmonds, Board President

PHILOMATH FIRE & RESCUE

November 13, 2023

**Location: Philomath Fire & Rescue
1035 Main St, Philomath, OR 97370**

Executive Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Executive Session meeting was called to order by President Doug Edmonds at 15:58. Board members present included: Vice President Daphne Phillips and Treasurer Ken Corbin. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. The Board moved to Executive Session under ORS 192.660(2)(n)(D) and 192.660(2)(n)(E) To discuss information about review or approval of programs relating to the security of telecommunication systems, including cellular, wireless or radio systems and data transmissions by whatever means provided and Deputy Chief left executive session... 16:33 began 192.660(2)(i) and 192.660(8) To evaluate the performance of an officer, employee or staff member.
- II. DISCUSSION- was had by the Board.
- III. ADJOURNMENT - 16:40.

Doug Edmonds, Board President

Board Member

Philomath Fire and Rescue Transaction by Account November 2023

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6001 · Contracted Professional Service					
Bill	11/13/2023	Security Alarm Corp	Assist Benton Electric with Ground Fault R...	523.49	523.49
Check	11/13/2023	Riverstrong	November Cybersecurity	2,676.27	3,199.76
Bill	11/14/2023	Bio-Med Testing	Background Checks for Herr & Leonard	58.00	3,257.76
Bill	11/20/2023	Koopman Consulting	Payroll Processing	477.50	3,735.26
Bill	11/20/2023	Benton Electric	Service Calls to "Repair" 203 Fire Alarm S...	420.00	4,155.26
Bill	11/22/2023	Accuity, LLC	Audit for 2022-2023	8,500.00	12,655.26
Total 6001 · Contracted Professional Service				12,655.26	12,655.26
6010 · Office Supplies					
Credit ...	11/28/2023	Amazon	Laptop Docking Station for AS	42.49	42.49
Total 6010 · Office Supplies				42.49	42.49
6020 · Insurance and Bond					
Bill	11/22/2023	WHA Insurance	Volunteer Accidental Death and Dismemb...	8,904.00	8,904.00
Total 6020 · Insurance and Bond				8,904.00	8,904.00
6030 · Dues and Fees					
Check	11/01/2023	AsiFlex	October Flex Fee	11.25	11.25
Check	11/03/2023	Intuit	October Payroll Fees	17.50	28.75
Bill	11/07/2023	Special Districts Association	SDAO/SDIS Membership Dues	2,166.00	2,194.75
Credit ...	11/17/2023	Secretary of State	Oregon SOS Audits Payment	250.00	2,444.75
Bill	11/19/2023	Rich Saalsaa	iPads and Apple Care	1,153.73	3,598.48
Bill	11/30/2023	Oregon Fire District Directors Assoc.	LOSAP Admin Fees	225.00	3,823.48
Total 6030 · Dues and Fees				3,823.48	3,823.48
6050 · Utilities					
Check	11/01/2023	Consumer Power Inc	7924200- 202 Power	64.44	64.44
Check	11/01/2023	Consumer Power Inc	7924201- Priest Rd Pump Site	77.56	142.00
Check	11/01/2023	Consumer Power Inc	7924204- Daisy Dr Pump Site	35.05	177.05
Check	11/07/2023	Pacific Power	Power	708.57	885.62
Bill	11/07/2023	Culligan	Water	111.10	996.72
Check	11/13/2023	City of Philomath	285301- Water for Fire Line	15.20	1,011.92
Check	11/13/2023	City of Philomath	172201- 201 Water	241.90	1,253.82
Check	11/20/2023	Consumer Power Inc	7924020- 203 Power	124.25	1,378.07
Check	11/20/2023	Consumer Power Inc	7924203- Muddy Creek Pump	77.44	1,455.51
Total 6050 · Utilities				1,455.51	1,455.51
6060 · Telephone, Pagers, Internet					
Credit ...	11/02/2023	Alyrica		592.86	592.86
Check	11/04/2023	AT&T Mobility	ESO Tablet Connectivity	55.40	648.26
Check	11/06/2023	Comcast		14.77	663.03
Credit ...	11/07/2023	GlobalStar	Final Satellite Phone Payment	1,394.79	2,057.82
Check	11/07/2023	Comcast		14.77	2,072.59
Check	11/12/2023	Century Link		134.08	2,206.67
Check	11/15/2023	Pioneer Telephone Cooperative	Phone Service	210.85	2,417.52
Check	11/15/2023	Alyrica	Internet	592.86	3,010.38
Total 6060 · Telephone, Pagers, Internet				3,010.38	3,010.38
6080 · Conference					
Credit ...	11/01/2023	Lighthouse Brewpub	Dinner for CF, AS, KC	60.00	60.00
Credit ...	11/02/2023	Twisted Fish Steakhouse	Dinner for CF, AS, RB	53.00	113.00
Credit ...	11/04/2023	Holiday Inn Express	Rick Brand Hotel	272.26	385.26
Credit ...	11/04/2023	Holiday Inn Express	Doug Edmonds Hotel	438.75	824.01
Credit ...	11/04/2023	Holiday Inn Express	Ken Corbin Hotel	438.75	1,262.76
Credit ...	11/04/2023	Holiday Inn Express	Chancy Ferguson Hotel	438.75	1,701.51
Credit ...	11/04/2023	Holiday Inn Express	Ashley Scott Hotel	438.75	2,140.26
Bill	11/05/2023	Doug Edmonds	DE's Meals during OFDDA Conference	33.20	2,173.46
Credit ...	11/07/2023	Rodeway Inn & Suites	VB's Hotel Stay for NW Leadership Seminar	170.46	2,343.92
Credit ...	11/07/2023	Northwest Leadership Seminar	VB's Registration to NW Leadership Semi...	395.00	2,738.92
Bill	11/29/2023	Layne Converse	Lunch reimbursement during Training	19.97	2,758.89
Total 6080 · Conference				2,758.89	2,758.89
6090 · Education/Training					
Bill	11/13/2023	Willamette Saw	Chains for Chainsaws	120.00	120.00
Credit ...	11/16/2023	NFPA	NFPA 1401, 1402, 1410	447.00	567.00
Total 6090 · Education/Training				567.00	567.00

Philomath Fire and Rescue Transaction by Account November 2023

Type	Date	Name	Memo	Amount	Balance
6100 · Equipment Maintenance Agreement					
Check	11/15/2023	De Lage Landen Financial Service...		152.15	152.15
Total 6100 · Equipment Maintenance Agreement				152.15	152.15
6130 · Gas & Oil					
Check	11/01/2023	Carson Oil		858.08	858.08
Credit ...	11/30/2023	Town Pump- Philomath	Old #1 Fuel	20.81	878.89
Total 6130 · Gas & Oil				878.89	878.89
6150 · Radio Maintenance					
Bill	11/07/2023	My-Comm, Inc	Radio PMs.	2,456.25	2,456.25
Total 6150 · Radio Maintenance				2,456.25	2,456.25
6160 · Equipment Maintenance					
Credit ...	11/24/2023	Airline Hydraulics Corpotation	Toggle Switch	88.00	88.00
Total 6160 · Equipment Maintenance				88.00	88.00
6161 · Vehicle Maintenance					
Bill	11/02/2023	Willamette Hose & Fittings	233- Plug and Caps	14.88	14.88
Credit ...	11/05/2023	Airline Hydraulics Corpotation	233- Air Toggle Switch	88.10	102.98
Credit ...	11/07/2023	Amazon	Toggle Valve	-13.99	88.99
Credit ...	11/07/2023	Amazon	Toggle Valve	-13.99	75.00
Credit ...	11/08/2023	Amazon	263- Wiring and Fuses	218.05	293.05
Bill	11/12/2023	MPTV, Inc.	203- Exhaust System Repairs	13.16	306.21
Bill	11/13/2023	Andy Louden`	231- Seat Cushion Repair	275.00	581.21
Bill	11/14/2023	TWGW, Inc. dba Philomath Napa	231- Oil	17.99	599.20
Bill	11/14/2023	TWGW, Inc. dba Philomath Napa	Explorers- Air Filter	47.98	647.18
Bill	11/19/2023	TWGW, Inc. dba Philomath Napa	263- Incandescent SLD BMS	9.99	657.17
Bill	11/19/2023	TWGW, Inc. dba Philomath Napa	263- Bolt and Grommet	16.16	673.33
Bill	11/19/2023	TWGW, Inc. dba Philomath Napa	Spark Plug and Thickness Gauge	16.49	689.82
Bill	11/19/2023	TWGW, Inc. dba Philomath Napa	263- Switches	30.85	720.67
Bill	11/19/2023	MPTV, Inc.	Poly Elbow, Nipple and Fastener	4.47	725.14
Bill	11/28/2023	Hughes Fire Equipment, Inc.	New Brush Truck (Fed)- PM	1,168.55	1,893.69
Total 6161 · Vehicle Maintenance				1,893.69	1,893.69
6170 · Building Maint and Improvements					
Credit ...	11/01/2023	Amazon	Bissell Carpet Cleaner	387.99	387.99
Credit ...	11/02/2023	Amazon	Bissell Carpet Cleaning Formula	33.28	421.27
Bill	11/07/2023	Weidner Fire	203- Exhaust System Repairs	1,031.90	1,453.17
Credit ...	11/09/2023	Amazon	Air Filters	54.00	1,507.17
Total 6170 · Building Maint and Improvements				1,507.17	1,507.17
6190 · Small Tools & Equipment					
Credit ...	11/29/2023	Corvallis Power Equipment	Trash Pump for Tender	699.00	699.00
Total 6190 · Small Tools & Equipment				699.00	699.00
6200 · Supplies - Department					
Credit ...	11/02/2023	Amazon	Ear Plugs	69.68	69.68
Bill	11/07/2023	Medline Industries, Inc.	Degreaser	84.06	153.74
Bill	11/14/2023	Medline Industries, Inc.	Laundry Detergent	70.02	223.76
Bill	11/15/2023	Medline Industries, Inc.	Cleaning supplies	91.42	315.18
Bill	11/16/2023	Medline Industries, Inc.	Cleaning Cloth	18.26	333.44
Credit ...	11/24/2023	Amazon	Cleaning Supplies	80.67	414.11
Credit ...	11/28/2023	Amazon	Coffee Filters for Residence	27.98	442.09
Bill	11/28/2023	Medline Industries, Inc.	Cleaners	80.31	522.40
Total 6200 · Supplies - Department				522.40	522.40
6210 · Supplies - Medical					
Bill	11/07/2023	Zoll Medical Corporation	Adult Reusable Sensor	843.78	843.78
Bill	11/07/2023	Medline Industries, Inc.	Needles, Recuscitator, Stabilizer	424.96	1,268.74
Bill	11/13/2023	Zoll Medical Corporation	Pediatric Adhesive Sensor	339.48	1,608.22
Bill	11/13/2023	Industrial Welding Supply, Inc	Medical Oxygen	120.00	1,728.22
Bill	11/17/2023	Medline Industries, Inc.	Nitrostat	223.03	1,951.25
Bill	11/21/2023	Industrial Welding Supply, Inc	Oxygen	55.00	2,006.25
Bill	11/25/2023	Medline Industries, Inc.	Mask Flowsafe	187.26	2,193.51
Bill	11/30/2023	Medline Industries, Inc.	Suction	72.20	2,265.71
Total 6210 · Supplies - Medical				2,265.71	2,265.71
6230 · Hazardous Materials					
Bill	11/08/2023	Clean Earth	Hazardous Disposal of Firefighting Foam	708.75	708.75
Total 6230 · Hazardous Materials				708.75	708.75

11:05 AM

12/04/23

Accrual Basis

Philomath Fire and Rescue Transaction by Account November 2023

Type	Date	Name	Memo	Amount	Balance
6250 · Uniforms					
Bill	11/07/2023	Medline Industries, Inc.	Safety Glasses	206.26	206.26
Credit ...	11/07/2023	Bimart Corporation	CF Shirt	19.99	226.25
Bill	11/22/2023	SeaWestern	Belts	56.20	282.45
Total 6250 · Uniforms				282.45	282.45
6270 · Volunteer - Activities					
Bill	11/09/2023	Paula Anderson.	Gift Cards for November Volunteer Biz Me...	196.95	196.95
Bill	11/09/2023	Paula Anderson.	Gift Cards for October Volunteer Biz Mtg	217.94	414.89
Bill	11/15/2023	Dave Wiger	Food Reimbursement for November 2023 ...	184.49	599.38
Total 6270 · Volunteer - Activities				599.38	599.38
6280 · Volunteer Incentive Program					
Credit ...	11/17/2023	Zazzle	Downloadable Invite	8.97	8.97
Total 6280 · Volunteer Incentive Program				8.97	8.97
Total 6000 · Materials and Services				45,279.82	45,279.82
7000 · Capital Outlay					
7110 · Capital Outlay - Building					
Bill	11/13/2023	Timber Supply Co.	Ground Cloth	73.72	73.72
Total 7110 · Capital Outlay - Building				73.72	73.72
Total 7000 · Capital Outlay				73.72	73.72
Total Expense				45,353.54	45,353.54
Net Ordinary Income				-45,353.54	-45,353.54
Net Income				-45,353.54	-45,353.54

**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	8	10
taken	0	28
balance	315.5	179.69

September		
accrual	8	10
taken	0	0
balance	323.5	189.69

October		
accrual	8	10
taken	0	0
balance	331.5	199.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	24
balance	339.5	185.69

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-24	February-24	March-24	April-24	May-24	June-24
Audit Presentation	Appoint Budget Officer	Appoint Budget Committee	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In
	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -Rick Brand
	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		Volunteer Business Mtg Rep -Doug Edmonds		
	Volunteer Business Mtg Rep - Ken Corbin				
Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-23
Election of Board Officers	Volunteer Business Mtg Rep- Daphne Phillips	Ken Jones Board Discussion Continues	Open House	OFDDA & OFCA Conferences	Chief Check In
Civil Service Appointments		Chief Check In	Volunteer Business Meeting Rep - Joe Brier		Volunteer Business Meeting Rep - Joe Brier
Swear In New Board Members					Insurance Presentation
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
December 4, 2023

Department Business:

Philomath News as Newspaper of Record for our District- working with SDAO to confirm the switch. Looking forward to working exclusively with Philomath News.

Personnel:

Ashley Annual Review Completed.
Marty Annual Review Completed.
Volunteer Civil War Football watch party.

Union Communications:

Working though an MOU with the Union regarding the previous schedule shift to 48-96's regarding FLSA work period.

Training Activities:

Crews are working on interior fire attack evolutions,
4 members went to Lebanon Fire Department and obtained Company Fire Inspector certification through the Oregon State Fire Marshal Office. All the departments' Officers are now certified to this level.

Apparatus/Equipment:



231: Came back from PM with Hughes- will need \$15,000 head gasket replacement within the next two years, expect to see that on the upcoming budget. And, had a ruptured coolant line while responding to an incident. We were able to complete a roadside repair. We were able to repair it in house.

All pump testing has been completed. 231 had to have an object (see photo to the left) removed from the impeller of the pump removed during PM's in order to pass pump testing.



Philomath Fire & Rescue

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

Building Update:



201: Roof portion above bays leaking (12/4/23) Sema Roofing was able to repair in the morning.

All stations: Fire Alarm Company monitoring switching to Synergy Security Solutions and making upgrades to all three stations to include cell coverage for additional monitoring capabilities. There was a \$2,325 up front cost to modernize the system, and a \$2,808 yearly fee to monitor. Previously we were paying \$5,340 yearly for services.

203 Generator Install Update: Captain Louden, Volunteer Dan Kearl and Resident Volunteer Jayden Lindberg completing groundwork to pour concrete to move forward with installation. 3 loads of gravel have been delivered and compacted (see above photo).

Community Involvement/Meetings:



Philomath Christmas tree lighting (see photo to the left), Assisted the Lions Club with Christmas Lights at the Library, Veterans Day Flag raising at the Philomath Middle School (see photo to the right), Chamber Lunch meeting, Fire Defense Board meeting, Meet and Greet with Nick Launius, the new Deputy State Fire Marshal for our region.



Strategic Plan Update:

See attached document and worked with Officer's to begin creation for 2024-2025 Strategic Plan.

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

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

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.

November 2023 Update: Waiting for response from SAFER Grant Specialist, Completed Grant timeframe for OSFM Grant, District received \$30,000.

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

November 2023 Update: See Chief's Report.

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

November 2023 Update: Final modifications and received Type 3 Engine from the Feds, received quote for putting into service.

Timeline: January 2024

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.

November 2023 Update: Civil Service Commission Rules- to be acknowledged by Board, Standard of Cover- Adopted by Board at October Meeting, continuing Organizational Manual Updates with HR Answers template and guidance.

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

November 2023 Update: Apparatus Committee developing priority list.

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

August 2023 Update: 8/18/2023 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.

November 2023 Update: See Deputy Chief's 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)

November 2023 Update: Updated numbers from auditors beginning to plan for 2024-2025 Budgeting.

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.

September 2023 Update: Asbestos testing complete- no asbestos. Submitting Demolition Application to City of Philomath, Power disconnected.

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

November 2023 Update: Met and committee is deciding a size and model of training facility. Bid in progress.

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.

November 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.

November 2023 Update: Ongoing.

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.

November 2023 Update: Check with Board for next steps.

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund



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

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

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

Action Item: Apply for SAFER, OSFM Grants and budgeting to improve Staffing.

Timeline: 2024-2025 Budget

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Grants & General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Load Test 201 Generator

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Deputy Chief

Funding Source: General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Strategic & Master Plan

Action Item:

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Contracted Professional Services- General Fund?

B. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

Action Item: Action Item(s)

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief

Funding Source: Building and Land Reserves

GOAL 2: Apparatus Replacement Plan

Action Item: Apparatus Committee to create Maintenance & Replacement Plan to prolong apparatus lives.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

GOAL 3: Facility Improvements Plan

Action Item: 201 Garage Door Maintenance

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 4: Facility Improvements Plan

Action Item: 201 Thermostat Cutoff

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Paint 203

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Wireless Infrastructure Planning, Switching Infrastructure, Workstation Lifecycle Management.

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Deputy Chief

Funding Source: No funding needed.

III. Theme: Our People

A. Objective: Wellness

GOAL: Encourage Physical & Mental Wellness

Action Item: Scheduling PT opportunities for crew's daily duties and purchase equipment to encourage variety in workouts.

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Taylor

Funding Source: General Fund & Wellness Grants

B. Objective: Training

GOAL: Develop Internal Training Materials to meet current Operation needs of the District

Action Item: Reconcile individual and company tasks. Develop and make available training materials and resources.

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: General Fund & Grants

C. Objective: Retention

GOAL: Ensure Volunteer Retention

Action Item: Direct communication with Volunteer Base with their assigned Officer.

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief & Office Administrator

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

Action Item: Obtain insight from our community to create Master Plan.

Timeline: 2024-2025 Budget Year

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

DRAFT

**Report to the Board of Directors
11 December 2023
DC Rich Saalsaa**

Statistics for November 2023

Total calls: 93
Fire calls: 18 (19%)
EMS Calls: 75 (81%)
Yearly calls as of 30 November 2023: 926 – Last year at this time: 872 (+6% YOY)

Significant calls:

11/4 Cardiac Arrest – Fentanyl overdose. Pt died on scene. BCSO handling the investigation.
11/9 MVC – Car down an embankment. Responded with an engine crew of four personnel, and an incident commander (DC Rich Saalsaa). When crews arrived on scene, they located a vehicle approximately 100 yards from Tansy Drive down a steep embankment. A female driver in her early 70s was found in the vehicle. She was uninjured but confused and disoriented as to how she ended up where she was. She stated that she had started from Riddle the day before heading to Depot Bay. Her vehicle was discovered by the property owners who called 9-1-1. Security cameras on the property show that the vehicle travelled up the steep driveway to the property near 4 AM and then continued through the grassy area to the rear of the house until it came to rest in a drainage ditch. The driver appeared to have been in the vehicle the whole time until our arrival. She stated she could not reach her husband by cell phone. She was transported to GSRMC by Corvallis Fire Department ambulance for further assessment. BCSO was present to conduct an investigation into the incident.
11/30 Residential Structure Fire – Furnace fan motor failed; small fire contained to the furnace put out by resident. PFR assisted with smoke removal and turned off the power to the furnace.

Breakdown of calls for the year by area (as of 30 November 23):

Station 201 RURAL	229
Station 201 W. City	281
Station 201 E. City	186
Station 202	43
Station 203	74
Adair	2
Alsea	11
Blodgett	15
CFD	38
Conflagration	5
Kings Valley	24
Lincoln Co	8
Marys Peak	2
Misc Mutual Aid	4
Monroe	5
Marys Peak	2
Total	926

Total calls we received aid from another agency: 0 (to date 7)

Cyber Security project

Firewall has been installed and is operational. Received a \$2923 matching grant from SDIS for the purchase of the firewall.

PulsePoint Statistics

Monthly Active Users at 907, of which 237 have CPR alerts enabled. Steady growth in use of PulsePoint since inception.

Projects / Community Outreach

- Met with MRE Road District and Property Owners on 9 November to discuss end-of-life of Daisy Rd pump and plan for use of portable pumps while keeping existing access to the river.
- 10/9 raised the large flag on 251 for Veteran's Day observance at Philomath Middle School
- 11/14 AHA Heartsaver First Aid/CPR class for 9 students from Benton County Parks
- 11/18 Benton County Juvenile Department provided grounds care at 201
- 11/18 AHA Heartsaver First Aid/CPR class for ten participants from the community
- 11/28 AHA Heartsaver First Aid/CPR class for 6 students from Benton County Parks
- 11/30 AHA Heartsaver First Aid/CPR class for 14 students from Benton County Public Works
- 11/30 Santa to the Christmas Tree lighting on Old #1

Respectfully submitted,

D/C Rich Saalsaa

Philomath Fire and Rescue
Profit & Loss by Class
 July through November 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense							
Income							
4043 - Bond Income - Bank Interest	5.68	68.10	0.00	0.00	0.00	0.00	73.78
4042 - Bond Income - Prop Tax Interest	-7.63	213.72	0.00	0.00	0.00	0.00	206.09
4041 - Bond Income - Delinquent Taxes	0.00	2,921.62	0.00	0.00	0.00	0.00	2,921.62
4060 - Conflagration Income	0.00	0.00	4,313.00	0.00	0.00	0.00	4,313.00
4500 - Transfers In	0.00	0.00	5,980.00	306,261.00	32,000.00	350,000.00	688,261.00
4050 - Public Education Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4040 - Bond Income	0.00	72,477.62	0.00	0.00	0.00	0.00	72,477.62
4000 - Carryover Fund Balance	5,938.00	62,903.00	1,171,141.00	164,728.00	64,647.00	0.00	1,469,357.00
4010 - Delinquent Property Taxes	0.00	0.00	9,875.73	0.00	0.00	0.00	9,875.73
4020 - Current Property Taxes	0.00	0.00	253,266.88	0.00	0.00	0.00	253,266.88
4025 - Interest - Property Tax	0.00	0.00	928.38	0.00	0.00	0.00	928.38
4026 - Interest Income							
4027 - Interest - Citizens Bank & OSU	0.00	0.00	18.45	0.00	0.00	0.00	18.45
4030 - Investments - LGIP	0.00	0.00	91,638.39	0.00	0.00	0.00	91,638.39
Total 4025 - Interest Income	0.00	0.00	91,656.84	0.00	0.00	0.00	91,656.84
4900 - Miscellaneous Income	0.00	0.00	11,659.15	0.00	0.00	0.00	11,659.15
Total Income	5,936.05	138,584.46	1,548,840.98	470,989.00	96,647.00	350,000.00	2,610,997.49
Gross Profit	5,936.05	138,584.46	1,548,840.98	470,989.00	96,647.00	350,000.00	2,610,997.49
Expense							
9010 - Transfers	0.00	0.00	688,261.00	0.00	0.00	0.00	688,261.00
5000 - Personnel Expenses							
5137 - Grant Funded Wages	0.00	0.00	27,739.63	0.00	0.00	0.00	27,739.63
5136 - Conflagration Wages	0.00	0.00	56,185.04	0.00	0.00	0.00	56,185.04
5100 - Fire Chief Wages	0.00	0.00	41,173.00	0.00	0.00	0.00	41,173.00
5105 - Deputy Chief Wages	0.00	0.00	40,771.25	0.00	0.00	0.00	40,771.25
5110 - Admin Asst Wages	0.00	0.00	23,956.00	0.00	0.00	0.00	23,956.00
5120 - Staff Captain Wage	0.00	0.00	24,702.50	0.00	0.00	0.00	24,702.50
5125 - Firefighter Wages	0.00	0.00	106,039.30	0.00	0.00	0.00	106,039.30
5130 - Overtime Wages	0.00	0.00	19,685.20	0.00	0.00	0.00	19,685.20
6405 - Employers FICA	0.00	0.00	20,523.42	0.00	0.00	0.00	20,523.42
6410 - Employers Medicare	0.00	0.00	4,799.85	0.00	0.00	0.00	4,799.85
6421 - Workers Compensation	0.00	0.00	28,078.82	0.00	0.00	0.00	28,078.82
6430 - PERS - Employee	0.00	0.00	86,575.35	0.00	0.00	0.00	86,575.35
6431 - PERS - Pickup 6%	0.00	0.00	19,971.75	0.00	0.00	0.00	19,971.75
6440 - Health Insurance	0.00	0.00	56,041.02	0.00	0.00	0.00	56,041.02
Total 5000 - Personnel Expenses	0.00	0.00	558,242.13	0.00	0.00	0.00	558,242.13
6000 - Materials and Services							
6216 - FA/CPR Education							
6216-1 - FA/CPR Education - Supplies	0.00	0.00	1,993.99	0.00	0.00	0.00	1,993.99
6216-2 - FA/CPR Education - Instructors	0.00	0.00	312.50	0.00	0.00	0.00	312.50
Total 6216 - FA/CPR Education	0.00	0.00	2,306.49	0.00	0.00	0.00	2,306.49
6091 - Tuition Reimbursement	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6001 - Contracted Professional Service	0.00	0.00	47,086.09	0.00	0.00	0.00	47,086.09
6010 - Office Supplies	0.00	0.00	1,195.86	0.00	0.00	0.00	1,195.86
6011 - Postage/Shipping	0.00	0.00	168.58	0.00	0.00	0.00	168.58
6020 - Insurance and Bond	0.00	0.00	10,758.00	0.00	0.00	0.00	10,758.00
6030 - Dues and Fees	0.00	0.00	5,913.88	0.00	0.00	0.00	5,913.88
6050 - Utilities	0.00	0.00	11,028.00	0.00	0.00	0.00	11,028.00
6060 - Telephone, Pagers, Internet	0.00	0.00	8,902.98	0.00	0.00	0.00	8,902.98
6080 - Conference	0.00	0.00	5,615.00	0.00	0.00	0.00	5,615.00
6090 - Education/Training	0.00	0.00	6,987.81	0.00	0.00	0.00	6,987.81
6100 - Equipment Maintenance Agreement	0.00	0.00	1,428.87	0.00	0.00	0.00	1,428.87
6130 - Gas & Oil	0.00	0.00	9,239.97	0.00	0.00	0.00	9,239.97
6140 - Hydrant Maintenance	0.00	0.00	330.89	0.00	0.00	0.00	330.89
6150 - Radio Maintenance	0.00	0.00	2,801.75	0.00	0.00	0.00	2,801.75
6160 - Equipment Maintenance	0.00	0.00	3,578.82	0.00	0.00	0.00	3,578.82
6161 - Vehicle Maintenance	0.00	0.00	10,001.01	0.00	0.00	0.00	10,001.01
6170 - Building Maint and Improvements	0.00	0.00	3,991.73	0.00	0.00	0.00	3,991.73
6180 - Grounds Maintenance	0.00	0.00	111.72	0.00	0.00	0.00	111.72
6190 - Small Tools & Equipment	0.00	0.00	1,128.03	0.00	0.00	0.00	1,128.03
6200 - Supplies - Department	0.00	0.00	2,448.98	0.00	0.00	0.00	2,448.98
6210 - Supplies - Medical	0.00	0.00	7,777.16	0.00	0.00	0.00	7,777.16
6215 - Supplies - Prevention	0.00	0.00	1,801.73	0.00	0.00	0.00	1,801.73
6220 - Supplies - Suppression	0.00	0.00	6.99	0.00	0.00	0.00	6.99
6230 - Hazardous Materials	0.00	0.00	906.75	0.00	0.00	0.00	906.75
6250 - Uniforms	0.00	0.00	13,913.63	0.00	0.00	0.00	13,913.63
6270 - Volunteer - Activities	0.00	0.00	2,217.68	0.00	0.00	0.00	2,217.68
6280 - Volunteer Incentive Program	0.00	0.00	8.97	0.00	0.00	0.00	8.97
6310 - Physical & Immunizations	0.00	0.00	6,321.00	0.00	0.00	0.00	6,321.00
6320 - Community Involvement	0.00	0.00	9,777.71	0.00	0.00	0.00	9,777.71
6900 - Miscellaneous Expense	0.00	0.00	1,446.70	0.00	0.00	0.00	1,446.70
Total 6000 - Materials and Services	0.00	0.00	182,005.78	0.00	0.00	0.00	182,005.78
7000 - Capital Outlay							
7130 - Capital Outlay - Bond	0.00	0.00	7,706.45	0.00	0.00	0.00	7,706.45
7110 - Capital Outlay - Building	0.00	0.00	6,596.00	25,555.26	0.00	0.00	32,151.26
Total 7000 - Capital Outlay	0.00	0.00	14,302.45	25,555.26	0.00	0.00	39,857.71
Total Expense	0.00	0.00	1,442,911.36	25,555.26	0.00	0.00	1,468,366.62
Net Ordinary Income	5,936.05	138,584.46	106,029.62	445,433.74	96,647.00	350,000.00	1,142,630.87
Net Income	5,936.05	138,584.46	106,029.62	445,433.74	96,647.00	350,000.00	1,142,630.87

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

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	73.78	0.00	73.78	100.0%
4042 · Bond Income - Prop Tax Interest	206.09	700.00	-493.91	29.4%
4041 · Bond Income - Delinquent Taxes	2,921.82	5,000.00	-2,078.18	58.4%
4060 · Conflagration Income	4,313.00	100,000.00	-95,687.00	4.3%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	5,980.00	12,500.00	-6,520.00	47.8%
4040 · Bond Income	72,477.82	404,200.00	-331,722.18	17.9%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	9,875.73	16,000.00	-6,124.27	61.7%
4020 · Current Property Taxes	253,286.88	1,397,916.00	-1,144,629.12	18.1%
4025 · Interest - Property Tax	928.38	3,000.00	-2,071.62	30.9%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	18.45	0.00	18.45	100.0%
4030 · Investments - LGIP	91,638.39	0.00	91,638.39	100.0%
Total 4026 · Interest Income	91,656.84	0.00	91,656.84	100.0%
4900 · Miscellaneous Income	11,659.15	10,000.00	1,659.15	116.6%
Total Income	2,610,997.49	2,734,216.68	-123,219.19	95.5%
Gross Profit	2,610,997.49	2,734,216.68	-123,219.19	95.5%
Expense				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	27,739.63	30,000.00	-2,260.37	92.5%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	56,185.04	56,185.04	0.00	100.0%
5100 · Fire Chief Wages	41,173.00	98,892.00	-57,719.00	41.6%
5105 · Deputy Chief Wages	40,771.25	102,425.00	-61,653.75	39.8%
5110 · Admin Asst Wages	23,956.00	58,404.00	-34,448.00	41.0%
5120 · Staff Captain Wage	24,702.50	74,220.00	-49,517.50	33.3%
5125 · Firefighter Wages	108,039.30	256,564.00	-148,524.70	42.1%
5130 · Overtime Wages	19,685.20	45,000.00	-25,314.80	43.7%
5135 · Extra Hire	0.00	3,792.00	-3,792.00	0.0%
5405 · Employers FICA	20,523.42	33,000.00	-12,476.58	62.2%
5410 · Employers Medicare	4,799.85	10,000.00	-5,200.15	48.0%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	28,078.82	50,000.00	-21,921.18	56.2%
5430 · PERS - Employe	86,575.35	140,000.00	-53,424.65	61.8%
5431 · PERS - Pickup 6%	19,971.75	34,000.00	-14,028.25	58.7%
5440 · Health Insurance	56,041.02	185,124.00	-129,082.98	30.3%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	558,242.13	1,189,106.04	-630,863.91	46.9%
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	1,993.99	5,000.00	-3,006.01	39.9%
6216-2 · FA/CPR Education- Instructors	312.50	3,000.00	-2,687.50	10.4%
Total 6216 · FA/CPR Education	2,306.49	8,000.00	-5,693.51	28.8%

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

	Jul - Nov 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	47,086.09	80,834.00	-33,747.91	58.3%
6010 · Office Supplies	1,195.86	5,850.00	-4,654.14	20.4%
6011 · Postage/Shipping	168.58	600.00	-431.42	28.1%
6020 · Insurance and Bond	10,758.00	57,210.00	-46,452.00	18.8%
6030 · Dues and Fees	5,913.88	16,070.00	-10,156.12	36.8%
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	11,028.00	33,710.00	-22,682.00	32.7%
6060 · Telephone, Pagers, Internet	8,902.98	18,600.00	-9,697.02	47.9%
6080 · Conference	5,618.00	11,550.00	-5,932.00	48.6%
6090 · Education/Training	6,987.81	21,350.00	-14,362.19	32.7%
6100 · Equipment Maintenance Agreement	1,428.87	4,000.00	-2,571.13	35.7%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	9,239.97	30,000.00	-20,760.03	30.8%
6140 · Hydrant Maintenance	330.89	0.00	330.89	100.0%
6150 · Radio Maintenance	2,801.75	6,100.00	-3,298.25	45.9%
6160 · Equipment Maintenance	3,578.82	13,850.00	-10,271.18	25.8%
6161 · Vehicle Maintenance	10,001.01	46,500.00	-36,498.99	21.5%
6170 · Building Maint and Improvements	3,991.73	13,300.00	-9,308.27	30.0%
6180 · Grounds Maintenance	111.72	1,300.00	-1,188.28	8.6%
6190 · Small Tools & Equipment	1,128.03	2,300.00	-1,171.97	49.0%
6200 · Supplies - Department	2,448.98	7,000.00	-4,551.02	35.0%
6210 · Supplies - Medical	7,777.16	19,730.00	-11,952.84	39.4%
6215 · Supplies - Prevention	1,801.73	2,850.00	-1,048.27	63.2%
6220 · Supplies - Suppression	6.99	2,500.00	-2,493.01	0.3%
6230 · Hazardous Materials	906.75	300.00	606.75	302.3%
6250 · Uniforms	13,913.63	30,800.00	-16,886.37	45.2%
6270 · Volunteer - Activities	2,217.68	12,000.00	-9,782.32	18.5%
6280 · Volunteer Incentive Program	8.97	5,000.00	-4,991.03	0.2%
6300 · Volunteer - Length of Service	0.00	11,000.00	-11,000.00	0.0%
6310 · Physical & Immunizations	6,321.00	18,000.00	-11,679.00	35.1%
6320 · Community Involvement	9,777.71	12,700.00	-2,922.29	77.0%
6900 · Miscellaneous Expense	1,446.70	2,050.00	-603.30	70.6%
Total 6000 · Materials and Services	182,005.78	579,565.00	-397,559.22	31.4%
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7130 · Capital Outlay - Bond - Other	7,706.45			
Total 7130 · Capital Outlay - Bond	7,706.45			
7110 · Capital Outlay - Building	32,151.26	60,000.00	-27,848.74	53.6%
Total 7000 · Capital Outlay	39,857.71	60,000.00	-20,142.29	66.4%
Total Expense	1,468,366.62	2,843,170.04	-1,374,803.42	51.6%
Net Ordinary Income	1,142,630.87	-108,953.36	1,251,584.23	-1,048.7%
Net Income	1,142,630.87	-108,953.36	1,251,584.23	-1,048.7%

Philomath Fire and Rescue
Balance Sheet by Class
 As of November 30, 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-222,235.45	627,478.12	-256,603.54	-49,796.00	-72,120.49	28,720.64
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Poo	-299,676.89	378,238.80	-166,484.09	703,654.68	147,696.64	422,558.00	1,183,987.14
1080 - OSU - Savings Account	0.00	0.00	-327.72	0.00	0.00	0.00	-327.72
Total Checking/Savings	-299,676.89	154,003.35	460,661.53	447,051.14	97,900.64	350,437.51	1,210,377.28
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	37,655.75	0.00	0.00	0.00	37,655.75
Total Accounts Receivable	0.00	0.00	37,655.75	0.00	0.00	0.00	37,655.75
Other Current Assets							
1200 - Prepaid Assets	0.00	0.00	21,146.55	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	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84	0.00	0.00	0.00	24,807.84
Total Current Assets	-299,676.89	154,003.35	523,125.12	447,051.14	97,900.64	350,437.51	1,272,840.87
TOTAL ASSETS	-299,676.89	154,003.35	523,125.12	447,051.14	97,900.64	350,437.51	1,272,840.87
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	2,605.79	73.72	0.00	0.00	2,679.51
Total Accounts Payable	0.00	0.00	2,605.79	73.72	0.00	0.00	2,679.51
Credit Cards							
US Bank OneCard- Viktor	0.00	0.00	1,012.46	0.00	0.00	0.00	1,012.46
US Bank One Card- Chaney	0.00	0.00	739.80	0.00	0.00	0.00	739.80
US Bank One Card- Rich	0.00	0.00	774.49	0.00	0.00	0.00	774.49
US Bank One Card- Ashley	0.00	0.00	1,789.76	0.00	0.00	0.00	1,789.76
Total Credit Cards	0.00	0.00	4,316.51	0.00	0.00	0.00	4,316.51
Other Current Liabilities							
2070 - Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
2400 - Payroll Liabilities							
2133 - OR- Paid Fam Med Leave	0.00	0.00	3,479.40	0.00	0.00	0.00	3,479.40
2132 - Oregon Transit Tax Withholding	0.00	0.00	870.63	0.00	0.00	0.00	870.63
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	4,892.00	0.00	0.00	0.00	4,892.00
2120 - FICA Payable	0.00	0.00	2,995.87	0.00	0.00	0.00	2,995.87
2125 - Medicare Payable	0.00	0.00	712.87	0.00	0.00	0.00	712.87
2130 - State Income Tax Payable	0.00	0.00	3,366.67	0.00	0.00	0.00	3,366.67
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	221.15	0.00	0.00	0.00	221.15
2140 - PERS Payable	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2145 - OR Saving Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2180 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	5,793.55	0.00	0.00	0.00	5,793.55
2230 - Flexible Spending Account	0.00	0.00	825.00	0.00	0.00	0.00	825.00
2232 - Union Dues	0.00	0.00	630.22	0.00	0.00	0.00	630.22
Total 2400 - Payroll Liabilities	0.00	0.00	67,424.82	0.00	0.00	0.00	67,424.82
Total Other Current Liabilities	0.00	6,530.03	89,567.78	0.00	0.00	0.00	96,097.81
Total Current Liabilities	0.00	6,530.03	96,490.08	73.72	0.00	0.00	103,093.83
Total Liabilities	0.00	6,530.03	96,490.08	73.72	0.00	0.00	103,093.83
Equity							
3010 - Fund Balance	-5,938.00	-190,215.66	-2,058,218.22	-1,193,735.62	-737,563.10	-335,583.41	-4,521,253.01
3200 - Unallocated Fund Balance	-299,674.94	199,104.52	2,378,823.64	1,195,279.30	738,816.74	336,019.92	4,548,369.18
Net Income	5,936.05	138,584.46	108,029.62	445,433.74	96,647.00	350,000.00	1,142,630.87
Total Equity	-299,676.89	147,473.32	426,635.04	446,977.42	97,900.64	350,437.51	1,169,747.04
TOTAL LIABILITIES & EQUITY	-299,676.89	154,003.35	523,125.12	447,051.14	97,900.64	350,437.51	1,272,840.87

Philomath Fire and Rescue Check Detail November 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	11/01/2023	Consumer Power Inc		1015 · Citizens Bank ...		-177.05
					6050 · Utilities	-64.44	64.44
					6050 · Utilities	-77.56	77.56
					6050 · Utilities	-35.05	35.05
TOTAL						-177.05	177.05
Check	EFT	11/01/2023	AsiFlex		1015 · Citizens Bank ...		-441.25
					2230 · Flexible Spend...	-430.00	430.00
					6030 · Dues and Fees	-11.25	11.25
TOTAL						-441.25	441.25
Check	EFT	11/01/2023	Carson Oil		1015 · Citizens Bank ...		-858.08
					6130 · Gas & Oil	-858.08	858.08
TOTAL						-858.08	858.08
Check	EFT	11/03/2023	Intuit		1015 · Citizens Bank ...		-17.50
					6030 · Dues and Fees	-17.50	17.50
TOTAL						-17.50	17.50
Check	EFT	11/03/2023	EFTPS		1015 · Citizens Bank ...		-15,023.56
					2110 · Federal Income...	-6,247.00	6,247.00
					2120 · FICA Payable	-3,556.51	3,556.51
					2125 · Medicare Paya...	-831.77	831.77
					5405 · Employers FICA	-3,556.51	3,556.51
					5410 · Employers Med...	-831.77	831.77
TOTAL						-15,023.56	15,023.56
Check	EFT	11/04/2023	AT&T Mobility		1015 · Citizens Bank ...		-55.40
					6060 · Telephone, Pa...	-55.40	55.40
TOTAL						-55.40	55.40
Check	EFT	11/04/2023	Colonial Life		1015 · Citizens Bank ...		-153.40
					2210 · Health Ins Pre...	-25.00	25.00
					2150 · Health Insuran...	-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	11/04/2023	PERS		1015 · Citizens Bank ...		-17,741.92
					5431 · PERS - Pickup...	-3,301.20	3,301.20
					5430 · PERS - Employe	-14,440.72	14,440.72
TOTAL						-17,741.92	17,741.92
Check	EFT	11/05/2023	CIS Trust		1015 · Citizens Bank ...		-11,212.55
					5440 · Health Insurance	-11,212.55	11,212.55
TOTAL						-11,212.55	11,212.55
Check	EFT	11/06/2023	Comcast		1015 · Citizens Bank ...		-14.77
					6060 · Telephone, Pa...	-14.77	14.77
TOTAL						-14.77	14.77

Philomath Fire and Rescue Check Detail November 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	11/07/2023	Pacific Power		1015 · Citizens Bank ...		-708.57
					6050 · Utilities	-708.57	708.57
TOTAL						-708.57	708.57
Check	EFT	11/07/2023	Pacific Power		1015 · Citizens Bank ...		-708.57
					6050 · Utilities	-708.57	708.57
TOTAL						-708.57	708.57
Check	EFT	11/07/2023	Comcast		1015 · Citizens Bank ...		-14.77
					6060 · Telephone, Pa...	-14.77	14.77
TOTAL						-14.77	14.77
Check	EFT	11/12/2023	Century Link		1015 · Citizens Bank ...		-134.08
					6060 · Telephone, Pa...	-134.08	134.08
TOTAL						-134.08	134.08
Check	EFT	11/13/2023	Riverstrong		1015 · Citizens Bank ...		-2,676.27
					6001 · Contracted Pro...	-2,676.27	2,676.27
TOTAL						-2,676.27	2,676.27
Check	EFT	11/13/2023	City of Philomath		1015 · Citizens Bank ...		-257.10
					6050 · Utilities	-15.20	15.20
					6050 · Utilities	-241.90	241.90
TOTAL						-257.10	257.10
Check	EFT	11/13/2023	PERS		1015 · Citizens Bank ...		-17,741.92
					5431 · PERS - Pickup...	-3,301.20	3,301.20
					5430 · PERS - Employe	-14,440.72	14,440.72
TOTAL						-17,741.92	17,741.92
Check	EFT	11/15/2023	De Lage Landen Fina...		1015 · Citizens Bank ...		-152.15
					6100 · Equipment Mai...	-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	11/15/2023	Pioneer Telephone C...		1015 · Citizens Bank ...		-210.85
					6060 · Telephone, Pa...	-210.85	210.85
TOTAL						-210.85	210.85
Check	EFT	11/15/2023	Alyrica		1015 · Citizens Bank ...		-592.86
					6060 · Telephone, Pa...	-592.86	592.86
TOTAL						-592.86	592.86
Check	EFT	11/16/2023	City of Philomath		1015 · Citizens Bank ...		-257.10
					6050 · Utilities	-241.90	241.90
					6050 · Utilities	-15.20	15.20
TOTAL						-257.10	257.10

Philomath Fire and Rescue Check Detail November 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	11/20/2023	Consumer Power Inc		1015 · Citizens Bank ...		-201.69
					6050 · Utilities	-124.25	124.25
					6050 · Utilities	-77.44	77.44
TOTAL						-201.69	201.69
Bill Pmt -Check	32000	11/01/2023	SeaWestern		1015 · Citizens Bank ...		-184.20
Bill	INV272...	10/26/2023			6250 · Uniforms	-184.20	184.20
TOTAL						-184.20	184.20
Bill Pmt -Check	32001	11/01/2023	Shirt Circuit		1015 · Citizens Bank ...		-801.90
Bill	231019...	10/31/2023			6250 · Uniforms	-801.90	801.90
TOTAL						-801.90	801.90
Bill Pmt -Check	32002	11/01/2023	Stephanie Vallancey ...		1015 · Citizens Bank ...		-68.55
Bill	050413	10/24/2023			6270 · Volunteer - Acti...	-68.55	68.55
TOTAL						-68.55	68.55
Bill Pmt -Check	32003	11/01/2023	TWGW, Inc. dba Phil...		1015 · Citizens Bank ...		-33.31
Bill	786092	10/20/2023			6190 · Small Tools & ...	-33.31	33.31
TOTAL						-33.31	33.31
Bill Pmt -Check	32004	11/01/2023	Valvoline LLC		1015 · Citizens Bank ...		-48.43
Bill	124546	10/31/2023			6161 · Vehicle Mainte...	-48.43	48.43
TOTAL						-48.43	48.43
Bill Pmt -Check	32005	11/07/2023	Culligan		1015 · Citizens Bank ...		-111.10
Bill	775899	11/07/2023			6050 · Utilities	-111.10	111.10
TOTAL						-111.10	111.10
Bill Pmt -Check	32006	11/07/2023	Doug Edmonds		1015 · Citizens Bank ...		-33.20
Bill	OFDD...	11/05/2023			6080 · Conference	-33.20	33.20
TOTAL						-33.20	33.20
Bill Pmt -Check	32007	11/07/2023	Medline Industries, I...		1015 · Citizens Bank ...		-715.28
Bill	229313...	11/07/2023			6210 · Supplies - Medi...	-424.96	424.96
Bill	229313...	11/07/2023			6250 · Uniforms	-206.26	206.26
					6200 · Supplies - Dep...	-84.06	84.06
TOTAL						-715.28	715.28
Bill Pmt -Check	32008	11/07/2023	MPTV, Inc.		1015 · Citizens Bank ...		-8.49
Bill	B382851	10/24/2023			6180 · Grounds Maint...	-8.49	8.49
TOTAL						-8.49	8.49
Bill Pmt -Check	32009	11/07/2023	My-Comm, Inc		1015 · Citizens Bank ...		-2,456.25
Bill	170283	11/07/2023			6150 · Radio Mainten...	-2,456.25	2,456.25
TOTAL						-2,456.25	2,456.25

Philomath Fire and Rescue Check Detail November 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32010	11/07/2023	Special Districts Ass...		1015 · Citizens Bank ...		-2,166.00
Bill	52756-...	11/07/2023			6030 · Dues and Fees	-2,166.00	2,166.00
TOTAL						-2,166.00	2,166.00
Bill Pmt -Check	32011	11/07/2023	Weidner Fire		1015 · Citizens Bank ...		-1,031.90
Bill	67207	11/07/2023			6170 · Building Maint ...	-1,031.90	1,031.90
TOTAL						-1,031.90	1,031.90
Bill Pmt -Check	32012	11/07/2023	Willamette Hose & Fi...		1015 · Citizens Bank ...		-14.88
Bill	581001	11/02/2023			6161 · Vehicle Mainte...	-14.88	14.88
TOTAL						-14.88	14.88
Bill Pmt -Check	32013	11/07/2023	Zoll Medical Corpora...		1015 · Citizens Bank ...		-843.78
Bill	3844344	11/07/2023			6210 · Supplies - Medi...	-843.78	843.78
TOTAL						-843.78	843.78
Bill Pmt -Check	32015	11/02/2023	U.S. Bank		1015 · Citizens Bank ...		-10,217.17
Bill		10/31/2023			Us Bank One Card- C...	-4,954.58	4,954.58
Bill		10/31/2023			US Bank One Card- R...	-825.50	825.50
Bill		11/02/2023			US Bank One Card- A...	-4,437.09	4,437.09
TOTAL						-10,217.17	10,217.17
Bill Pmt -Check	32016	11/08/2023	Clean Earth		1015 · Citizens Bank ...		-708.75
Bill	111020...	11/08/2023			6230 · Hazardous Mat...	-708.75	708.75
TOTAL						-708.75	708.75
Bill Pmt -Check	32030	11/19/2023	Rich Saalsaa		1015 · Citizens Bank ...		-1,153.73
Bill	iPads	11/19/2023			6030 · Dues and Fees	-1,153.73	1,153.73
TOTAL						-1,153.73	1,153.73
Bill Pmt -Check	33993	11/01/2023	Andy Louden`		1015 · Citizens Bank ...		-6,596.00
Bill	H4029-...	10/24/2023			7110 · Capital Outlay ...	-6,596.00	6,596.00
TOTAL						-6,596.00	6,596.00
Bill Pmt -Check	33994	11/01/2023	Annas Consultants I...		1015 · Citizens Bank ...		-400.00
Bill	3364	10/24/2023			6160 · Equipment Mai...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	33995	11/01/2023	Bimart Corporation		1015 · Citizens Bank ...		-44.95
Bill	39521	10/31/2023			6170 · Building Maint ...	-44.95	44.95
TOTAL						-44.95	44.95
Bill Pmt -Check	33996	11/01/2023	Medline Industries, I...		1015 · Citizens Bank ...		-417.13
Bill	102123...	10/23/2023			6210 · Supplies - Medi...	-31.87	31.87
Bill	229157...	10/31/2023			6200 · Supplies - Dep...	-196.71	196.71
					6210 · Supplies - Medi...	-188.55	188.55
TOTAL						-417.13	417.13

Philomath Fire and Rescue
Check Detail
 November 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	33997	11/01/2023	Nick's Auto Repair		1015 · Citizens Bank ...		-985.30
Bill	17824	10/25/2023			6161 · Vehicle Mainte...	-985.30	985.30
TOTAL						-985.30	985.30
Bill Pmt -Check	33998	11/01/2023	Occupational Medici...		1015 · Citizens Bank ...		-2,395.00
Bill	194906	10/31/2023			6310 · Physical & Imm...	-2,395.00	2,395.00
TOTAL						-2,395.00	2,395.00
Bill Pmt -Check	33999	11/01/2023	Philomath Fire Distri...		1015 · Citizens Bank ...		-840.00
Bill	July 20...	08/05/2023			2232 · Union Dues	-416.58	416.58
Bill	Octobe...	11/01/2023			2232 · Union Dues	-423.42	423.42
TOTAL						-840.00	840.00

10:58 AM
12/04/23

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

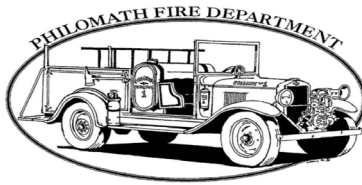
Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Total Current									
1 - 30									
Invoice	11/17/2023	2015-2...		Benton County P&R		11/17/2023	General F...	13	385.00
Invoice	11/28/2023	2015-2...		Kings Valley Charter ...		11/28/2023	General F...	2	330.00
Invoice	11/29/2023	2015-2...		Benton County P&R		11/29/2023	General F...	1	330.00
Total 1 - 30									1,045.00
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...	547	25.00
Total > 90									36,610.75
TOTAL									37,655.75

Philomath Fire and Rescue

A/P Aging Detail

As of November 30, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	11/20/2023	4969	Koopman Consulting	11/30/2023		477.50
Bill	11/20/2023	15386-1	Benton Electric	11/30/2023		420.00
Bill	11/21/2023	353712	Industrial Welding S...	12/01/2023		55.00
Bill	11/22/2023	899568	WHA Insurance	12/02/2023		8,904.00
Bill	11/22/2023	INV27...	SeaWestern	12/02/2023		56.20
Bill	11/22/2023	10359	Accuity, LLC	12/02/2023		8,500.00
Bill	11/25/2023	22957...	Medline Industries, I...	12/05/2023		187.26
Bill	11/28/2023	599817	Hughes Fire Equipm...	12/08/2023		1,168.55
Bill	11/28/2023	22295...	Medline Industries, I...	12/08/2023		80.31
Bill	11/29/2023	27	Chase	12/09/2023		7,706.45
Bill	11/29/2023	425761	Layne Converse	12/09/2023		19.97
Bill	11/30/2023	16-375	Oregon Fire District ...	12/10/2023		225.00
Bill	11/30/2023	22963...	Medline Industries, I...	12/10/2023		72.20
Total Current						27,872.44
1 - 30						
Bill	10/31/2023	54506...	CoEnergy Propane	11/10/2023	20	1.00
Bill	10/31/2023	67838	Local Government L...	11/10/2023	20	216.00
Bill	11/09/2023	11072...	Paula Anderson.	11/19/2023	11	196.95
Bill	11/09/2023	10032...	Paula Anderson.	11/19/2023	11	217.94
Bill	11/12/2023	C2422...	MPTV, Inc.	11/22/2023	8	13.16
Bill	11/13/2023	3845027	Zoll Medical Corpora...	11/23/2023	7	339.48
Bill	11/13/2023	1415910	Security Alarm Corp	11/23/2023	7	523.49
Bill	11/13/2023	352438	Industrial Welding S...	11/23/2023	7	120.00
Bill	11/13/2023	134409	Willamette Saw	11/23/2023	7	120.00
Bill	11/13/2023	624112	Timber Supply Co.	11/23/2023	7	73.72
Bill	11/13/2023	624	Andy Louden`	11/23/2023	7	275.00
Bill	11/14/2023	788689	TWGW, Inc. dba Phi...	11/24/2023	6	17.99
Bill	11/14/2023	788396	TWGW, Inc. dba Phi...	11/24/2023	6	47.98
Bill	11/14/2023	22941...	Medline Industries, I...	11/24/2023	6	70.02
Bill	11/14/2023	102896	Bio-Med Testing	11/24/2023	6	58.00
Bill	11/15/2023	11072...	Dave Wiger`	11/25/2023	5	184.49
Bill	11/15/2023	22943...	Medline Industries, I...	11/25/2023	5	91.42
Bill	11/16/2023	22945...	Medline Industries, I...	11/26/2023	4	18.26
Bill	11/17/2023	22947...	Medline Industries, I...	11/27/2023	3	223.03
Bill	11/19/2023	788866	TWGW, Inc. dba Phi...	11/29/2023	1	9.99
Bill	11/19/2023	788896	TWGW, Inc. dba Phi...	11/29/2023	1	16.16
Bill	11/19/2023	788910	TWGW, Inc. dba Phi...	11/29/2023	1	16.49
Bill	11/19/2023	788890	TWGW, Inc. dba Phi...	11/29/2023	1	30.85
Bill	11/19/2023	AA249...	MPTV, Inc.	11/29/2023	1	4.47
Total 1 - 30						2,885.89
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
General Journal	06/30/2023	AUDIT...	SAIF Corporation			-28,078.82
Total > 90						-28,078.82
TOTAL						2,679.51



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

4 Dec 2023

Association Business

- Association Officer elections in Dec.
- Sponsored 8 Kids for Holiday Cheer
- Holiday Recognition Dinner w/Families
- Working on CY 23 yearly awards
- Updated Association committee assignments

Volunteer Activity

- Working on Dept Committee's (Training Facility, Apparatus, Safety.)
- Responded to numerous calls.
- Apparatus Repair
- Facility Repair 203 Exhaust System and Generator
- Old #1 escort of Santa to tree lighting
- Assisting with Training
- Assisting with Building and Equipment maintenance.
- Working on rebuild of 263 and FEPP type 3

Recruitment and retention

- No new activity

Respectfully submitted.

Dan Eddy
President

Paula Andersson
Vice President

Jean Goul
Treasurer

Stephanie Vallancey
Secretary



PHILOMATH FIRE & RESCUE

Report to the Board of Directors
for the Year Ended June 30, 2023

October 3, 2023



Accuity
Where accuracy meets integrity

CERTIFIED PUBLIC ACCOUNTANTS

436 1st Avenue W • PO Box 1072
Albany, Oregon 97321 • (541) 223-5555

PHILOMATH FIRE & RESCUE
Benton County, Oregon

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October 3, 2023

Board of Directors
Philomath Fire & Rescue
Benton County, Oregon

We are pleased to present this report related to our audit of the financial statements of governmental activities, each major fund, and the remaining fund information of Philomath Fire & Rescue, Benton County, Oregon, for the year ended June 30, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process. Also included, is a summary of recently issued accounting standards that may affect future financial reporting by the District.

This report is intended solely for the information and use of the Board of Directors and management of the District, and it is not intended to be used, and should not be used, by anyone other than these specified parties.

It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Accuity, LLC
Certified Public Accountants
Albany, Oregon



Board of Directors
Philomath Fire & Rescue
Benton County, Oregon

We have audited the financial statements of the governmental activities, each major fund, and the remaining fund information of Philomath Fire & Rescue for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 9, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Policies

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Philomath Fire & Rescue are described in Note I to the financial statements. Four new accounting policies were adopted during the year, GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability of Arrangements*, Statement No. 96, *Subscription-Based Information Technology Arrangements*, Statement No. 99, *Omnibus 202*, and Statement No. 101, *Compensated Absences*. The application of existing policies was not changed during the year ended June 30, 2023. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management, and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

- Management's estimate of depreciable lives and salvage values of capital assets is based on expected useful lives of the assets and current market conditions.
- Management's estimate of accrued compensation is based on the employee's total accrued hours multiplied by their current hourly rate and current payroll tax and retirement benefit contribution percentages.
- Defined benefit pension plans (actuarial assumptions)
- Defined other postemployment benefits (OPEB) plans (actuarial assumptions)

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Philomath Fire & Rescue's financial statements relate to pension plans and long-term debt obligations.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain written representations from management, which are included in the attached letter dated October 3, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors; however, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

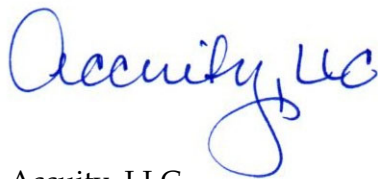
We applied certain limited procedures to the management's discussion and analysis, schedules of the District's proportionate share of the net pension liability/OPEB asset and District contributions, schedules of changes in OPEB medical benefit liability, and the Budget and Actual - General Fund, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the aforementioned RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the individual fund statements which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the aforementioned information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This report is intended solely for the use of the board of directors and management of Philomath Fire & Rescue, and is not intended to be, and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in blue ink that reads "Accuity, LLC". The signature is written in a cursive, flowing style.

Accuity, LLC
October 3, 2023



October 3, 2023

Board of Directors
Philomath Fire & Rescue
Benton County, Oregon

In planning and performing our audit of the financial statements of the governmental activities, and each major fund of Philomath Fire & Rescue as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered Philomath Fire & Rescue's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We identified one deficiency in internal control that we consider to be material weaknesses, as described in the accompanying schedule as item 2023-001.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies in internal control that we consider to be significant deficiencies.

PHILOMATH FIRE & RESCUE
Benton County, Oregon

June 30, 2023

Finding Number	2023-001
Finding Title	Expenditures were recorded in incorrect fiscal year.
Type of Finding	Material Weakness
Criteria	Expenditures should be recorded in the year they occur.
Condition	June 30, 2024 fiscal year expenditures were posted to the June 30, 2023 fiscal year as an accounts payable.
Cause of Condition	Lack of understanding and knowledge of general accounting procedures.
Potential Effect of Condition	Overstated accounts payables and expenditures.
Prevalence	Systemic
Recommendation	We recommend that the District more strongly review contracts and service dates, as well as invoice dates, before recording accounts payables and expenditures, specifically near year end, in order to mitigate future reoccurrences.

During our audit, we became aware of the following deficiencies in internal control, other than significant deficiencies or material weaknesses, that are an opportunity to strengthen internal controls and operating efficiencies.

Organizational Structure

The size of the District's accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. This situation dictates that the Board of Directors remains involved in the financial affairs of the District to provide oversight and independent review functions.

Preparation of Financial Statements in Accordance with the Modified Cash Basis of Accounting

District employees appear to be fulfilling accounting and reporting duties as assigned; however, the District lacks personnel with the ability to prepare financial statements in accordance with the modified cash basis of accounting. Due to the size of the District, this control deficiency will most likely remain in subsequent years. The State of Oregon has adopted statutes that mitigate the identified deficiency by requiring municipal auditing firms to assist with and/or prepare financial statements for audit clients in accordance with their selected basis of accounting.

Excess of Expenditures Over Appropriations

During the year ended June 30, 2023, the District expended funds in excess of amounts appropriated in two funds, which is in noncompliance with Oregon Budget Law. We recommend the District review and closely monitor expenditures on a routine basis, comparing budgeted amounts to actual amounts, in order to mitigate future reoccurrences.

This communication is intended solely for the information and use of management, the board of directors, and others within the District, and is not intended to be, and should not be used by anyone other than these specified parties.

Very truly yours,


Accuity, LLC

Recently Issued Accounting Standards
June 30, 2023

For the fiscal year ended June 30, 2023, the District implemented the following new accounting standards:

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability of Arrangements* – This Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs).

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* – This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users.

GASB Statement No. 99, *Omnibus 2022*. This statement was issued April 2022 and enhances comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to lease implementation, public-private and public-public partnerships and availability payment arrangements, and subscription-based information technology arrangements.

GASB Statement No. 101, *Compensated Absences*. This statement was issued to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

The District will implement applicable new GASB pronouncements no later than the required fiscal year. Management has not determined the effect on the financial statements for implementing any of the following pronouncements:

GASB Statement No. 99, *Omnibus 2022*. This statement was issued April 2022 and enhances comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to financial guarantees and classification of derivatives.

GASB Statement No. 100, *Accounting Changes and Error Corrections*. This statement was issued to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.



June 09, 2023

Ashley K Scott
Philomath Fire & Rescue
+15413600030

Dear Ashley,

We are pleased to confirm our understanding of the services we are to provide to Philomath Fire & Rescue for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Philomath Fire & Rescue as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Philomath Fire & Rescue's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Philomath Fire & Rescue's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules of the Government's Proportionate Share of the Net Pension and OPEB Liabilities and Government Contributions, if applicable
3. Schedules of Funding Progress and Government Contributions, if applicable

The following RSI is required by the Governmental Accounting Standards Board and will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund and Major Special Revenue Funds, if any

We have also been engaged to report on supplementary information other than RSI that accompanies Philomath Fire & Rescue's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Balance Sheet and Combining Statement of Revenues, Expenditures, and Changes in Fund Balances for all Nonmajor Governmental Funds, if any
2. Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Nonmajor Special Revenue Funds, Debt Service Funds, and Capital Projects Funds, if any



The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS, and the Minimum Standards for Audits of Oregon Municipal Corporations, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Government's attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but will remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential



information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the Government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards.

We have not identified any significant risk(s) of material misstatement as a part of our audit planning.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Philomath Fire & Rescue's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and related notes of Philomath Fire & Rescue in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes as previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will assist with preparation of the capital asset schedule and depreciation calculation in conformity with the applicable basis of accounting.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records,



documentation, identification of all related parties and all related-party relationships and transactions and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the GAAP (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with the GAAP, (3) that the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions in interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing and will prepare schedules requested by us by the dates communicated directly to management.

We will provide copies of our reports to Philomath Fire & Rescue, however management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Accuity, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Accuity, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State of Oregon. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party/parties contesting the audit finding for guidance prior



to destroying the audit documentation.

We expect to begin our audit on September 21, 2023 and to issue our report no later than December 31, 2023. Glen Kearns is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be based on the value of the services rendered, plus out-of-pocket expenses. We estimate that our fees for these services, including out-of-pocket costs (such as report reproduction, typing, postage, copies, or travel), will be \$9,500. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Reporting

We will issue a written report upon completion of our audit of Philomath Fire & Rescue's financial statements. Our report will be addressed to management and those charged with governance of Philomath Fire & Rescue. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature and circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete our audit or are unable to form or have not formed opinions, we may decline to express our opinions or withdraw from this engagement.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

If this engagement letter is written in support of any existing bid or contract, in case of any conflict between such agreement and this letter, this letter will control.

If any of the above sections or clauses are held to be invalid for any reason, or are declared to be null and void, all other sections and clauses of this agreement shall remain valid, will not be nullified, and are hereby further affirmed.

Venue of all matters arising from this agreement, this engagement, and subsequent engagements shall reside in Albany, Linn County, Oregon.

Any dispute, controversy, or claim arising out of this agreement shall be settled by binding arbitration under the arbitration rules of the Linn County Circuit Court. There shall be one arbitrator selected from the Circuit Court Panel of Arbitrators and the proceeding shall follow the Oregon Rules of Civil Procedure.

The arbitrator shall have the authority to award any remedy or relief that an Oregon court could order or grant, including, without limitation, specific performance of any obligation created under this agreement, the issuance of an injunction, or the imposition of sanctions for abuse or frustration of the arbitration process, except that the arbitrator shall not have authority to award punitive damages or any other amount for the purpose of imposing a penalty as opposed to compensating for actual damages suffered or loss incurred. With respect to any action relating to this agreement, the prevailing party shall be entitled to recover from the losing party its reasonable attorney's fees, paralegal fees, expert fees, and all other fees, costs, and expenses actually incurred and reasonably necessary in



connection with such action as determined by the arbitrator. Our audit engagement ends upon delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new specific engagement letter for that service.

We appreciate the opportunity to be of service to you and believe that this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Glen Kearns

Accuity, LLC
RESPONSE:

This letter correctly sets forth the understanding of Philomath Fire & Rescue

Ashley Scott
Ashley K Scott

06/20/2023
Date

Ashley K Scott
Administrative Assistant

Accuity, LLC
Certified Public Accountants
436 1st Avenue W
P.O. Box 1072
Albany, Oregon 97321

This representation letter is provided in connection with your audit of the financial statements of Philomath Fire & Rescue, which comprise the respective financial position of the governmental activities, each major fund, and the remaining fund information as of June 30, 2023, the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of signature of this letter, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 9, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the District required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. If any, the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
10. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the board of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

District-Specific

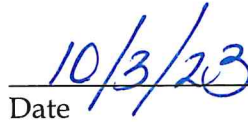
19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, grant agreements, or abuse that you have reported to us.
21. We have a process to track the status of audit findings and recommendations.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

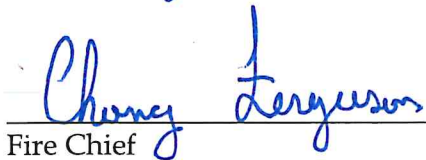
24. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
27. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
28. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
29. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
30. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related
31. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
32. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

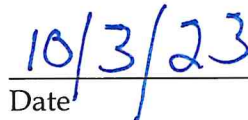
33. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
34. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
35. Components of net position (net investment in capital assets, restricted, and unrestricted) and equity amounts are properly classified and, if applicable, approved.
36. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
37. Provisions for uncollectible receivables have been properly identified and recorded.
38. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
39. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
40. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
41. If any, special and extraordinary items are appropriately classified and reported.
42. Deposits, investment securities, and derivative instruments are properly classified as to risk and are properly disclosed.
43. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
44. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
45. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

46. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
47. With respect to the RSI:
- d. We acknowledge our responsibility for presenting the management's discussion and analysis, schedules of funding progress and employer contributions, schedules of the District's proportionate share of the net pension liability, and budgetary comparison information in accordance with accounting principles generally accepted in the United States of America, and we believe this information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the RSI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
48. Expenditures of federal awards were below the \$750,000 threshold for the year ended June 30, 2023 and we were not required to have an audit in accordance with Title 2 *U.S. Code of Federal Requirements* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).


Office Administrator


Date


Fire Chief


Date

12:38 PM

10/02/23

Accrual Basis

Philomath Fire and Rescue Adjusting Journal Entries

June 30, 2023

Date	Num	Name	Memo	Account	Class	Debit	Credit			
06/30/2023	AUDIT222301		To reclass sale of assets	4900 · Miscellaneous Income	General Fund	438,500.00				
			To reclass sale of assets	4045 · Sale of Surplus Property/Equip	General Fund		438,500.00			
						438,500.00	438,500.00			
06/30/2023	AUDIT222302		To reclass py expense	7000 · Capital Outlay	Building Reserve Fund		14,058.00			
			To reclass py expense	3010 · Fund Balance	Building Reserve Fund	14,058.00				
						14,058.00	14,058.00			
06/30/2023	AUDIT222303		To record changes to property tax accounts	2070 · Deferred Taxes	GO Bond 2016 - Debt Services		6,530.03			
			To record changes to property tax accounts	3010 · Fund Balance	GO Bond 2016 - Debt Services	1,974.49				
			To record changes to property tax accounts	4040 · Bond Income	GO Bond 2016 - Debt Services	4,555.54				
			To record changes to property tax accounts	2070 · Deferred Taxes	General Fund		1,811.51			
			To record changes to property tax accounts	4020 · Current Property Taxes	General Fund		3,795.24			
			To record changes to property tax accounts	3010 · Fund Balance	General Fund	7,715.88				
			To record changes to property tax accounts	4900 · Miscellaneous Income	General Fund		2,109.13			
						14,245.91	14,245.91			
06/30/2023	AUDIT222304		To correct payroll liabilities	2100 · Wages Payable	General Fund		3,576.55			
			To correct payroll liabilities	2110 · Federal Income Tax Payable	General Fund		5,243.00			
			To correct payroll liabilities	2120 · FICA Payable	General Fund		607.78			
			To correct payroll liabilities	2125 · Medicare Payable	General Fund		141.96			
			To correct payroll liabilities	2130 · State Income Tax Payable	General Fund		3,567.40			
			To correct payroll liabilities	2131 · Works Benefit Fund Payable(WBF)	General Fund	18.95				
			To correct payroll liabilities	2132 · Oregon Transit Tax Withholding	General Fund	211.95				
			To correct payroll liabilities	2140 · PERS Payable	General Fund	1,602.14				
			To correct payroll liabilities	2145 · OR Saving Growth 457 Payable	General Fund		100.00			
			To correct payroll liabilities	2150 · Health Insurance Prem. Payable	General Fund		2,026.01			
			To correct payroll liabilities	2210 · Health Ins Prem Ded Pre Tax	General Fund		402.85			
			To correct payroll liabilities	2230 · Flexible Spending Account	General Fund	619.33				
			To correct payroll liabilities	2232 · Union Dues	General Fund	62.42				
			To correct payroll liabilities	5100 · Fire Chief Wages	General Fund		3,503.65			
			To correct payroll liabilities	5430 · PERS - Employe	General Fund		3,474.36			
			To correct payroll liabilities	5421 · Workers Compensation	General Fund		28,078.82			
			To correct payroll liabilities	3010 · Fund Balance	General Fund	20,128.77				
			To correct payroll liabilities	SAIF Corporation	2010 · Accounts Payable	General Fund	28,078.82			
									50,722.38	50,722.38
			TOTAL						517,526.29	517,526.29



PHILOMATH FIRE AND RESCUE
Benton County, Oregon

ANNUAL FINANCIAL REPORT

June 30, 2023



PHILOMATH FIRE AND RESCUE
Benton County, Oregon

DISTRICT OFFICIALS

June 30, 2023

BOARD OF DIRECTORS

Daphne Phillips, President
3233 Chapel Drive
Corvallis, Oregon 97333

Rick Brand, Vice President
3000 Southwood Drive
Philomath, Oregon 97370

Ken Corbin, Secretary/Treasurer
35136 Kings Valley Hwy
Philomath, Oregon 97370

Joe Brier
35543 Summers Lane
Philomath, Oregon 97370

Doug Edmonds
3425 Southwood Drive
Philomath, Oregon 97370

FIRE CHIEF AND ADMINISTRATION

Thomas Miller, Fire Chief (7/1/2022 - 9/12/2022)
Chancy Ferguson, Fire Chief (9/13/2022-6/30/2023)

Lillee Rodriguez, Office Administrator (7/1/2022 - 9/29/2022)
Ashley Scott, Office Administrator (9/30/2022 - 6/30/2023)

DISTRICT ADDRESS

1035 Main Street
Philomath, Oregon 97370

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

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June 30, 2023

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Board of Directors
Philomath Fire and Rescue
Philomath, Oregon 97370

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the remaining fund information of Philomath Fire and Rescue, Benton County, Oregon, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the remaining fund information of Philomath Fire and Rescue, Benton County, Oregon as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Philomath Fire and Rescue, Benton County, Oregon, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter - Change in Accounting Principle

As described in the notes to the financial statements, in the year ended June 30, 2023, the District adopted new accounting guidance: GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability of Arrangements*, Statement No. 96, *Subscription-Based Information Technology Arrangements*, Statement No. 99, *Omnibus 202*, and Statement No. 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Philomath Fire and Rescue, Benton County, Oregon's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Philomath Fire and Rescue, Benton County, Oregon's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Philomath Fire and Rescue, Benton County, Oregon's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedules of the District's proportionate share of the net pension liability for PERS and OPEB RHIA and District contributions, the schedules of changes in OPEB liability and related ratios, and the budgetary comparison information on pages 5 through 10, and 53 through 56, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis, the schedules of the District's proportionate share of the net pension liability for PERS and OPEB RHIA and District contributions, the schedules of changes in OPEB liability and related ratios, in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis, the schedules of the District's proportionate share of the net pension liability for PERS and OPEB RHIA and District contributions, the schedules of changes in OPEB liability and related ratios, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information is the responsibility of management and is derived from and relates directly the underlying accounting and other records used to prepare the basic financial statements. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Philomath Fire and Rescue, Benton County, Oregon's basic financial statements.

The accompanying individual nonmajor fund financial statements, if applicable, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual nonmajor fund financial statements, if applicable, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated October 3, 2023 on our tests of the District's compliance with certain provisions of laws and regulations specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Accuity, LLC

By: 

Glen O. Kearns, CPA

Albany, Oregon

October 3, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

INTRODUCTION

As management of Philomath Fire and Rescue, Benton County, Oregon, we offer readers this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2023. It should be read in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- At June 30, 2023, total net position of Philomath Fire and Rescue amounted to \$3,115,933. Of this amount, \$2,649,983 was invested in capital assets, net of related debt. The remaining balance included \$62,903 restricted for debt service and \$403,047 of unrestricted net position.
- The District's total net position increased by \$414,967 during the current fiscal year.
- Overall revenues were \$2,278,485, which exceeded total expenditures of \$1,863,518 by \$414,967.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to Philomath Fire and Rescue's basic financial statements. The District's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business. The statement of net position presents information on all of the District's assets, liabilities, and deferred inflows/outflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 11 through 12 of this report.

Fund Financial Statements

The fund financial statements are designed to demonstrate compliance with finance-related legal requirements overseeing the use of fund accounting. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities and objectives. All of the funds of Philomath Fire and Rescue are governmental funds.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

□ **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements; however, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of available resources, as well as on balances of available resources at the end of the fiscal year. Such information may be useful in evaluating the District's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains six individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General, Building Reserve, and Debt Service Funds, all of which are considered to be major governmental funds, as well as for the Fire Equipment Reserve, Vehicle Reserve, and Capital Projects Funds, which are considered to be nonmajor governmental funds. Philomath Fire and Rescue adopts an annual appropriated budget for all of its funds. A budgetary comparison statement has been provided for each fund individually to demonstrate compliance with their respective budgets. The basic governmental fund financial statements can be found on pages 13 through 16 of this report.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the financial data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 17 through 52 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, which includes the schedules of the District's proportionate share of the net pension liability/OPEB RHIA asset and District contributions, schedules of changes in OPEB liability and related ratios – medical benefit, as well as the budgetary comparison information for the General Fund. This required supplementary information can be found on page 53 through 56 of this report. The individual fund schedules are presented immediately following the required supplementary information on pages 57 through 61 of this report.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the District's financial position. At June 30, 2023, the District's assets exceeded liabilities by \$3,115,933. A large portion of the District's net position reflects its investment in capital assets (e.g., land, buildings, and equipment) less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

District's Net Position

At the end of the current fiscal year, the District was able to report positive balances in all categories of net position. The District's net position increased by \$414,967 during the current fiscal year. This increase is primarily due to a decrease in personnel expenditures. Condensed statement of net position information is shown below.

Condensed Statement of Net Position

	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Assets		
Current and other assets	\$ 1,489,141	\$ 802,663
Restricted assets	69,433	57,485
Net capital assets	<u>4,054,983</u>	<u>4,596,752</u>
Total assets	<u>5,613,557</u>	<u>5,456,900</u>
Deferred outflows of resources	<u>427,396</u>	<u>622,887</u>
Liabilities		
Current liabilities	564,136	496,895
Noncurrent liabilities	<u>2,017,840</u>	<u>2,203,144</u>
Total liabilities	<u>2,581,976</u>	<u>2,700,039</u>
Deferred inflows of resources	<u>343,044</u>	<u>678,782</u>
Net position		
Net investment in capital assets	2,649,983	2,821,752
Restricted	62,903	50,808
Unrestricted	<u>403,047</u>	<u>(171,594)</u>
Total net position	<u>\$ 3,115,933</u>	<u>\$ 2,700,966</u>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

District's Changes in Net Position

The condensed statement of activities information shown below explains changes in net position.

Changes in Net Position

	Governmental Activities	
	<u>2023</u>	<u>2022</u>
Program revenues		
Charges for services	\$ 107,334	\$ 331,443
Operating grants and contributions	<u>34,855</u>	<u>40,800</u>
Total program revenues	<u>142,189</u>	<u>372,243</u>
General revenues		
Property taxes - general purposes	1,449,606	1,334,020
Property taxes - debt service	423,824	408,074
Investment earnings	44,363	8,604
Miscellaneous	33,093	78,421
Gain on sale of assets	<u>185,410</u>	<u>-</u>
Total general revenues	<u>2,136,296</u>	<u>1,829,119</u>
Total revenues	<u>2,278,485</u>	<u>2,201,362</u>
Program expenses		
Fire protection	<u>1,863,518</u>	<u>1,986,325</u>
Change in net position	414,967	215,037
Net position - beginning	<u>2,700,966</u>	<u>2,485,929</u>
Net position - end of year	<u>\$ 3,115,933</u>	<u>\$ 2,700,966</u>

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measurement of the District's net resources available for spending at the end of the fiscal year.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

At the end of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$1,469,357, an increase of \$701,101 from the prior year. The General Fund is the chief operating fund of the District. At the end of the current fiscal year, the total fund balance of the General Fund was \$1,171,141.

BUDGETARY HIGHLIGHTS

Budget amounts shown in the financial statements reflect the original budget amounts.

Capital Assets

The District's investment in capital assets for its governmental activities as of June 30, 2023 amounted to \$4,054,983, net of accumulated depreciation. This investment in capital assets includes land, buildings and improvements, vehicles, and equipment. Depreciation expense for the year amounted to \$293,679. Additional information on the District's capital assets can be found on page 28 of this report.

Long-Term Debt

At the end of the current fiscal year, the District had total debt outstanding of \$1,405,000. This amount is comprised of general obligation bonds. Additional information on the District's long-term debt can be found on pages 29 through 30 of this report.

KEY ECONOMIC FACTORS AND BUDGET INFORMATION FOR THE FUTURE

At the time these financial statements were prepared and audited, the District was aware of the following circumstances that could affect its future financial health:

- The 2023 - 2024 budget of the District is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of \$1,014,875,052 and our permanent tax rate of \$1.5080 per thousand of assessed value and our conservative collection percentage of 96%.
- We anticipate receiving \$16,000 in delinquent taxes and \$3,000 in interest. We also expect to receive \$12,500 for Public Education income. An estimated \$100,000 is projected to be collected and expended for conflagration deployment, based on our new philosophy on budgeting conflagration deployments. Miscellaneous revenue of \$10,000 is expected to be received from a training contract fee from Hoskins-Kings Valley RFPD.
- The City of Philomath's Urban Renewal District (URD) continues to impact the District's Assessed Value (AV). The loss in AV to the District for Fiscal Year 2023 - 2024 is expected to be \$49,249,603. The Urban Renewal Plan was renewed by the City in 2010 and extended to 2030.
- The budget does not include any capital outlay expenses resulting from the GO Bond. The only funds collected relating to the bond are the Debt Service Funds for the GO Bond repayment. Fiscal Year 2023 - 2024 marks the 7th year of the District's 10-year GO Bond loan repayment.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

All of these factors were considered in preparing the District's budget for fiscal year 2023-2024.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be directed to the following address: Philomath Fire and Rescue, P.O. Box 247, Philomath, Oregon 97370.

BASIC FINANCIAL STATEMENTS

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

STATEMENT OF NET POSITION

June 30, 2023

	Governmental Activities
ASSETS	
Current assets	
Cash and cash equivalents	\$ 1,436,880
Property taxes receivable	29,424
Inventory	3,661
Prepaid expenses	19,176
Total current assets	1,489,141
Restricted cash	60,741
Restricted property taxes receivable	8,692
Capital assets not being depreciated	36,763
Capital assets being depreciated, net	4,018,220
Total assets	5,613,557
DEFERRED OUTFLOWS OF RESOURCES	427,396
LIABILITIES	
Current liabilities	
Accrued liabilities	60,544
Compensated absences	116,273
Accrued interest	2,319
Long-term liabilities, current portion	385,000
Total current liabilities	564,136
Noncurrent liabilities	
Net pension liability - PERS	969,023
OPEB medical benefit liability	28,817
Long-term liabilities, less current portion	1,020,000
Total liabilities	2,581,976
DEFERRED INFLOWS OF RESOURCES	343,044
NET POSITION	
Net investment in capital assets	2,649,983
Restricted	62,903
Unrestricted	403,047
Total net position	\$ 3,115,933

The accompanying notes are an integral part of these financial statements.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2023

<u>Functions/Programs</u>	Program Revenues			Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities				
Fire protection	\$ 1,863,518	\$ 107,334	\$ 34,855	\$ -
				(1,721,329)
	General revenues			
				1,449,606
				423,824
				44,363
				33,093
				185,410
				2,136,296
				414,967
				2,700,966
				\$ 3,115,933

The accompanying notes are an integral part of these financial statements.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

BALANCE SHEET

GOVERNMENTAL FUNDS

June 30, 2023

	Nonmajor Governmental Funds					Total Governmental Funds
	General Fund	Building Reserve Fund	Debt Service Fund	Fire Equipment Reserve Fund	Capital Project Fund	
ASSETS						
Cash and cash equivalents	\$ 1,201,567	\$ 164,728	\$ 60,741	\$ 64,647	\$ 5,938	\$ 1,497,621
Property taxes receivable	29,424	-	8,692	-	-	38,116
Inventory	3,661	-	-	-	-	3,661
Prepaid expenses	21,147	-	-	-	-	21,147
Total assets	<u>\$ 1,255,799</u>	<u>\$ 164,728</u>	<u>\$ 69,433</u>	<u>\$ 64,647</u>	<u>\$ 5,938</u>	<u>\$ 1,560,545</u>
LIABILITIES						
Accounts payable	\$ 1,971	\$ -	\$ -	\$ -	\$ -	\$ 1,971
Accrued liabilities	60,544	-	-	-	-	60,544
Total liabilities	<u>62,515</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>62,515</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue - property taxes	22,143	-	6,530	-	-	28,673
FUND BALANCES						
Nonspendable	24,808	-	-	-	-	24,808
Restricted	-	-	62,903	-	-	62,903
Committed	-	164,728	-	64,647	5,938	235,313
Unassigned	1,146,333	-	-	-	-	1,146,333
Total fund balances	<u>1,171,141</u>	<u>164,728</u>	<u>62,903</u>	<u>64,647</u>	<u>5,938</u>	<u>1,469,357</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,255,799</u>	<u>\$ 164,728</u>	<u>\$ 69,433</u>	<u>\$ 64,647</u>	<u>\$ 5,938</u>	<u>\$ 1,560,545</u>

The accompanying notes are an integral part of these financial statements.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES

June 30, 2023

Total fund balances		\$ 1,469,357
Capital assets are not financial resources and are therefore not reported in the governmental funds:		
Cost - capital assets	7,009,853	
Accumulated depreciation	<u>(2,954,870)</u>	4,054,983
Property tax revenue is recognized in the net position of governmental activities when the taxes are levied; however, in the governmental fund statements, it is recognized when available to be used for current year operations. Taxes not collected within 60 days of the end of the year are not considered available to pay for current year operations and are therefore not reported as revenue in the governmental funds.		28,673
Long-term liabilities not payable in the current year are not reported as governmental fund liabilities. Interest on long-term debt is not accrued in the governmental funds, but rather, is recognized as an expenditure when due. These liabilities consist of:		
Compensated absences payable	(116,273)	
Accrued interest payable	(2,319)	
Long-term liabilities payable	<u>(1,405,000)</u>	(1,523,592)
Amounts relating to the District's proportionate share of net pension liability for the Oregon Public Retirement System (PERS) are not reported in governmental fund statements. In the governmental fund statements, pension expense is recognized when due. These amounts consist of:		
Deferred outflows of resources relating to pension expense	427,396	
Deferred inflows of resources relating to the return on pension assets	(343,044)	
OPEB medical benefit liability	(28,817)	
Net pension liability - PERS	<u>(969,023)</u>	<u>(913,488)</u>
Net position of governmental activities		<u>\$ 3,115,933</u>

The accompanying notes are an integral part of these financial statements.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

For the Year Ended June 30, 2023

	<u>Nonmajor Governmental Funds</u>					Total Governmental Funds
	General Fund	Building Reserve Fund	Debt Service Fund	Fire Equipment Reserve Fund	Capital Project Fund	
REVENUES						
Property taxes	\$ 1,455,375	\$ -	\$ 417,294	\$ -	\$ -	\$ 1,872,669
Charges for services	107,334	-	-	-	-	107,334
Investment earnings	42,746	611	768	238	-	44,363
Grants and contributions	34,855	-	-	-	-	34,855
Miscellaneous	33,093	-	-	-	-	33,093
Total revenues	<u>1,673,403</u>	<u>611</u>	<u>418,062</u>	<u>238</u>	<u>-</u>	<u>2,092,314</u>
EXPENDITURES						
Current						
Fire protection						
Personnel services	986,510	-	-	-	-	986,510
Materials and services	430,412	-	-	1,555	-	431,967
Debt service	-	-	406,236	-	-	406,236
Capital outlay	-	5,000	-	-	-	5,000
Total expenditures	<u>1,416,922</u>	<u>5,000</u>	<u>406,236</u>	<u>1,555</u>	<u>-</u>	<u>1,829,713</u>
Excess (deficiency) of revenues over (under) expenditures	256,481	(4,389)	11,826	(1,317)	-	262,601
OTHER FINANCING SOURCES (USES)						
Sale of assets	438,500	-	-	-	-	438,500
Net change in fund balances	694,981	(4,389)	11,826	(1,317)	-	701,101
Fund balances - beginning	<u>476,160</u>	<u>169,117</u>	<u>51,077</u>	<u>65,964</u>	<u>5,938</u>	<u>768,256</u>
Fund balances - ending	<u>\$ 1,171,141</u>	<u>\$ 164,728</u>	<u>\$ 62,903</u>	<u>\$ 64,647</u>	<u>\$ 5,938</u>	<u>\$ 1,469,357</u>

The accompanying notes are an integral part of these financial statements.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2023

Net change in fund balances		\$ 701,101
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay as expenditures; however, in the statement of activities, the costs of these assets are allocated over their estimated useful lives and are reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital asset purchases	5,000	
Capital asset disposals, net	(253,090)	
Depreciation expense recorded in the current year	<u>(293,679)</u>	(541,769)
Long-term debt proceeds are reported as other financing sources in the governmental funds. In the statement of net position, issuing long-term debt increases liabilities. Similarly, repayment of principal is an expenditure in the governmental funds, but reduces the liability in the statement of net position. This is the amount by which repayments exceeded proceeds.		
Debt principal paid		370,000
Some expenses reported in the statement of activities do not require the use of current financial resources and are therefore not reported as expenditures in governmental funds.		
Compensated absences		(55,677)
Property taxes that do not meet the measurable and available criteria are not recognized as revenue in the current year in the governmental funds. In the statement of activities, property taxes are recognized as revenue when levied.		
		761
Pension and OPEB expense that do not meet the measurable and available criteria are not recognized as expense in the current year in the governmental funds. In the statement of activities, pension and OPEB expense are recognized when determined to have been accrued.		
		<u>(59,449)</u>
Change in net position		<u>\$ 414,967</u>

The accompanying notes are an integral part of these financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statements of activities) report information on all of the activities of the District. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported by the District.

B. Reporting Entity

Philomath Fire and Rescue was incorporated as a city department in 1930 and serves the emergency needs of the District, providing state of the art fire and medical emergency response services to the diverse communities of Philomath, Wren, and the area of Inavale. The District is comprised of approximately 58 square miles and serves a population of nearly 9,000 residents. Emergency services provided include fire suppression, hazardous material response, emergency medical service, vehicle rescue, and search and rescue. The District is governed by a five-member board of directors elected from the District at large.

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from all of the District’s funds. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government’s funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are reported as nonmajor funds.

The District reports the following major governmental fund:

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the District except for those required to be accounted for in another fund. The primary sources of revenue are property taxes and ambulance fees. Primary expenditures are for fire suppression, ambulance expenses, and administrative support.

Capital Projects Fund:

Building Reserve Fund – The Building Reserve Fund was established to reserve funds for future building improvements. The primary source of revenue is transfers in from the General Fund.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

Debt Service Fund

Debt Service Fund – The Debt Service Fund accounts for the general servicing of long-term debt related to the general obligation bonds. The primary source of revenue is property taxes.

In addition, the District reports the following nonmajor governmental funds:

Capital Projects Funds:

Fire Equipment Reserve Fund – The Fire Equipment Reserve Fund was established to reserve funds for future equipment purchases. The primary source of revenue is transfers in from the General Fund.

Vehicle Reserve Fund – The Vehicle Reserve Fund was established to reserve funds for future vehicle purchases. The primary source of revenue is transfers in from the General Fund.

Capital Projects Fund – The Capital Projects Fund was established to reserve funds for future capital projects. The primary source of revenue is general obligation bond proceeds.

During the course of operations, the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

F. Budgetary Information

1. Budgetary Basis of Information

The District budgets all funds in accordance with the requirements of state law. Annual appropriated budgets are adopted for the general, special revenue, debt service, and capital projects funds.

All funds are budgeted on the cash basis of accounting for revenues and modified accrual for expenses. The District begins its budgeting process by appointing budget committee members. The budget officer prepares a budget, which is reviewed by the budget committee. The budget is then published in proposed form and is presented at public hearings to obtain taxpayer comments and approval from the budget committee. The board of directors legally adopts the budget by resolution prior to the beginning of the District's fiscal year. The board resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Total personnel services, materials and services, debt service, and capital outlay for each fund are the levels of control established by the resolution. The detailed budget document, however, is required to contain more specific detailed information for the aforementioned expenditure categories and management may revise the detailed line-item budgets within appropriation categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriation resolution.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

The board of directors may adopt supplemental budgets less than 10% of a fund's original budget at a regular board meeting. A supplemental budget greater than 10% of a fund's original budget requires hearings before the public, publication in newspapers, and approval by the board of directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control. Such transfers require approval by the board of directors. During the year, there were no supplemental budgets. The District does not use encumbrances and appropriations lapse at year-end.

Budget amounts shown in the financial statements reflect the original budget amounts.

G. Assets, Liabilities, Deferred Inflows/Outflows of Resources, and Fund Balance

1. Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of six months or less from the date of acquisition.

2. Investments

State statutes authorize the District to invest in legally issued general obligations of the United States, the agencies and instrumentalities of the United States and the states of Oregon, Washington, Idaho, or California, certain interest-bearing bonds, time deposit open accounts, certificates of deposit, and savings accounts in banks, mutual savings banks, and savings and loan associations that maintain a head office or a branch in this state in the capacity of a bank, mutual savings bank, or savings and loan association, and share accounts and savings accounts in credit unions in the name of, or for the benefit of, a member of the credit union pursuant to a plan of deferred compensation.

3. Accounts Receivable

Accounts receivables are recorded as revenue when earned. No allowance for uncollectible accounts has been established, as management deems all accounts receivable collectible.

4. Prepaid Expenses

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

5. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost where no historical records exist. Donated capital assets are recorded at their estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of an asset or materially extend its life are charged to expenditures as incurred and are not capitalized. Major capital outlays for capital assets and improvements are capitalized as projects are constructed.

Land and construction in progress are not depreciated. Property, plant, and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Vehicles	5-25
Equipment	5-30
Buildings and improvements	15-50

6. Deferred Outflows/Inflows of Resources (Non-Pension Related)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will therefore not be recognized as an outflow of resources (expense/expenditure) until that time.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will therefore not be recognized as an inflow of resources (revenue) until that time. The District has two types of items, which arise only under a modified accrual basis of accounting, which qualify for reporting in this category. Accordingly, unavailable revenue is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes and ambulance fees. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

7. Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources.

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In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

8. Fund Balance Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

9. Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. The board of directors is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for the specific purposes but do not meet the criteria to be classified as committed. The board of directors has retained the authority to assign fund balance. The board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

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The District reports fund equity in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints:

- Nonspendable fund balance - amounts that are in nonspendable form (such as inventory) or are required to be maintained intact.
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance - amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority (i.e. board of directors). To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint.
- Assigned fund balance - amounts that District intends to use for a specific purpose. Intent can be expressed by the board of directors or by an official or body to which the board of directors delegates authority.
- Unassigned fund balance - amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

Commitment of fund balance is accomplished through adoption of a resolution or ordinance by the board of directors. Further, commitments of fund balance may be modified or rescinded only through approval of the board of directors via resolution or ordinance. Authority to assign fund balance has been granted to the board of directors. The District has not formally adopted a minimum fund balance policy.

H. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property Taxes

Under state law, county governments are responsible for extending authorized property tax levies, computing tax rates, billing and collecting all property taxes, and making periodic remittances of collection to entities levying taxes.

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Property taxes are levied and become a lien as of July 1 on property values assessed as of June 30. Property taxes are payable in three installments, which are due on November 15, February 15, and May 15. Uncollected property taxes are shown as assets in the governmental funds. Property taxes collected within approximately 60 days of fiscal year-end are recognized as revenue, while the remaining are recorded as deferred inflows of resources because they are not deemed available to finance operations of the current period.

3. Compensated Absences

Amounts of vested or accumulated vacation and sick leave that are expected to be liquidated with expendable available financial resources are reported as expenditures when paid. Amounts of vested or accumulated vacation and sick leave that are not expected to be liquidated with expendable available financial resources are reported as long-term liabilities on the statement of net position.

4. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (PERS) and additions to/deductions from PERS' fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

I. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Excess of Expenditures Over Appropriations

During the year, the District expended funds in excess of appropriations as follows:

Fund	Function	Appropriations	Expenditures	Excess
Building Reserve	Capital Outlay	\$ -	\$ 5,000	\$ 5,000
Fire Equipment Reserve	Materials & Services	-	1,555	1,555
Debt Service	Debt Service	402,539	406,236	3,697

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NOTES TO BASIC FINANCIAL STATEMENTS

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III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Cash Deposits with Financial Institutions

Philomath Fire and Rescue maintains a cash and cash equivalents pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the fund financial statements as cash and cash equivalents. Additionally, several funds held separate cash accounts. Interest earned on pooled cash and investments is allocated to participating funds based upon their combined cash and investment balances. Investments, including amounts held in pooled cash and investments, are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. The District participates in an external investment pool (State of Oregon Local Government Investment Pool). The Pool is not registered with the U.S. Securities and Exchange Commission as an investment company.

The State's investment policies are governed by the Oregon Revised Statutes (ORS) and the Oregon Investment Council (OIC). The State Treasurer is the investment officer for the OIC and is responsible for all funds in the State Treasury. These funds are invested exercising reasonable care, skill, and caution. Investments in the Pool are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board, which established diversification percentages and specifies the types and maturities of investments. The portion of the external investment pool which belongs to local government investment participants is reported in an Investment Trust Fund in the State's Annual Comprehensive Financial Report (ACFR). A copy of the State's ACFR may be obtained at the Oregon State Treasury, 350 Winter St. N.E., Salem, Oregon 97310-0840.

Fair Value Measurement

Fair value is defined as the price that would be received to sell an asset or price paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

- *Level 1* – Unadjusted quoted prices for identical investments in active markets.
- *Level 2* – Observable inputs other than quoted market prices; and,
- *Level 3* – Unobservable inputs.

There were no transfers of assets or liabilities among the three levels of the fair value hierarchy for the year ended June 30, 2023.

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Fair values of assets measured on a recurring basis at June 30, 2023 are as follows:

	Level 2
Investments	
Oregon Local Government Investment Pool	\$ 1,427,579

Credit Risk

Oregon statutes authorize the District to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the Local Government Investment Pool. The District has not adopted an investment policy regarding credit risk; however, investments comply with state statutes.

Investments

As of June 30, 2023, the District had the following investments:

	Credit Quality Rating	Maturities	Fair Value
Oregon Local Government Investment Pool	Unrated	-	\$ 1,427,579

Interest Rate Risk

The District does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increases in interest rates.

Concentration of Credit Risk

The District does not have a formal policy that places a limit on the amount that may be invested in any one insurer. 100 percent of the District's investments are in the Oregon Local Government Investment Pool.

Custodial Credit Risk - Investments

This is the risk that, in the event of the failure of a counterparty, the District will not be able to recover the value of its investments that are in the possession of an outside party. The District does not have a policy that limits the amount of investments that can be held by counterparties.

Custodial Credit Risk - Deposits

This is the risk that, in the event of a bank failure, the District's deposits may not be returned.

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All District deposits not covered by Federal Depository Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon, organized in accordance with ORS 295. The PFCP is a shared liability structure for participating bank depositories. Barring any exceptions, a bank depository is required to pledge collateral valued at a minimum of 10% of their quarter-end public fund deposits if they are considered well capitalized, 25% of their quarter-end public fund deposits if they are considered adequately capitalized, or 110% of their quarter-end public fund deposits if they are considered undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities.

The District holds accounts at Citizens Bank and Oregon State Credit Union, for which deposits are insured by the FDIC and NCUA up to \$250,000 each. At June 30, 2023, the District had deposits of \$73,560 insured by the FDIC and \$11,420 insured by the NCUA.

Deposits

The District's deposits and investments at June 30, 2023 are as follows:

Checking account	\$ 58,622
Savings account	11,420
Total investments	<u>1,427,579</u>
Total deposits and investments	<u>\$ 1,497,621</u>

Cash and investments by fund:

Governmental activities - unrestricted	
General Fund	\$ 1,201,567
Building Reserve Fund	164,728
Nonmajor Funds	<u>70,585</u>
Total governmental activities - unrestricted	<u>1,436,880</u>
Governmental activities - restricted	
Debt Service Fund	<u>60,741</u>
Total cash and investments	<u>\$ 1,497,621</u>

Restricted cash is for future payment of principal and interest on long-term obligations.

PHILOMATH FIRE AND RESCUE
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NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

B. Capital Assets

Capital asset activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	\$ 36,763	\$ -	\$ -	\$ 36,763
Capital assets being depreciated				
Buildings and improvements	3,415,403	5,000	-	3,420,403
Vehicles	3,296,442	-	(534,179)	2,762,263
Equipment	790,424	-	-	790,424
Total capital assets being depreciated	7,502,269	5,000	(534,179)	6,973,090
Less accumulated depreciation for				
Buildings and improvements	(963,283)	(84,513)	-	(1,047,796)
Vehicles	(1,553,246)	(165,083)	281,089	(1,437,240)
Equipment	(425,751)	(44,083)	-	(469,834)
Total accumulated depreciation	(2,942,280)	(293,679)	281,089	(2,954,870)
Total capital assets being depreciated, net	4,559,989	(288,679)	(253,090)	4,018,220
Governmental activities capital assets, net	\$ 4,596,752	\$ (288,679)	\$ (253,090)	\$ 4,054,983

Capital assets are reported on the statement of net position as follows:

	Capital Assets	Accumulated Depreciation	Net Capital Assets
Governmental activities			
Land	\$ 36,763	\$ -	\$ 36,763
Buildings and improvements	3,420,403	(1,047,796)	2,372,607
Vehicles	2,762,263	(1,437,240)	1,325,023
Equipment	790,424	(469,834)	320,590
Total capital assets	\$ 7,009,853	\$ (2,954,870)	\$ 4,054,983

Depreciation expense was charged to functions/programs of the District as follows:

Governmental activities	
Fire protection	\$ 293,679

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C. Deferred Outflows/Inflows of Resources

Deferred outflows/inflows of resources are summarized on the statement of net position as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net pension liability - PERS	\$ 419,331	\$ (318,228)
Net OPEB RHIA asset	1,147	(1,822)
OPEB medical benefit liability	6,918	(22,994)
Total	\$ 427,396	\$ (343,044)

D. Long-term Liabilities

1. Changes in Long-Term Liabilities

The following is a summary of long-term liabilities transactions for the year:

	Interest Rate	Original Amount	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities							
General Obligation Bonds							
Series 2016	1.89%	\$ 2,000,000	\$ 920,000	\$ -	\$ 215,000	\$ 705,000	\$ 225,000
Series 2017	2.21%	1,515,000	855,000	-	155,000	700,000	160,000
Total governmental activities		\$ 3,515,000	\$ 1,775,000	\$ -	\$ 370,000	\$ 1,405,000	\$ 385,000

2. General Obligation Bonds

General obligation bonds are direct obligations that pledge the full faith and credit of the District and are payable from ad valorem debt service levy proceeds. The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. The District's outstanding general obligation bonds represent funding primarily for capital expenditures and related costs.

Interest is due semiannually in December and June. Interest is fixed at 1.89% and 2.21% for the series 2016 and 2017 bonds, respectively. The Debt Service Fund has traditionally been used to liquidate these liabilities.

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3. Legal Debt Limit

The District's legal annual debt service limit (as defined by Oregon Revised Statute 478.410) as of June 30, 2023, was approximately \$12,316,445. The District's legal debt service limit is 1.25% or the real market value of property within the District.

4. Interest Expense

Interest expense was charged to functions/programs of the District as follows:

Governmental activities	
Fire protection	<u>\$ 36,236</u>

5. Future Maturities of Long-Term Debt

Year Ending June 30	Series 2016			Series 2017		
	Principal	Interest	Total	Principal	Interest	Total
2024	\$ 225,000	\$ 13,325	\$ 238,325	\$ 160,000	\$ 15,470	\$ 175,470
2025	235,000	9,072	244,072	170,000	11,934	181,934
2026	245,000	2,315	247,315	180,000	8,171	188,171
2027	-	-	-	190,000	4,199	194,199
Total	\$ 705,000	\$ 24,712	\$ 729,712	\$ 700,000	\$ 39,774	\$ 739,774

E. Compensated Absences

The following is a summary of compensated absences transactions for the year:

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities				
Compensated absences	\$ 60,596	\$ 55,677	\$ -	\$ 116,273

The General Fund has traditionally been used to liquidate compensated absences liabilities.

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NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

F. Constraints on Fund Balances

Constraints on fund balances reported on the balance sheet are as follows:

	General Fund	Building Reserve Fund	Debt Service Fund	Nonmajor Governmental Funds	Total Governmental Funds
Fund balances:					
Nonspendable - inventory	\$ 3,661	\$ -	\$ -	\$ -	\$ 3,661
Nonspendable - prepaids	21,147	-	-	-	21,147
Restricted for debt service	-	-	62,903	-	62,903
Committed to:					
Apparatus & equipment	-	-	-	70,585	70,585
Buildings	-	164,728	-	-	164,728
Unassigned	1,146,333	-	-	-	1,146,333
Total fund balances	<u>\$ 1,171,141</u>	<u>\$ 164,728</u>	<u>\$ 62,903</u>	<u>\$ 70,585</u>	<u>\$ 1,469,357</u>

IV. OTHER INFORMATION

A. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. There was no significant reduction in insurance coverage from the previous year. There were no insurance settlements exceeding insurance coverage in any of the past three years.

B. Retirement Plans

1. Oregon Public Employees Retirement System

General Information about the Pension Plan

The Oregon Public Employees Retirement System (OPERS) consists of a cost-sharing, multiple-employer defined benefit plan (Plan) for units of state government, political subdivisions, community colleges, and school districts, containing multiple actuarial pools. Plan assets may be used to pay the benefits of the employees of any employer that provides pensions through the Plan. As of June 30, 2022, there were 939 participating employers.

Plan Membership

As of June 30, 2022, there were 11,413 active plan members, 129,376 retired plan members or their beneficiaries currently receiving benefits, 8,372 inactive plan members entitled to but not yet receiving benefits, for a total of 149,161 Tier One members.

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For Tier Two members, as of June 30, 2022, there were 27,056 active plan members, 20,720 retired plan members or their beneficiaries currently receiving benefits, 13,335 inactive plan members entitled to but not yet receiving benefits, for a total of 61,111. As of June 30, 2021, there were 136,785 active plan members, 8,311 retired plan members or their beneficiaries currently receiving benefits, 7,520 inactive plan members entitled to but not yet receiving benefits, and 18,263 inactive plan members not eligible for refund or retirements, for a total of 170,879 OPSRP Pension Program members.

Plan Benefits

Plan benefits of the System are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A, and Internal Revenue Code Section 401(a).

Tier One/Tier Two Retirement Benefit (Chapter 238) - OPERS is a defined benefit pension plan that provides retirement and disability benefits, annual cost-of-living-adjustments, and death benefits to members and their beneficiaries. Benefits are established by state statute. This defined benefit pension plan is closed to new members hired on or after August 29, 2003.

Pension Benefits

The OPERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options that are actuarially equivalent to the base benefit. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results. A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. Police and Fire members may purchase increased benefits that are payable between the date of retirement and age 65.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest).

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In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- Member was employed by a PERS employer at the time of death,
- Member died within 120 days after termination of PERS-covered employment,
- Member died as a result of injury sustained while employed in a PERS-covered job, or
- Member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining monthly benefit.

Benefit Changes after Retirement

Members may choose to continue participation in their variable account after retiring and may experience annual benefit fluctuations caused by changes in the fair value of the underlying global equity investments of that account. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA in fiscal year 2015 and beyond will vary based on the amount of the annual benefit, in accordance with *Moro* decision. The COLA is capped at 2.0 percent.

OPSRP Defined Benefit Pension Program (OPSRP DB) – This Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003.

Pension Benefits

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and Fire – 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

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General Service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit. A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA in fiscal year 2015 and beyond will vary based on the amount of the annual benefit, in accordance with *Moro* decision. The COLA is capped at 2.0 percent.

OPSRP Individual Account Program (OPSRP IAP) - Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS and is administered by the OPERS Board.

Pension Benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP Individual Account Program (IAP), may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

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Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions

OPERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the OPERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2020 actuarial valuation, which became effective July 20, 2021. The State of Oregon and certain schools, community colleges, and political subdivisions have made unfunded actuarial liability payments, and their rates have been reduced. Member contributions are set by statute at six percent of salary and are remitted by participating employers. The contributions are either deducted from member salaries or paid by the employers on the members' behalf. As permitted, the District has opted to pick-up the contributions on behalf of its employees.

Employer contributions for the year ended June 30, 2023 were \$137,061.

Annual Comprehensive Financial Report (ACFR)

Additional disclosures related to Oregon PERS not applicable to specific employers are available by contacting PERS at the following address: PO Box 23700 Tigard, OR 97281-3700, or can be found at:

<https://www.oregon.gov/pers/Documents/Financials/CAFR/2021-ACFR.pdf>

Actuarial Valuations

The employer contribution rates effective June 30, 2022 were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years.

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For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 16 years.

Actuarial Methods and Assumptions:

Valuation Date	December 31, 2020
Measurement Date	June 30, 2022
Experience Study	2020, published July 20, 2021
<i>Actuarial Assumptions:</i>	
Actuarial Cost Method	Entry age normal
Inflation Rate	2.40 percent
Long-term Expected Rate of Return	6.90 percent
Discount Rate	6.90 percent
Projected Salary Increases	3.40 percent
Cost of living adjustment (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/.15%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	<p>Health retirees and beneficiaries: Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p>Active members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

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June 30, 2023

	Disabled retirees: Pub-2010 Disabled Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.
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Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are on the 2020 Experience Study, which reviewed experience for the four-year period ended December 31, 2020. There were no differences between the assumptions and plan provisions used for June 30, 2022 measurement date calculations compared to those shown above.

Actuarial Methods and Assumptions

Assets are valued at their market value. Gains and losses between odd-year valuations are amortized as a level percentage of combined valuation payroll over 20 years from the odd-year valuation in which they are first recognized. For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position of Oregon PERS and additions to/deductions from Oregon PERS' fiduciary net position have been determined on the same basis as they are reported by Oregon PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Discount Rate

The discount rate used to measure the total pension liability was 6.90 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method).

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The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment. The following circumstances justify an alternative evaluation of sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is our independent actuary's opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in June 2022 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS' audited financial statements at:

<https://www.oregon.gov/pers/Documents/Financials/ACFR/2022-Annual-Comprehensive-Financial-Report.pdf>

PHILOMATH FIRE AND RESCUE
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NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

OIC Target and Actual Investment Allocation as of June 30, 2022

<u>Asset Class/Strategy</u>	<u>OIC Policy Low Range</u>	<u>OIC Policy High Range</u>	<u>OIC Target Allocation</u>	<u>Actual Allocation²</u>
Debt Securities	15.0%	25.0%	20.0%	19.8%
Public Equity	25.0%	35.0%	30.0%	21.2%
Real Estate	7.5%	17.5%	12.5%	13.6%
Private Equity	15.0%	27.5%	20.0%	28.0%
Risk Parity	0.0%	3.5%	2.5%	2.0%
Real Assets	2.5%	10.0%	7.5%	7.9%
Diversifying Strategies	2.5%	10.0%	7.5%	4.9%
Opportunity Portfolio ¹	0.0%	5.0%	0.0%	2.6%
Total			100.0%	100.0%

¹Opportunity Portfolio is an investment strategy, and it may be invested up to 5% of total Fund assets.

² Based on the actual investment value at 6/30/2022.

³ October 2021, the Alternative Portfolio was split into Real Assets and Diversifying Strategies.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2023, the District reported a liability of \$969,023 for its proportionate share of the net pension liability. The net pension liability was measured at June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the District's proportion was 0.00632852%.

For the year ended June 30, 2023, the District recognized pension expense of \$189,974.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 47,038	\$ (6,043)
Changes in assumptions	152,045	(1,389)
Net differences between projected and actual earnings on investments	-	(173,243)
Changes in proportionate share	82,885	(26,769)
Differences between employer contributions and employer's proportionate share of system contributions	302	(110,784)
Total (prior to post-MD contributions)	282,270	(318,228)
Contributions subsequent to the MD	137,061	-
Total (subsequent to post-MD contributions)	\$ 419,331	\$ (318,228)

Differences between expected and actual experience, changes in assumptions, and changes in employer proportion are amortized over the average remaining service lives of all plan participants, including retirees, determined as of the beginning of the respective measurement period. Employers are required to recognize pension expense based on the balance of the closed period "layers" attributable to each measurement period. The average remaining service life determined as of the beginning of the June 30, 2022 measurement period is 5.5 years.

Amounts reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in subsequent years as follows:

Employer subsequent year ends:	Deferred Outflow/(Inflow) of Resources (prior to post-measurement date contributions)
1st Fiscal Year	\$ 31,878
2nd Fiscal Year	(32,775)
3rd Fiscal Year	(95,265)
4th Fiscal Year	65,215
5th Fiscal Year	(5,010)

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Benton County, Oregon

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Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a higher discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate. District's proportionate share of the net pension liability (asset):

1% Decrease (5.90%)	Discount Rate (6.90%)	1% Increase (7.90%)
\$ 1,718,479	\$ 969,023	\$ 341,764

Changes Subsequent to the Measurement Date

We are not aware of any changes subsequent to the June 20, 2022 measurement date that meet this requirement and thus would require a brief description under GASB standard.

C. Other Post-Employment Benefits (GASB 75) RHIA - Oregon PERS Plan

1. Oregon Public Employees Retirement System (PERS) Retirement Health Insurance Account (RHIA) Other Post-Employment Benefit (OPEB) Plan (the Plan)

General Information about the OPEB Plan

The Oregon PERS RHIA consists of a single cost-sharing multiple-employer defined benefit OPEB plan for units of state government, political subdivisions, community colleges, and school districts, containing multiple actuarial pools. Plan assets may be used to pay the benefits of the employees of any employer that provides pensions through the Plan. As of June 30, 2022, there were 812 participating employers.

Plan Benefits - PERS RHIA (Chapter 238)

Plan benefits of the System are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A, and the Internal Revenue Code Section 401(a).

OPEB Membership

RHIA was established by ORS 238.420 and authorizes a payment of up to \$60 from RHIA toward the monthly costs of health insurance. The Plan is closed to new members hired on or after August 29, 2003.

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NOTES TO BASIC FINANCIAL STATEMENTS

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To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (C) enroll in a PERS-sponsored health plan. As of June 30, 2022, the inactive RHIA plan participants currently receiving benefits totaled 38,259 active and 12,409 inactive members who meet the requirements to receive RHIA benefits when they retire.

Basis of Accounting

Contributions for employers are recognized on the accrual basis of accounting. Employer contributions to PERS are calculated based on creditable compensation for active members reported by employers. Employer contributions are accrued when due pursuant to legal requirements. These are amounts normally included in the employer statements cut off as of the fifth of the following month. The schedules of OPEB amounts by Employer does not reflect deferred outflows of resources related to contributions made by employers after the measurement date.

Consistent with GASB Statement No. 75, paragraph 59(a), employer proportions are determined as a measure of the proportionate relationship of the employer to all employers consistent with the manner in which contributions to the OPEB plan are determined.

Contributions

Employer contributions for the year ended June 30, 2023 were \$0.

OPEB RHIA Plan Annual Comprehensive Financial Report (ACFR)

All assumptions, methods, and plan provisions used in these calculations are described in the Oregon PERS RHIA Cost-Sharing Multiple-Employer OPEB Plan Schedules of Employer Allocations and OPEB Amounts by Employer report, as of and for the year ended June 30, 2022. That independently audited report was dated February 2, 2023 and can be found at:

<https://www.oregon.gov/pers/Documents/Financials/ACFR/2022-Annual-Comprehensive-Financial-Report.pdf>

Proportionate Share Allocation Methodology

The basis for the employer's proportion is determined by comparing the employer's actual, legally required contributions made during the fiscal year to the Plan with the total actual contributions made in the fiscal year of all employers. If the employer did not make contributions during the fiscal year, their proportionate share will be set to zero and the employer will be allocated no proportionate share of the OPEB amounts.

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

Actuarial Methods and Assumptions:

Valuation Date	December 31, 2020
Measurement Date	June 30, 2022
Experience Study	2020, published July 20, 2021
<i>Actuarial Assumptions:</i>	
Actuarial Cost Method	Entry age normal
Inflation Rate	2.40 percent
Long-term Expected Rate of Return	6.90 percent
Discount Rate	6.90 percent
Projected Salary Increases	3.40 percent
Retiree healthcare participation	Healthy retirees: 27.5%; disabled retirees: 15%
Mortality	<p>Health retirees and beneficiaries: Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p>Active members: Pub-2010 Employees, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p> <p>Disabled retirees: Pub-2010 Disabled Retirees, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are on the 2020 Experience Study, which reviewed experience for the four-year period ended December 31, 2020.

PHILOMATH FIRE AND RESCUE
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NOTES TO BASIC FINANCIAL STATEMENTS

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There were no differences between the assumptions and plan provisions used for June 30, 2022 measurement date calculations compared to those shown above, except as follows:

The H.R. 1865 Further Consolidated Appropriations Act, which was signed into law on December 20, 2019, repealed the Cadillac tax on high-cost health plans. The RHIPA Total OPEB asset as of the June 30, 2022 measurement date shown reflects the repeal of the Cadillac tax.

Discount Rate

The discount rate used to measure the total OPEB liability at June 30, 2022 was 6.90. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the RHIA plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments for the RHIA was applied to all periods of projected benefit payments to determine the total OPEB liability.

Long-Term Expected Rate of Return

For GASB 74 and GASB 75, the long-term expected rate of return assumption is generally not required to be updated between a) the assumption used to develop liabilities at the actuarial valuation date and b) the roll-forward measurement date at which GASB liability are reported unless there is an indication that the assumption used on the actuarial valuation date is no longer supportable as of the GASB measurement date. The long-term expected rate of return used in the December 31, 2020 actuarial valuation for funding purposes was 6.90%. After a public review process that commenced prior to June 30, 2022 and was based on capital market outlook models developed prior to that date, the PERS Board selected a lower long-term expected rate of investment return assumption of 6.90% on July 23, 2021 to be used in the December 31, 2020 and December 31, 2021 actuarial valuations for funding purposes. At the same time, the PERS Board reduced the inflation and payroll growth assumptions to 2.40% and 3.40%, respectively. We understand PERS has chosen to reflect these updated economic assumptions for the calculation of June 30, 2022 measurement date GASB liabilities. As such, the June 30, 2022 total OPEB Liability reflects a long-term expected rate of return of 6.90%, an inflation assumption of 2.40%, and a payroll growth assumption of 3.40%.

For more information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS' audited financial statements at:

<https://www.oregon.gov/pers/Documents/Financials/ACFR/2022-Annual-Comprehensive-Financial-Report.pdf>

PHILOMATH FIRE AND RESCUE
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Depletion Date Projection

GASB 75 generally requires that a blended discount rate be used to measure the Total OPEB Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses.

A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 75 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 75 (paragraph 82) does allow for alternative evaluations of projected solvency if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for OPEB Plan:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 75 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is our independent actuary's opinion that the detailed depletion date projections outlined in GASB 75 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

There remains substantial uncertainty regarding the impact of COVID-19 on plan costs, including whether the pandemic will increase or decrease costs in the near and longer term. For example, health care expenditures unrelated to COVID-19 have decreased substantially since stay-at-home orders have been in place on account of physician practices closing for most visits and nonemergency surgeries being postponed. Some services will be postponed until a later date while others may never occur, and the drop in utilization for services unrelated to COVID-19 may offset potential increases in health costs related to COVID-19.

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NOTES TO BASIC FINANCIAL STATEMENTS

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Therefore, we have deferred making an adjustment to expected plan costs until more information is known. It is possible that the COVID-19 pandemic could have a material impact on the projected costs.

OPEB Assets, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the District reported an asset of \$3,223 for its proportionate share of the OPEB asset. The OPEB asset was measured at June 30, 2022, and the total OPEB asset used to calculate the net OPEB asset was determined by an actuarial valuation as of that date. The District's proportion of the net OPEB asset was based on a projection of the District's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2020 the District's proportion was 0.000907050%. For the year ended June 30, 2023, the District recognized OPEB expense of \$1,227. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (87)
Changes of assumptions	25	(107)
Net differences between projected and actual earnings on investments	-	(246)
Changes in proportionate share	1,122	(1,382)
Total (prior to post-MD contributions)	1,147	(1,822)
Contributions subsequent to the MD	-	-
Total	\$ 1,147	\$ (1,822)

Differences between expected and actual experience, changes in assumptions, and changes in employer proportion are amortized over the average remaining service lives of all plan participants, including retirees, determined as of the beginning of the respective measurement period. Employers are required to recognize OPEB expense based on the balance of the closed period "layers" attributable to each measurement period. The average remaining service life determined as of the beginning of the June 30, 2022 measurement period is 2.5 years.

Amounts reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB asset in the year ended June 30, 2023.

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Other amounts reported by the District as deferred outflows or inflows of resources related to OPEB will be recognized in OPEB expense in subsequent years as follows:

Employer subsequent year ends:	Deferred Outflow/(Inflow) of Resources (prior to post- measurement date contributions)
1st Fiscal Year	\$ 12
2nd Fiscal Year	(611)
Thereafter	(155)
4th Fiscal Year	79
5th Fiscal Year	-

Sensitivity of the District's Proportionate Share of the Net OPEB Asset to Changes in the Discount Rate

The following presents the District's proportionate share of the net OPEB asset calculated using the discount rate of 6.90 percent, as well as what the District's proportionate share of the net OPEB asset would be if it were calculated using a higher discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate.

District's proportionate share of the net OPEB (asset) liability:

1% Decrease (5.90%)	Discount Rate (6.90%)	1% Increase (7.90%)
\$ (2,905)	\$ (3,223)	\$ (3,496)

Changes Subsequent to the Measurement Date

We are not aware of any changes subsequent to the June 30, 2022 measurement date that meet the requirement requiring a brief description under the GASB standard.

D. Other Post-Employment Benefit (OPEB) District Medical Benefit Plan (the Plan)

General Information about the OPEB Plan

Name of OPEB Plan

The District Medical Benefit Plan consists of a single-employer retiree benefit plan that provides post-employment health, dental, vision, and life insurance benefits to eligible employees and their dependents.

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Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

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Description of Benefit Terms

Plan Benefits – Implicit Medical Benefit

Plan benefits are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapter 243. ORS stipulated that for the purpose of establishing health care premiums, the rate must be based on all plan members, including both active employees and retirees.

The difference between retiree claims costs, which because of the effect of age is generally higher in comparison to all plan members, and the amount of retiree healthcare premiums represents the District's implicit employer contributions. The calculated OPEB liability is derived using the OPEB benefits provided under the terms of the substantive plan in effect at the time of each valuation and on the pattern of sharing of costs between the employer and plan members at that point. Actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. Actuarial calculations of the OPEB plan reflect a long-term perspective.

Medical Benefit Membership and Eligibility

Benefits and eligibility for members are established through the collective bargaining agreements. All classes of employee are eligible to continue coverage upon retirement. Qualified spouses, domestic partners, and children may qualify for coverage.

Medical Benefit Duration and Amount

Coverage for retirees and eligible dependents continues until Medicare eligibility for each individual (or until dependent children become ineligible).

Participant Statistics

As of June 30, 2023, there were 7 active members and 0 retired participant in the Medical Benefit plan. The average age of participants is 43. The District did not establish an irrevocable trust (or equivalent arrangement) to account for this plan.

Funding Policy

The benefits from this program are paid by the District on a self-pay basis and the required contribution is based on projected pay-as-you-go financing requirements. There is no obligation on the part of the District to fund these benefits in advance.

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Actuarial Methods and Assumptions:

The District engaged an actuary to perform an evaluation as of July 1, 2022 using age entry normal, level percent of salary Actuarial Cost Method.

The Single Employer Pension Plan liability was determined using the following actuarial assumptions, applied to all periods including the measurement:

Valuation Date	July 1, 2022
Measurement Dates/Fiscal Year Ends	June 30, 2022 through June 30, 2024
<i>Actuarial Assumptions:</i>	
Actuarial Cost Method	Entry age normal
Interest Discount	3.54 percent discount rate assumption
General Inflation	2.40 percent per year
Salary Scale	3.40 percent per year

Election and lapse rates: 40% of eligible employees – 60% of male members and 35% of female members will elect spouse coverage; 5% annual lapse rate. Expected healthcare costs were developed using a composite of the premiums due for retirees members electing coverage as of July 1, 2020. Milliman’s Health Cost Guidelines were used to allocate costs by age and gender. Retirees’ costs include a load for expected health status of retirees relative to active employees and spouses.

For the period July 1, 2022 through June 30, 2024, current medical premiums due for retirees and their spouses were modeled using an average monthly premium of \$698 per retiree per month, and \$780 per spouse per month. Dental and vision premiums were modeled using average monthly premiums of \$62 per retiree and \$47 per spouse. Mortality rates were based on the RP-2014 Employee and Healthy Annuitant Table for males and females, as appropriate.

Turnover rates were based on percentages developed for the valuation of benefits under Oregon PERS and vary by years of service. Disability rates were based on percentages developed for the valuation of benefits under Oregon PERS and vary by employee age. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

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June 30, 2023

Changes in Medical Benefit OPEB Liability

Total OPEB Liability at June 30, 2022	\$	44,903
Changes for the year:		
Service cost		4,888
Interest		1,075
Effect of economic/demographic gains or losses		(7,201)
Change in assumptions		<u>(11,625)</u>
Net changes		<u>(12,863)</u>
Total OPEB Liability at June 30, 2023	\$	<u><u>32,040</u></u>

At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 4,065	\$ (10,149)
Changes in assumptions	2,659	(12,845)
Benefit payments	194	-
Total	<u>\$ 6,918</u>	<u>\$ (22,994)</u>

Amounts reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in subsequent years as follows:

Employer subsequent year ends:	Deferred Outflow/(Inflow) of Resources (prior to post- measurement date contributions)
1st Fiscal Year	\$ (1,407)
2nd Fiscal Year	(1,407)
3rd Fiscal Year	(1,407)
4th Fiscal Year	(1,407)
5th Fiscal Year	(1,407)
Thereafter	(9,234)

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Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

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Sensitivity of the Net OPEB Liability to Changes in Discount and Trend Rates

The following presents the net OPEB liability, calculated using the discount rate of 3.54%, as well as what the liability would be if it was calculated using a discount rate 1-percentage-point lower or 1-percentage-point higher than the current rate:

June 30 Disclosure	1% Decrease (2.54%)	Current Discount Rate (3.54%)	1% Increase (4.54%)
Total OPEB Liability	\$ 36,100	\$ 32,040	\$ 28,365

The following presents the net OPEB liability, calculated using the trend rate, as well as what the liability would be if it was calculated using a discount rate 1-percentage-point lower or 1-percentage-point higher than the current rate:

June 30 Disclosure	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	\$ 26,613	\$ 32,040	\$ 38,655

E. Deferred Compensation Plan

The District offers a Length of Service Award Program (LOSAP) to volunteers as a reward for service to the community. The plan provides tax-deferred income benefits under Internal Revenue Code Section 457 to volunteers through discretionary contributions made by the District based on volunteer service within the limits specified in the code. Participation in the program is voluntary. Contributions are fully vested after five years of participation. The District contributed \$11,000 during the year ended June 30, 2023, net of \$766 in forfeitures.

F. Concentrations - Collective Bargaining Agreement

At June 30, 2023, the District had approximately 8 employees who were accounted for under the governmental activities of the District. Of this total, 63% are covered under a collective bargaining agreement. The existing agreement is effective through June 30, 2026.

G. New Pronouncements

For the fiscal year ended June 30, 2023, the District implemented the following new accounting standards:

GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability of Arrangements - This Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs).

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* – This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users.

GASB Statement No. 99, *Omnibus 2022*. This statement was issued April 2022 and enhances comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to lease implementation, public-private and public-public partnerships and availability payment arrangements, and subscription-based information technology arrangements.

GASB Statement No. 101, *Compensated Absences*. This statement was issued to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

The District will implement applicable new GASB pronouncements no later than the required fiscal year. Management has not determined the effect on the financial statements for implementing any of the following pronouncements:

GASB Statement No. 99, *Omnibus 2022*. This statement was issued April 2022 and enhances comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to financial guarantees and classification of derivatives.

GASB Statement No. 100, *Accounting Changes and Error Corrections*. This statement was issued to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

H. Subsequent Events

Management has evaluated subsequent events through October 3, 2023, which was the date that the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULES OF THE DISTRICT'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY AND DISTRICT CONTRIBUTIONS

OREGON PERS SYSTEM

Schedule of the Proportionate Share of the Net Pension Liability

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share net pension liability (NPL)	(c) Employer's covered payroll	(b/c) NPL as a % of covered payroll	Plan fiduciary net position as a % of the total pension liability
2015	0.00640733%	\$ (145,236)	\$ 400,581	-36.26%	103.59%
2016	0.00597939%	\$ 343,304	\$ 410,742	83.58%	91.88%
2017	0.00553175%	\$ 830,444	\$ 412,685	201.23%	80.53%
2018	0.00189297%	\$ 255,173	\$ 400,118	63.77%	83.12%
2019	0.00434254%	\$ 657,838	\$ 544,476	120.82%	82.07%
2020	0.00629625%	\$ 1,089,100	\$ 535,005	203.57%	80.20%
2021	0.00654225%	\$ 1,427,744	\$ 549,656	259.75%	75.79%
2022	0.00629459%	\$ 753,241	\$ 532,192	141.54%	87.60%
2023	0.00632852%	\$ 969,023	\$ 543,087	178.43%	84.50%

Schedule of Contributions

Year Ended June 30,	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a % of covered payroll
2015	\$ 61,809	\$ (61,809)	\$ -	\$ 410,742	15.05%
2016	\$ 36,570	\$ (36,570)	\$ -	\$ 412,685	8.86%
2017	\$ 45,936	\$ (45,936)	\$ -	\$ 400,118	11.48%
2018	\$ 68,567	\$ (68,567)	\$ -	\$ 544,473	12.59%
2019	\$ 73,693	\$ (73,693)	\$ -	\$ 535,005	13.77%
2020	\$ 109,847	\$ (109,847)	\$ -	\$ 561,131	19.58%
2021	\$ 109,790	\$ (109,790)	\$ -	\$ 474,267	23.15%
2022	\$ 171,608	\$ (171,608)	\$ -	\$ 657,950	26.08%
2023	\$ 137,061	\$ (137,061)	\$ -	\$ 543,087	25.24%

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULES OF THE DISTRICT'S PROPORTIONATE SHARE OF THE
OPEB LIABILITY (ASSET) AND DISTRICT CONTRIBUTIONS

OREGON PERS SYSTEM RHIA

Schedule of the Proportionate Share of the Net OPEB RHIA

Year Ended June 30,	(a) Employer's proportion of the net OPEB RHIA liability (asset)	(b) Employer's proportionate share net OPEB RHIA liability (asset)	(c) Employer's covered payroll	(b/c) RHIA as a % of covered payroll	Plan fiduciary net position as a % of the total OPEB RHIA liability (asset)
2017	0.002309880%	\$ 624	\$ 412,685	0.15%	94.15%
2018	0.003214230%	\$ (1,341)	\$ 400,118	-0.34%	108.88%
2019	0.004184790%	\$ (4,571)	\$ 544,473	-0.84%	123.99%
2020	0.004361630%	\$ (8,428)	\$ 535,005	-1.58%	144.40%
2021	0.002223410%	\$ (4,530)	\$ 549,656	-0.82%	150.07%
2022	0.000000000%	\$ -	\$ 532,192	0.00%	183.90%
2023	0.000907050%	\$ (3,223)	\$ 543,087	-0.59%	194.60%

Schedule of Contributions

Year	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a % of covered payroll
2017	\$ 1,509	\$ (1,509)	\$ -	\$ 400,115	0.38%
2018	\$ 2,026	\$ (2,026)	\$ -	\$ 544,473	0.37%
2019	\$ 2,162	\$ (2,162)	\$ -	\$ 535,005	0.40%
2020	\$ 2,164	\$ (2,164)	\$ -	\$ 561,131	0.39%
2021	\$ 23	\$ (23)	\$ -	\$ 474,267	0.00%
2022	\$ 22	\$ (22)	\$ -	\$ 675,950	0.00%
2023	\$ -	\$ -	\$ -	\$ 494,850	0.00%

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULES OF CHANGES IN OTHER POST EMPLOYMENT BENEFITS (OPEB)
LIABILITY AND RELATED RATIOS - MEDICAL BENEFIT

MEDICAL BENEFIT PLAN

Schedule of Changes and Related Ratios

Year Ended June 30,	(a) Total Beginning Medical Benefit	(b) Service Cost	(c) Interest	(d) Effect of Economic and Demographic Gains or Losses	(e) Change in Assumptions	(f) Benefit Payments	(g) Total Ending Medical Benefit	(h) Employer's covered payroll	(i) Medical Benefit as a % of covered payroll
2018	\$ 14,648	\$ 5,011	\$ 560	\$ -	\$ (1,129)	\$ (11)	\$ 19,079	\$ 544,473	3.50%
2019	\$ 19,079	\$ 4,781	\$ 854	\$ 7,050	\$ (2,853)	\$ (38)	\$ 28,873	\$ 535,005	5.40%
2020	\$ 28,873	\$ 4,221	\$ 1,280	\$ 1,166	\$ -	\$ (38)	\$ 35,502	\$ 561,131	6.33%
2021	\$ 35,502	\$ 4,704	\$ 1,404	\$ (4,711)	\$ 2,225	\$ (184)	\$ 38,940	\$ 474,267	8.21%
2022	\$ 38,940	\$ 4,746	\$ 965	\$ -	\$ 252	\$ -	\$ 44,903	\$ 675,950	6.64%
2023	\$ 44,903	\$ 4,888	\$ 1,075	\$ (7,201)	\$ (11,625)	\$ -	\$ 32,040	\$ 543,087	5.90%

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

GENERAL FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		GAAP Basis
			Budget Basis	Adjustments	
REVENUES					
Property taxes	\$ 1,500,923	\$ (45,548)	\$ 1,455,375	\$ -	\$ 1,455,375
Charges for services	178,000	(70,666)	107,334	-	107,334
Investment earnings	3,550	39,196	42,746	-	42,746
Grants	-	34,855	34,855	-	34,855
Miscellaneous	42,795	(9,702)	33,093	-	33,093
Total revenues	<u>1,725,268</u>	<u>(51,865)</u>	<u>1,673,403</u>	<u>-</u>	<u>1,673,403</u>
EXPENDITURES					
Current					
Personnel services	1,208,470	(221,960)	986,510	-	986,510
Materials and services	559,090	(128,678)	430,412	-	430,412
Total expenditures	<u>1,767,560</u>	<u>(350,638)</u>	<u>1,416,922</u>	<u>-</u>	<u>1,416,922</u>
Excess (deficiency) of revenues over (under) expenditures	(42,292)	256,481	256,481	-	256,481
OTHER FINANCING SOURCES (USES)					
Sale of assets	-	438,500	438,500	-	438,500
Transfers out	(29,960)	(29,960)	-	-	-
Total other financing sources (uses)	<u>(29,960)</u>	<u>408,540</u>	<u>438,500</u>	<u>-</u>	<u>438,500</u>
Net change in fund balance	(72,252)	665,021	694,981	-	694,981
Fund balance - beginning	699,146	(222,986)	476,160	-	476,160
Fund balance - ending	<u>\$ 626,894</u>	<u>\$ 442,035</u>	<u>\$ 1,171,141</u>	<u>\$ -</u>	<u>\$ 1,171,141</u>

OTHER SUPPLEMENTARY INFORMATION

INDIVIDUAL FUND SCHEDULES

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

BUILDING RESERVE FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		GAAP Basis
			Budget Basis	Adjustments	
REVENUES					
Investment earnings	\$ -	\$ 611	\$ 611	\$ -	\$ 611
EXPENDITURES					
Capital outlay	-	5,000	5,000	-	5,000
Excess (deficiency) of revenues over (under) expenditures	-	(4,389)	(4,389)	-	(4,389)
OTHER FINANCING SOURCES (USES)					
Transfers in	25,000	(25,000)	-	-	-
Net change in fund balance	25,000	(29,389)	(4,389)	-	(4,389)
Fund balance - beginning	182,825	(13,708)	169,117	-	169,117
Fund balance - ending	<u>\$ 207,825</u>	<u>\$ (43,097)</u>	<u>\$ 164,728</u>	<u>\$ -</u>	<u>\$ 164,728</u>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

FIRE EQUIPMENT RESERVE FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Investment earnings	\$ -	\$ 238	\$ 238	\$ -	\$ 238
EXPENDITURES	<u>-</u>	<u>1,555</u>	<u>1,555</u>	<u>-</u>	<u>1,555</u>
Excess (deficiency) of revenues over (under) expenditures	-	(1,317)	(1,317)	-	(1,317)
Fund balance - beginning	<u>65,838</u>	<u>126</u>	<u>65,964</u>	<u>-</u>	<u>65,964</u>
Fund balance - ending	<u>\$ 65,838</u>	<u>\$ (1,191)</u>	<u>\$ 64,647</u>	<u>\$ -</u>	<u>\$ 64,647</u>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

VEHICLE RESERVE FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		GAAP Basis
			Budget Basis	Adjustments	
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	-	-	-	-	-
OTHER FINANCING SOURCES (USES)					
Transfers in	4,960	4,960	-	-	-
Net change in fund balance	4,960	4,960	-	-	-
Fund balance - beginning	-	-	-	-	-
Fund balance - ending	<u>\$ 4,960</u>	<u>\$ 4,960</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

CAPITAL PROJECT FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	-	-	-	-	-
Fund balance - beginning	-	5,938	5,938	-	5,938
Fund balance - ending	<u>\$ -</u>	<u>\$ 5,938</u>	<u>\$ 5,938</u>	<u>\$ -</u>	<u>\$ 5,938</u>

PHILOMATH FIRE AND RESCUE
Benton County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

DEBT SERVICE FUND

For the Year Ended June 30, 2023

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Property taxes	\$ 401,939	\$ 15,355	\$ 417,294	\$ -	\$ 417,294
Investment earnings	<u>600</u>	<u>168</u>	<u>768</u>	<u>-</u>	<u>768</u>
Total revenues	<u>402,539</u>	<u>15,523</u>	<u>418,062</u>	<u>-</u>	<u>418,062</u>
EXPENDITURES					
Debt service	<u>402,539</u>	<u>3,697</u>	<u>406,236</u>	<u>-</u>	<u>406,236</u>
Excess (deficiency) of revenues over (under) expenditures	-	11,826	11,826	-	11,826
Fund balance - beginning	<u>60,000</u>	<u>(8,923)</u>	<u>51,077</u>	<u>-</u>	<u>51,077</u>
Fund balance - ending	<u>\$ 60,000</u>	<u>\$ 2,903</u>	<u>\$ 62,903</u>	<u>\$ -</u>	<u>\$ 62,903</u>

**AUDIT COMMENTS AND DISCLOSURES REQUIRED BY
STATE REGULATIONS**



INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Board of Directors
Philomath Fire and Rescue
Philomath, Oregon 97370

We have audited the basic financial statements of Philomath Fire and Rescue as of and for the year ended June 30, 2023 and have issued our report thereon dated October 3, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether Philomath Fire and Rescue's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes, as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures, which included, but were not limited to, the following:

Deposit of public funds with financial institutions (ORS Chapter 295)

Indebtedness limitations, restrictions, and repayment

Budgets legally required (ORS Chapter 294)

Insurance and fidelity bonds in force or required by law

Programs funded from outside sources

Authorized investment of surplus funds (ORS Chapter 294)

Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, contracts, and grants, including the provisions of Oregon Revised Statutes, as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as follows:

A. Excess of Expenditures Over Appropriations

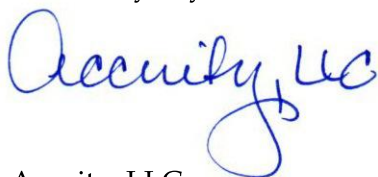
During the year, the District expended funds in excess of appropriations as follows:

<u>Fund</u>	<u>Function</u>	<u>Appropriations</u>	<u>Expenditures</u>	<u>Excess</u>
Building Reserve	Capital Outlay	\$ -	\$ 5,000	\$ 5,000
Fire Equipment Reserve	Materials & Services	-	1,555	1,555
Debt Service	Debt Service	402,539	406,236	3,697

OAR 162-010-0230 Internal Control

In planning and performing our audit, we considered Philomath Fire and Rescue’s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Philomath Fire and Rescue’s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Philomath Fire and Rescue’s internal control over financial reporting.

This report is intended solely for the information and use of the board of directors and management of Philomath Fire and Rescue and the Oregon Secretary of State, and is not intended to be, and should not be used by anyone other than these parties.



Accuity, LLC
October 3, 2023



Philomath Fire & Rescue

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

December 11, 2023

Oregon Secretary of State,
Audits Division
255 Capitol St. NE, Suite #500
Salem, OR 97310

Plan of Action for Sample Municipality

CLIENT respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm Accuity, LLC and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on December 11, 2023, as indicated by signatures below.

The deficiencies are listed on the subsequent page, the adopted plan of action and timeframe for each are listed below.

1. Deficiency #1
 - a. Plan of action: The District will review contracts and service dates, as well as invoice dates, before recording accounts payables and expenditures, specifically near year end, to mitigate future reoccurrences.
 - b. Timeframe for (or date of) implementation: September 21, 2023

Board President, Print Name

Signature

Fire Chief, Print Name

Signature

Office Administrator, Print Name

Signature

PHILOMATH FIRE & RESCUE
Benton County, Oregon

June 30, 2023

Finding Number	2023-001
Finding Title	Expenditures were recorded in incorrect fiscal year.
Type of Finding	Material Weakness
Criteria	Expenditures should be recorded in the year they occur.
Condition	June 30, 2024 fiscal year expenditures were posted to the June 30, 2023 fiscal year as an accounts payable.
Cause of Condition	Lack of understanding and knowledge of general accounting procedures.
Potential Effect of Condition	Overstated accounts payables and expenditures.
Prevalence	Systemic
Recommendation	We recommend that the District more strongly review contracts and service dates, as well as invoice dates, before recording accounts payables and expenditures, specifically near year end, in order to mitigate future reoccurrences.

PHILOMATH FIRE & RESCUE CIVIL SERVICE RULES

as approved by the
Civil Service Commission

On December 5, 2023

and acknowledged by the
Board of Directors

On ____



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RULE I

GENERAL STATEMENT OF POLICY

SECTION 1 PURPOSE OF RULES

The purpose of these rules is to implement provisions of Civil Service for the employees of Philomath Fire & Rescue. These rules are intended to comply with the provisions of ORS 242.704 as substantially accomplishing the general purposes of ORS 242.702 through ORS 242.824. Therefore, unless specifically referenced in these Rules, ORS 242.702 through ORS 242.824 do not apply to the Philomath Fire & Rescue and the Rules as adopted herein are the Civil Service System for Philomath Fire & Rescue.

- A. To establish a system of personnel administration based on merit principles and scientific methods, governing the appointment, tenure, promotion, layoff, removal and discipline of its officers and employees, and other incidents of employment, and to provide an exemption from ORS 242.702 through 242.824 as provided in ORS 242.704.
- B. To promote and increase economy and efficiency.
- C. To establish and maintain a uniform plan of classification based upon the relative duties and responsibilities of positions in the service of Philomath Fire & Rescue.
- D. To provide an equal opportunity to all qualified persons to gain employment on a basis of demonstrated merit and fitness to be ascertained by open recruitment and competitive examinations.
- E. To develop a program of recruitment and advancement that will make a career in the District service attractive to persons who possess both ability and integrity.

RULE II

DEFINITIONS

SECTION 1 DEFINITION OF TERMS

As used in these rules, unless the context clearly requires otherwise:

- A. "Absence" means a circumstance in which a permanently appointed employee is not present due to vacation, sick leave or other type of leave, or due to temporary or provisional appointment, or transfer to another position and when the absent employee is expected to return to said position after a period of time.
- B. "Act" means the State Civil Service Law for Fire Fighters, (ORS 242.702 to 242.990) and specifically ORS 242.704 under which section the establishment of these rules by the Civil Service Commission is based.
- C. "Appointing Power" or "Appointing Authority" means the Fire Chief of the District who is vested by the Board of Directors with authority to appoint to any Civil Service position; discipline and dismiss employees; and set compensation subject to these rules, applicable labor agreements and law.
- D. "Appointment" means all means of selection selecting or employing any person to hold any position subject to civil service under these Rules.
- E. "Civil Service" means the civil service system established by these Rules.
- F. "Chief Examiner" means the person appointed by the Commission to administer the examinations and any other aspect of the Civil Service program assigned by the Commission. The Chief Examiner may serve as the secretary to the Commission.
- G. "Class" or "Classification" means a group of positions in the classified service sufficiently alike in duties, authority and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to, all positions in the group.
- H. "Class Specification" means the written description of a class containing a title, statement of duties, authority and responsibilities and the desired minimum qualifications for the class.
- I. "Classified Service" means all positions in the District service for which the appointment of employees is subject to the Act and these Rules.

- J. "Commission" means the Civil Service Commission created under these Rules.
- K. "Commissioner" means a Civil Service Commission member.
- L. "Demotion" means the Appointing Power's reduction of an employee to a lower grade or rank either by permission or for cause.
- M. "Dismissal" means removal by the appointing power from a position or service within the District either by permission or for cause.
- N. "District" means the Philomath Fire & Rescue.
- O. "Employees" means persons whose principle duties consist of providing emergency service response, except those listed as exempt.
- P. "Entrance Register" means a list of persons who have been found qualified by an entrance test for appointment to a position in a particular class.
- Q. "Entrance Examination" means a test for positions in a particular class, admission to which is not limited to persons employed by the District.
- R. "Examiner" means a person appointed by the Chief Examiner to conduct examinations. Such examiner shall not be a classified employee of a rank equal to or less than the rank subject to the examination. Specifically, an examiner does not include classified employees serving as monitors, proctors, or performing other ministerial functions.
- S. "Governing Body" means the Board of Directors of Philomath Fire & Rescue.
- T. "Layoff" means a separation from the service because of a shortage of funds or materials, abolishment of a position or for other reasons not reflecting discredit on an employee and for reasons outside the employee's control.
- U. "Personnel Action" means any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting the status of employment.
- V. "Personnel Rules" means the personnel rules adopted by order of the Board of Directors relating to hiring, discipline, attendance, compensation, leave, retirement, or any other factor of employment.
- W. "Political" in such terms as "political, religious or racial reasons," "political office," and "political party or candidate" shall be understood as referring to partisan politics and contested nomination or

election to public office only.

X. "Position" means any office, place or appointment.

- Y. "Probationary Period" means a working test period of twelve months for new employee or six months for promotion during which an employee is required to demonstrate by actual performance of the duties, fitness for the position.
- AB. "Promotion" means a transfer of an employee from a position in one class to a position in another class having a higher maximum salary rate.
- AC. "Promotion Register" means a list of names of persons presently in the employ of the District who have been found qualified by promotional examination for appointment to a position in a particular class.
- AD. "Promotional Examination" means a test which is limited to employees who hold regular or probationary status and have held a position or positions in other classes for a period of not less than six months.
- AE. "Provisional Appointment" means an appointment to a position, limited to three months, in the absence of names of qualified candidates on the register or registers for the class, of a person meeting the minimum qualifications specified for the class.
- AF. "Public Notice" means written or printed notification conspicuously posted on official bulletin boards in all areas of employment, published in a newspaper of general circulation in the District, directed to department heads, with a copy to the secretary of the District for District records.
- AG. "Reclassification" means a change in allocation of an individual position by raising it to a higher class, reducing it to a lower class or moving it to another class at the same level on the basis of significant changes in the kind, difficulty or responsibility of the work performed in such position.
- AH. "Regular Employee" means either an employee who has been appointed to a position in accordance with the rules of the Civil Service Commission and who has successfully completed a probationary period, or an employee who acquired status through appointment to a position in the classified service on or before February 14, 2023.
- AI. "Rules" means the Civil Service rules adopted by the Civil Service Commission as provided by the Act.
- AJ. "Suspension" means a temporary removal from duty, with or without pay, of an employee for disciplinary purposes or for the purpose of investigation of accusations brought against an employee.
- AK. "Temporary Appointment" means a non-status appointment to assure continuation of required work.
- AL. "Termination" means the involuntary cessation of employment with the District for cause.
- AM. "Transfer" means any change of an employee from one position to another in the same class. A normal rotational move is not to be considered a transfer.
- AN. "Vacancy" means a position newly created and not filled or a position that is no longer occupied by

its incumbent due to separation from the service, promotion, demotion, or transfer and the incumbent is not expected to return.

- AO. "Voluntary Demotion" means a demotion requested by an employee in order to retain employment when layoff from a position is imminent or for other reasons where the action is still entirely voluntary on the part of the employee.
- AP. "Voluntary Separation" means a voluntary leave of employment.
- AQ. "Board" refers to Philomath Fire & Rescue Board of Directors.

RULE III

ADOPTION AND AMENDMENT OF RULES

SECTION 1 ADOPTION OF CIVIL SERVICE RULES

Rules relating to the administration of the Civil Service Act shall be adopted by the Commission only after public hearing open to any citizen, officer or employee of the District. Five or more days public notice of such hearing shall be given, setting forth the place and the time of the hearing and the purpose for which it is called. Rules adopted by the Commission shall become effective on a date specified by the Commission and shall be posted on all official bulletin boards of the District. Adoption of new or revised Civil Service Commission Rules will be sent to governing body for acknowledgement.

SECTION 2 EFFECT OF ADOPTION UPON INCUMBENT EMPLOYEES

Within one day after the adoption of the civil service rules, all persons employed in a position subject to civil service and who have been employed by the District for at least six months and who have otherwise passed all probationary requirements of the District shall be immediately placed in their existing positions as classified by civil service as if they were a regular employee. The appointing authority shall file a list of names of such persons with the civil service commission, including their names, residence, occupation, length of continuous service and compensation.

SECTION 3 AMENDMENT OF RULES

A request for change in the Civil Service Rules may be submitted at any time by any interested party in a written communication to the Commission indicating the proposed change and the reasons, therefore. The procedure for adoption of the rules in Section 1 shall also apply to amendments to the rules. Notwithstanding the foregoing, when Oregon Revised Statutes pertaining to Civil Service are amended or otherwise changed, the Commission shall have the authority to make corresponding changes in the Rules in order to maintain conformance with applicable statutes without holding a public hearing on the changes.

SECTION 4 APPLICATION OF RULES

Any personnel action taken prior to the official adoption of new or amended rules shall be governed by the rules in effect at the time of the action and shall not be affected by the proposed new or amended rules unless such rule provided for a retroactive effect.

SECTION 5 PERSONNEL RULES OF THE BOARD OF DIRECTORS

Personnel rules relating to salaries, wages, leave, attendance, hours of work, holidays, retirement or any other factor of employment having direct budgetary implications in the classified and exempt service shall be established and administered by the governing body in conformance with laws pertaining to such matters. This is mentioned so there is no confusion as to the limits of these rules. Rules governing the general conduct of employees, work regulations and assignment schedules shall be adopted and administered by the governing body. Such rules shall be readily available for review by employees.

RULE IV

DISTRICT SERVICE

SECTION 1 CLASSIFIED SERVICE

The classified service shall include all positions now existing or hereafter created in the District service and not specifically exempted by these rules. Every position in the classified service shall be filled in accordance with procedures provided in these rules.

SECTION 2 EXEMPT SERVICE

The exempt service shall include the following positions:

- A. Positions on the Board of Directors
- B. Positions on the Civil Service Commission
- C. Persons employed as professional consultants on a fee basis to provide special or technical assistance
- D. Members of special boards, Commissions, or committees appointed by the Board of Directors, who serve without compensation
- E. Volunteer employees of the District
- F. Fire Chief
- G. Deputy Chief
- H. Temporary employees/Volunteer trainees/Part time employees
- I. Clerical employees of the District
- J. Any employee whose principal duties do not consist of providing emergency service response.

RULE V

ORGANIZATION FOR PERSONNEL ADMINISTRATION

SECTION 1 CIVIL SERVICE COMMISSION

The Civil Service Commission consists of three members appointed or confirmed by the governing body of the District, a Chief Examiner and such assistants as may be necessary. All actions of the Chief Examiner shall be subject to review and approval or disapproval of the Commission.

SECTION 2 COMMISSION CHAIRPERSON

The Commission shall elect a chairperson at the first meeting of each calendar year.

SECTION 3 MEETINGS OF THE COMMISSION

The Commission shall hold such meetings as may be required for the proper discharge of its duties and such additional meetings as are requested by any Commission member. Any person subject to civil service may request a special meeting of the Commission, which request shall be granted when good cause is shown therefor. Two members of the Commission shall constitute a quorum, and the votes of any two members of such Commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission. In any event, there shall be at least one Civil Service Commission meeting each year.

SECTION 4 REMOVAL OF COMMISSIONERS

The governing body of the District which appoints Commissioners may remove any Commissioner for incompetence, dereliction of duty or other good cause, after giving due notice in writing of the charges against the Commissioner and an opportunity to be heard publicly on such charges before the body which appointed the Commissioner. A copy of the charges and a transcript of the record of the hearing shall be filed with the governing body of the District.

RULE VI

CLASSIFICATION PLAN

SECTION 1 MAINTENANCE OF PLAN

The Commission shall adopt and maintain a classification plan which shall group all positions in the classified service into classes based upon their duties, authorities, responsibilities, and compensation. The Commission may assign the review of the classification plan to the Chief Examiner who will be responsible for keeping the classification plan current by conducting periodic studies of positions and making appropriate recommendations to the Commission.

SECTION 2 AMENDMENT OF PLAN

- A. Request for Change. Any officer or employee in the District service may initiate a request to the Commission to amend the classification plan. If the Chief Examiner determines the request to be in good cause, he/she shall then conduct the necessary investigation of any such request. The Chief Examiner shall also make classification studies or surveys at other times on own initiative and as directed by the Commission. If the Chief Examiner finds that substantial change in organization, creation or change of positions or other pertinent conditions makes necessary the modification of an existing class or the establishment of a new class, recommendation for such an amendment shall be made to the Commission by the Examiner.
- B. Hearings on Changes. The Commission shall hold public hearings on changes in the classification plan and shall give at least three days public notice prior to such hearings. After hearing suggestions and recommendations, the Commission shall review this information and act on classification revisions with such modifications as it believes proper.
- C. Changes in ORS. If changes in Oregon Revised Statutes pertaining to Civil Service require the Commission to make corresponding changes in these Civil Service Rules, they may be made without holding a public hearing on changes.

SECTION 3 CLASSIFICATION OF POSITIONS

- A. Determining Classification. In determining the class to which any position shall be allocated, the specification describing each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications and requirements and their relationship to other classes, as a composite description of the kind of employment which the class is intended to embrace.
- B. New Positions. When the appointing power desires to create a position, a notice of such proposed action together with a description of the duties of the new position shall be submitted to the Chief Examiner. The Chief Examiner shall promptly assign the appropriate class therein on the basis of its

duties, authority, responsibilities, and compensation and shall notify the appointing power of the official classification.

- C. Reclassification of Positions. Whenever the appointing power desires to make a permanent and substantial change in the duties, authority, responsibilities, or compensation of a position, written notification of the proposed change shall be submitted to the Chief Examiner for the determination of the effect, if any, on the classification of the position. The Chief Examiner may, upon own initiative or at the request of the appointing power or employee, study the duties of any position to determine if the current classification is proper. Whenever the Chief Examiner finds that the change in duties is such that the current classification is no longer correct, he/she shall report to the Commission the nature of such changes. The Commission may revise the classification of such positions as it deems proper.
1. Effect of Reclassification on Employee Status
 - a. No person holding any position under any established classification or grade shall be affected by such change so as to deprive the person of any of the benefits attached to the classification or grade applicable to the position then held by the person.
 - b. When a position is reclassified to a class that carries a higher salary range, the incumbent regular or probationary employee shall be accorded probationary status in the higher class if eligible for certification from the appropriate register.
 - c. If the position is reclassified to a class that carries a lower salary range, the employee's name shall be placed on the promotion register in the same manner as provided for in voluntary demotion.
- D. Minimum Qualifications Statements. Personal qualifications commonly required of an employee in any class, such as good citizenship, honesty, loyalty, sobriety, industry, amenability to supervision and suggestions of superiors for improvement of service, and willingness to cooperate with associates, shall be implied as qualifications required for entrance to every class, even though such traits may not be specifically mentioned in the specifications.

SECTION 4 USE OF CLASS TITLE

The class title shall be the official title of every position allocated to the class for the purpose of personnel actions and shall be used on all payrolls, budget estimates and official records and reports relating to the position. Any other working title desired and authorized to be used by the appointing power may be used as a designation of any position for the purpose of internal administration or in contacts with the public.

RULE VII

APPLICATIONS AND EXAMINATIONS

SECTION 1 EXAMINATION ANNOUNCEMENTS

- A. Distribution of Announcements. Public announcements of examinations shall be given at least two weeks in advance of the last date for filing applications. Such announcements shall be posted on the official bulletin boards of the District and at least two other public places, and once a week for two weeks in a newspaper of general circulation in the District. The Chief Examiner may provide for such other publicity as deemed advisable to attract sufficient numbers of qualified candidates. In the case of promotional examinations, announcements shall be posted on bulletin boards provided for such purpose. The appointing power shall take necessary steps to bring announcements to the attention of all eligible employees.
- B. Content of Announcements. Official notices of examinations shall state the duties and pay of positions in the classes for which the examinations are to be held, the qualifications required, the time and place and the manner of making application for admission to such examinations, the different parts of tests, closing date for filing applications and any other information which may be considered pertinent.

SECTION 2 ELIGIBILITY TO COMPETE IN EXAMINATIONS

- A. Who May Compete. Examinations designed to establish entrance lists shall be open to all persons who appear to meet minimum qualifications and other requirements for the class as stated in the class specification and as set forth in the announcement.
- B. Entrance Requirements. The Governing Body shall establish and may revise requirements regarding experience, training, physical condition, residency, and other factors that relate to the ability of candidates to perform effectively the duties of a class.
- C. Competition in Promotional Examinations. Promotional examinations shall be open to employees who have acquired regular or probationary status, meet the minimum qualifications as stated in the class specification and as set forth in the announcement, and who have held a position in the classified service in another class or classes for a period of not less than six months immediately preceding the filing date specified on the announcement. The governing body of the District reserves the right to declare whether any open or new position shall be filled by a promotional or entrance examination. If an entrance examination is selected, it would be open to both qualified employees and non-employees.

SECTION 3 APPLICATIONS

- A. Filing of Applications. All applications must be made upon official District application blanks filled

out as therein directed, and filed in the office of the Commission or postmarked on or before the closing date specified in the examination announcement. Each application must be signed by the applicant, and such signature constitutes a certification that all information contained therein is true to the best of the knowledge of the applicant.

- B. Freedom from Bias. The application form shall contain no question so formed as to elicit any information concerning political, racial, or religious affiliations of the applicant. However, this provision shall not prevent inquiry as to whether the applicant supports the Constitution of the United States of America.

SECTION 4 ADMISSION TO EXAMINATIONS

Each candidate whose application has been accepted for an examination shall be notified at least 48 hours in advance of the examination by mail or personal service of the time and place of the examination and such notice shall be considered authorization for admission. No person shall be permitted to take an examination without such authorization or other satisfactory evidence of the acceptance of application. Any applicant whose application has been accepted but who, because of illness or other good cause, is unable to appear, may at the discretion of the Chief Examiner, be given the examination at a later date.

SECTION 5 DISQUALIFICATION OF APPLICANTS

The Chief Examiner may reject the application of any person for admission to an examination or decline to examine any applicant who:

- A. Is found to lack the qualifications prescribed for admission to the examination as announced in the public notice.
- B. Is found to be unfit because of previous employment or driving record or for other reasons reflecting discredit on the applicant.
- C. Is physically unfit, even with reasonable accommodation, to perform effectively the duties of the class.
- D. Has been convicted of a crime involving moral turpitude or who has been dismissed from the public service for delinquency or misconduct, or has been dishonorably discharged from the armed forces of the United States.
- E. Has used, or attempted to use, political pressure or bribery to secure an advantage in testing or appointment.
- F. Has made false statements of any material fact or practiced, or attempted to practice, deception or fraud in application or examination; or

- G. Has taken the same examination within the six-month period preceding the examination date; or
- H. Has otherwise violated the provisions of these rules.

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

SECTION 6 EXAMINATION ADMINISTRATION

- A. Conduct of Examinations. Written or performance examinations shall be conducted in such places as are necessary for the reasonable convenience of applicants within the practical limits for proper administration and control. The Chief Examiner shall designate the number of examiners necessary to conduct examinations, and provide them with instructions. The Chief Examiner may also arrange for the use of public buildings in which to conduct these examinations.
- B. Frequency of Examinations.
 - 1. Entrance examinations may be given at least every thirty months if there is a need.
 - 2. When there are four or more positions in a class, promotional examinations for such class shall be given at least every 30 months. For those classes with less than four positions, examinations may be given as necessary.
- C. Anonymity of Applicants. The identity of persons taking written examinations shall not be disclosed to examiners except where conditions of anonymity are impractical.

SECTION 7 POSTPONEMENT OR CANCELLATION OF EXAMINATIONS

In the event a sufficient number of qualified applicants have not made application for any test, the Chief Examiner may postpone the last filing date, or cancel the test. In such case, written notice shall be given to the applicants and appointing authorities concerned.

SECTION 8 CHARACTER OF EXAMINATIONS

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

- A. Open-Continuous Examinations. When necessary to meet continuing requirements for filling positions, and when there is no immediately available large pool of applicants for a class, the closing date for any test may be indefinite, and the applicants may be tested continuously in such manner and at such times and places as the Chief Examiner may provide. A closing date for an open-continuous test may be set at any time by giving public notice, at least two weeks prior to the effective date.

SECTION 9 RATING OF EXAMINATIONS

- A. Method of Rating. In all tests a minimum rating shall be established which is required to achieve eligibility. Such minimum ratings may also apply to the rating on any parts of the test, and candidates may be required to obtain minimum ratings on separate parts in order to receive passing grades, or to be rated on the remaining parts of the tests. The final earned rating of each competitor shall be determined by adding the earned rating on each part of the test in accordance with weights established prior to the date of the test.
- B. Rating of Experience and Training. When a rating of experience and training forms a part of a test, the Chief Examiner shall develop procedures for the evaluation of those factors that will serve to assist in the selection of the best qualified candidates. Procedures that are adopted shall give due regard to quality, recency, and amount of experience, and to the pertinence and amount of training. In establishing the value that a rating of experience and training shall bear to the total test, and in determining the length of time for which experience credit shall be awarded, consideration shall be given to the amount of learning time required to perform efficiently the duties of the position.

SECTION 10 NOTIFICATION OF EXAMINATION RESULTS

The rating of each test shall be completed and the resulting list established as soon as practical after the date on which the test was held. Each person competing in a test shall be given notice of their final rating. Each person competing in a test may, during the immediate thirty-day period following notification of examination results, review their examination papers and have the rating reviewed and corrected if an error is found. No correction shall invalidate any appointment previously made from the list. The right to review the test is limited to the applicant, Commissioners, their staff and members of the governing body. Tests may be reviewed only during regular business hours at the office of the Commission.

SECTION 11 PREFERENCE FOR VETERANS

In all competitive entrance examinations, preference status shall be given to every veteran and disabled veteran who has successfully completed all phases of a civil service test. Preference means that the score of a veteran who has passed the test shall be increased by five percentage points of the total points available and the score of a disabled veteran who has passed the test shall be increased by ten percentage points. All such points shall be added to the total combined test score of the veteran and shall not be allocated to any single feature or part of the examination. This provision is to be interpreted to comply with ORS 408.225 - .235 and any modifications thereof.

SECTION 12 VOLUNTEER PREFERENCE

In all competitive entrance examinations, preference status shall be given to all active Philomath Fire & Rescue volunteer firefighters who have served a minimum of 12 months/ 1 year. The Philomath volunteer meeting District requirements shall qualify for an increase in their score of ten percent of the total points available providing a passing grade has been received. All such points shall be added to the total combined test score of the volunteer and shall not be allocated to any single feature or part of the examination.

RULE VIII

REGISTERS

SECTION 1 ESTABLISHMENT OF REGISTERS

The Commission shall establish and maintain lists of eligibles necessary to provide an adequate supply of qualified candidates for positions in the classified service. Lists shall be established by class of employment and shall be District wide in application.

SECTION 2 KINDS OF REGISTERS

- A. Entrance Register. An entrance register shall be established for such class of positions to be filled on an entrance basis and shall consist of the names of all persons who have passed the entrance test for that class.
- B. Promotion Registers. A promotion list shall be established for each class of positions to be filled on a promotional basis and shall consist of the names of all employees who have passed a promotion test for the class.

SECTION 3 ORDER OF NAMES ON ENTRANCE REGISTERS

- A. Entrance Registers.
 - 1. Laid-off Employees. Each entrance register shall be headed by the names of persons who have been regular employees and who were laid off from a position in that class through no fault of their own.
 - 2. Eligibles. Names of eligibles shall be placed on lists in the order of their final earned ratings plus any veterans or volunteer preference credits to which they may be entitled. Where ties exist, names shall be arranged in order of the candidate whose application was received first.
- B. Promotion Registers.
 - 1. Demoted Employees. Each promotion register shall be headed by the names of persons who have been regular employees and who were demoted or reclassified to a lower class from a position in that class through no fault of their own.
 - 2. Eligible Employees. Names of eligibles shall be placed on lists in the order of their final earned ratings. Where ties exist, names shall be arranged in order of the candidate whose application was received first.
- C. The order of names of persons laid-off or demoted in "A" or "B" of this section shall be in inverse order of the date of their layoff or demotion.

SECTION 4 DURATION OF REGISTERS

- A. Entrance Registers. The duration of an entrance register is limited to twelve (12) months from the date the register was certified. An entrance register may be extended not to exceed an additional six (6) months if, in the opinion of the Commission, the best interests of the District would be served thereby. An entrance register may be deemed exhausted when, in the opinion of the Appointing Power or Commission, it does not contain requisite eligible(s).
- B. Promotion Registers. The duration of a promotion register is limited to twelve (12) months from the date the register was established. A promotion register may be extended, not to exceed an additional six (6) months if, in the opinion of the Commission, the best interests of the District would be served thereby. A promotion register may be deemed exhausted when, in the opinion of the Appointing Power or Commission, it does not contain requisite eligible(s).

SECTION 5 REMOVAL OF NAMES FROM LISTS

The Chief Examiner may remove a name from a list permanently or temporarily for any of the following reasons:

- A. Certification and appointment of an applicant from the list to fill a regular position.
- B. Certification and appointment to fill a regular position with the same or higher salary range from a different list. However, any applicant whose name is so removed may have it restored by making written application to the Chief Examiner.
- C. Failure to respond within five days to a written inquiry of the Chief Examiner or an appointing power relative to availability for appointment.
- D. Refusal of an offer of an appointment without adequate explanation.
- E. Failure to report for duty within the time specified by the appointing power.
- F. Expiration of the term of eligibility on the register.
- G. Failure to maintain a record of current address with the Commission as evidenced by the return of properly addressed unclaimed letter, or other evidence.
- H. Certification three times to the same appointing authority without receiving appointments.
- I. Willful violation of any rules of the provisions of the Civil Service Rules for firefighters or these rules.
- J. In case of promotion lists, separation from the District service.
- K. Upon a finding by the Chief Examiner or Commission that the person is not qualified to perform the duties of the class.

L. Upon a finding of the appointing power and concurrence by the Commission that the applicant is not qualified to perform the duties of the class.

M. Upon request of the eligible to have his/her name removed.

Any person whose name is removed from the register shall be promptly notified by the Chief Examiner of the reason for such removal.

SECTION 6 RESTORATION OF NAMES TO ELIGIBLE LISTS

An eligible whose name is removed from a list may make a written request to the Chief Examiner for restoration of his/her name to the list. The request must specify the reasons advanced for the requested restoration. The Chief Examiner, subject to appeal to the Commission, shall determine whether evidence submitted justifies approval of the request.

SECTION 7 AVAILABILITY OF ELIGIBLES

It shall be the responsibility of eligibles to notify the Commission [District] in writing of changes in address, or other changes that may affect availability for employment. However, the Chief Examiner may, from time to time, circulate registers or use other methods to determine current availability of eligibles.

RULE IX

CERTIFICATION AND APPOINTMENT

SECTION 1 FILLING VACANT POSITIONS

The District has designated the Fire Chief as its Appointing Power for filling vacancies in Civil Service positions within the District. As the Appointing Power, the Fire Chief is authorized to appoint individuals to Civil Service positions as outlined in these Rules. The District is an equal employment opportunity employer and does not discriminate against any qualified applicant on the basis of race, national origin, age, gender, religion, political affiliation or other status protected by applicable law. All appointments will be based upon the District's evaluation of merit, efficiency, and fitness for the vacant position.

All vacancies in classified positions shall be filled as provided in these rules. Whenever an appointing power wishes to fill a vacancy in the classified service, a request for names of qualified eligibles shall be submitted to the Commission. No appointment to a classified position shall be made without prior authorization of the Chief Examiner.

SECTION 2 CERTIFICATION OF ELIGIBLES

- A. Order of Use of Eligible Lists. Upon receipt of a request for certification of eligibles, the Chief Examiner shall certify the proper number of available eligibles from an appropriate list. If no appropriate list exists, the Chief Examiner shall authorize appointment by other prescribed means. Certification shall be made from the promotion or entrance register based upon the decision of the appointing authority. The name selected is at the discretion of the appointing authority, regardless of their standing on the certified list.
- B. Order and Number of Names Certified. Names shall be certified in order of standing on the list. The number of names certified from the entrance list shall be three. When more than one vacancy exists, the number of names shall equal the number of vacancies plus two in addition. From the promotional list, the number of names certified shall be two plus one for each additional vacancy. When an entrance exam or promotional exam results in fewer than three names, the number of names certified may be the total number of names that resulted from that test.
- C. Order in Which Certification Will Be Issued. Eligibles shall be certified for vacancies occurring in a class in order of receipt of requisitions.
- D. Additional Certification to a Vacancy. The Chief Examiner may certify additional names to a vacancy upon receipt of a written report from an appointing power that, in the Commission's judgment, justifies a finding that one or more of the eligibles certified would not be suitable for the position that is to be filled. Religious, racial, or political reasons shall not be considered as valid reasons for rejection of a candidate. If the rejection of the appointing authority is not approved by the Commission, the Commission shall notify the appointing power of each disapproval and, upon receipt of such notice, the appointing power shall immediately appoint the certified candidate in question.

- E. Notice of Eligibles Not Appointed. Those persons certified to the District but not appointed shall be so notified by the appointing power within five days after an appointment is made. This rule will not apply in the case of persons who waive, decline, or fail to appear for an interview.

- F. Restoration of Names to the Register. The names of those persons certified to the District but not appointed shall be restored to the register unless subject to Rule VIII, Section 5.

SECTION 3

KINDS OF APPOINTMENTS

- A. Probationary Appointment. The appointing power shall make probationary appointments from the list of candidates certified. Such appointments are conditioned upon and subject to the appointee's satisfactorily completing probation.
- B. Provisional Appointments. If there are no names of qualified candidates on either the promotional or entrance list for a class in which a vacancy exists, the Chief Examiner may authorize the provisional appointment of a person meeting the minimum prerequisites for the class to which the position is allocated. No position shall be filled by provisional appointment more than once in any calendar year. A provisional appointment is terminated after three months or when the Chief Examiner establishes an appropriate list, certifies available eligibles, and an appointment is made for the position. Notice of all such appointments made shall be reported to the Commission at its next regular meeting.
- C. Temporary Appointments. The appointing authority is authorized to make temporary appointments to assure continuation of required work. A temporary appointment is limited to twenty four calendar weeks. Temporary appointment shall require official personnel action and the Chief Examiner shall be so notified. The appointing authority will consider existing lists when making temporary appointments.
- D. Relief Appointments. Where a position exists, the appointing authority may make transfers or relief appointments to fill absences. Such relief appointments shall be made from the appropriate eligibility lists where administratively feasible, or the appointing authority may appoint individuals who meet the minimum prerequisites of the class who are known to have the ability necessary to perform in said position. Should such appointment to that position exceed eight weeks, the Chief Examiner shall be so notified. Relief appointment shall not be considered a promotion, if to a position which may have a higher pay scale, and return to the employee's regular position shall not be considered a demotion.

SECTION 4

TRANSFERS

- A. Assignment of Duties. An appointing power may, within division or organization unit, assign an employee from one position to another position in the same class without prior approval of the Commission.
- B. Method of Transfer. An appointing power may authorize the transfer of an employee to a similar position in the same classification. An employee may be transferred from a position in one division or organization unit to a position in the same class in another division. A transfer of an employee from a position in one class to a position in another class having a higher salary range constitutes a promotion and is subject to rules governing appointments and promotions. A transfer to a position in a class having a lower salary range constitutes a demotion and shall be subject to rules governing demotions. Transfers must be completed with no more than a ten-day break in service.

- C. Voluntary Demotions. If an employee is qualified and subject to the discretion of the appointing authority, the request may be granted, provided it would not result in the layoff of another employee. Notice of the action shall be provided to the Civil Service Commission.

RULE X

PROBATIONARY PERIOD

SECTION 1 PURPOSE

A probationary period is an integral part of the examination process. It shall be utilized as an opportunity to observe the employee's work, to provide special training, to assist the employee in adjusting to the new position, and as an aid in making a decision to reject any employee whose work performance or personal conduct is unsatisfactory.

SECTION 2 DURATION OF PROBATIONARY PERIOD

Entrance level employment is subject to a probationary period of twelve (12) consecutive months of actual service. In determining such one (1) year service, excluding job related training and schooling, time spent in training and schools, away from the District and sick or disability leave time shall not be included. Promotion to any other position within the classified service is subject to a six (6) consecutive month probationary period.

SECTION 3 DISMISSAL DURING ENTRANCE PROBATIONARY PERIOD

At any time during the entrance probationary period, the appointing power may terminate the appointment of the person certified if, during any performance test thus afforded, upon observation or consideration of the performance of duty, the appointed person is found unfit or unsatisfactory. The appointing power shall forthwith notify the employee and the Commission in writing of any such termination of employment. Such action by the appointing power is not subject to appeal.

SECTION 4 UNSATISFACTORY PERFORMANCE DURING PROMOTIONAL PROBATIONARY PERIOD

At any time during the promotional probationary period, the appointing power may terminate the promotional appointment of the person certified if, during the performance of duty, the person is found unfit or unsatisfactory, provided, however, that the appointing power shall forthwith notify the employee and the Commission, in writing, of any such termination of a promotional appointment. The appointed employee shall have the right to revert to a position in the last held regular class.

SECTION 5 REGULAR STATUS

If no action is taken by the appointing power to terminate, reduce in rank, or extend probation of a probationary employee during the probationary period, the employee shall be deemed to have satisfactorily completed the probationary period and the appointment shall be considered to be regular at the end of the specified period of time.

SECTION 6

REMOVAL FROM ELIGIBILITY REGISTER

If an appointment is not made “regular” because of the District’s dissatisfaction with the employee’s performance during the probationary period and the employee is terminated or reduced in rank, the employees name shall be removed from the eligibility register for the position.

RULE XI

SEPARATION IN GOOD STANDING

SECTION 1 REDUCTION IN FORCE

- A. Reason for Layoff. The governing body may order the layoff of an employee because of abolition of a position, shortage of funds or work, a material change in duties, changes in an organizational unit, or for other reasons which do not reflect discredit on the service of the employee. Duties performed by laid off employees may be reassigned to other employees already working, who hold positions in appropriate classes. No temporary or permanent separation of an employee from the service as a penalty or disciplinary action shall be considered a layoff.
- B. Demotion in Lieu of Layoff. Any regular employee who is about to be laid off may file a written request with the appointing power for demotion in lieu of layoff. The appointing authority normally shall grant this request in any class for which the employee has established a right to Civil Service status, and where it appears that he/she may expect to perform satisfactorily. If, in the opinion of the appointing power the good of the service does not indicate the desirability of such action, the employee shall be immediately notified, in writing, giving the reasons for denying the request. The employee may request a review by the Commission of the reasons for denial. In all cases where employees are demoted in lieu of layoff, their names shall be placed on layoff lists for the classes from which they were demoted.

SECTION 2 RETURN OF NAMES OF LAID OFF EMPLOYEES TO THE ELIGIBLE LISTS

The names of regular employees laid off or demoted in lieu of layoff shall be placed on the appropriate register as provided in Rule VIII, Section 3.

RULE XII

DISCIPLINARY ACTIONS

SECTION 1 CAUSES FOR DISCIPLINARY ACTIONS

The tenure of persons subject to civil service shall continue during good behavior and such persons may be dismissed, demoted, suspended without pay or deprived of special privileges only for the following causes:

- A. Incompetency,
- B. Inefficiency,
- C. Inattention to duty,
- D. Dereliction of duty,
- E. Dishonesty of any type (including false or deliberately misleading information or omissions from employment application),
- F. Violation of the District's Drug and Alcohol policy,
- G. Insubordination,
- H. Discourteous treatment of the public or coworkers,
- I. Immoral conduct,
- J. Any plea of guilty or no contest, or conviction of crimes of moral turpitude (such as crimes involving dishonesty) or other crimes related to the ability to perform job duties,
- K. Repeated or serious violations of the District's policies or standards of employee conduct, or
- L. Any willful failure of good conduct tending to injure the public service.

Any action, which reflects discredit upon the service or is a direct hindrance to the effective performance of District functions, shall be considered cause for disciplinary action. Such cause shall also include misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance, the willful giving of false information or withholding information with intent to deceive when making application, or willful violation of published District rules, the law or these Rules.

No person shall be dismissed, demoted, suspended without pay or deprived of special privileges for political, racial or religious reasons.

Nothing herein prohibits the Appointing Authority from using lesser forms of punishment or administrative action, including oral and written reprimands and suspension with pay to which this Rule does not apply.

SECTION 2 PROCEDURE FOR TAKING DISCIPLINARY ACTION

If disciplinary action covered by this Rule is to be taken against an employee, it should be done in a manner that will not embarrass the employee before other employees or the public. For all forms of disciplinary action, the supervisor should follow established District procedures and should keep the Chief fully informed of any action taken. When it is necessary to suspend without pay, discharge, demote or deny special privileges to an employee, the following steps shall be taken:

- A. The supervisor shall prepare, in writing, a statement of the reason(s) for proposed disciplinary action, stating dates, location, rules and regulations violated, and particular actions, if appropriate. The written statement should include previous oral warnings given and any written warnings previously given the employee. The statement should be delivered to the Chief for review and necessary action.
- B. After a review of the supervisor's statement, the Chief shall present the employee with the information provided by the supervisor and outline to the employee any investigation to be made and the disciplinary action being considered by the Chief. The Chief should give the employee a reasonable opportunity to respond in person or in writing to the supervisor's statement before action is taken. If a hearing is requested with the Chief by the employee, the employee may be represented by any person of their choosing.
- C. If, after the employee has responded, the Chief still believes disciplinary action is appropriate, the Chief should prepare a letter outlining the course of action to be taken.
- D. The Chief shall notify the employee by certified mail, or if possible, by hand delivering the letter and the personnel action form. A copy of these materials should be provided to the Civil Service Commission.

SECTION 3 SUBJECT TO COLLECTIVE BARGAINING AGREEMENTS

In the case of conflict between the provisions of this Rule and the provisions of an applicable collective bargaining agreement, the provisions of the applicable collective bargaining agreement shall control.

RULE XIII

APPEALS, HEARINGS AND INVESTIGATIONS

SECTION 1 APPEALS

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

Applicants whose names are removed from an entrance or promotion register (other than due to the expiration or cancellation of the register as outlined in these rules), may appeal within ten (10) calendar days of the date the notice is mailed by sending a written notice of appeal to the Chief Examiner. The appeal must request restoration to the Register and must include a detailed explanation of why the applicant should be restored to the Register as well as any supporting documentation. The Chief Examiner will review the information and provide a written decision. Applicants who are still not satisfied after receiving the Chief Examiner's decision may appeal to the Commission within fifteen (15) calendar days from the date the decision is mailed. The written appeal to the Commission must include a copy of all material provided to the Chief Examiner, the Chief Examiner's decision, and a detailed explanation of why the applicant believes the Chief Examiner's decision is incorrect. The Commission will investigate and issue a written decision within thirty (30) calendar days.

- B. Appeals of Demotions, Reductions in Pay, Suspensions Without Pay, or Discharges. Employees in Civil Service positions may appeal disciplinary demotions, reductions in pay, suspensions without pay, and discharges only as outlined in these Rules. Lesser forms of discipline are not subject to appeal under these Rules.
1. *Union Employees.* All probationary and regular employees whose employment is governed by the terms of a current collective bargaining agreement and who want to appeal a demotion, reduction in pay, suspension without pay or discharge decision must use the grievance and arbitration procedure in their union contract. Such employees do not have appeal rights under these Rules unless they waive, in writing and in a timely manner, all rights granted to them to appeal such decision under the current collective bargaining agreement including acceptance of such waiver by an authorized bargaining unit representative.
 2. *Non-Union Employees.* Regular non-union employees in Civil Service positions who have been demoted, reduced in pay for discipline, suspended without pay or discharged may appeal those forms of discipline to the Commission. Non-union employees in their initial probationary period do not have appeal rights under these Rules, regardless of the form of discipline. During their probationary period, promoted non-union employees have appeal rights

under these Rules for the referenced actions, except demotion.

3. All appeals under this section must be made in writing and must be filed with the Commission chair within seven (7) days after the effective date of the demotion, disciplinary reduction in pay, suspension without pay or discharge. In order to be considered by the Commission, written appeals must include:
 - a. A detailed explanation of the facts leading up to the discipline and the reasons why the employee believes the disciplinary action was improper,
 - b. The names of all relevant witnesses, and
 - c. A copy of all materials and documentation supporting the complaint.

SECTION 2 DISCIPLINARY HEARINGS

- A. Procedure. Commission hearings on appeals from disciplinary action shall be open to the public and informal. Both the employee and the Appointing Power shall be given written notification of the time and place of a hearing at least ten (10) days in advance, and shall have the right to have subpoenas issued by the Commission, present witnesses, and give evidence before the Commission.
- B. Witness Fees. Every person served with a subpoena requiring attendance before the Commission shall be entitled to the same fees and mileage as are allowed by law to witnesses in civil suits and actions, except that no person shall be entitled to any fees or mileage who is employed in the Public Service or political subdivision to which they are called as a witness. The fees and mileage allowed by this section need not be pre-paid, but the governing body of the political subdivision shall provide for payment thereof when certified by the Commission.
- C. Conduct of Hearings. A hearing before the Commission is intended solely for the purpose of receiving evidence either to refute or to substantiate specific charges which the Commission has been requested to examine. It shall not be made an occasion for uttering irresponsible accusations, attacking the character or conduct of an employer or employee or making other derogatory comments having no bearing on the charges under investigation. The Commission in conducting such hearings is not bound by the standard Rules of Evidence.
- D. Counsel or Representative. In appealing a disciplinary action to the Commission, an employee is not required to have counsel. The appellant may examine and cross-examine witnesses, make statements, summarize testimony, and otherwise conduct a hearing. An employee may choose to be represented by counsel or other person.

SECTION 3

COMMISSION FINDINGS

- A. Commission Findings. If, after receiving evidence presented in a hearing on disciplinary actions, the Commission finds the complained-of action taken by the Appointing Power was made in good faith for cause, the Commission may affirm or modify the action. If the Commission finds that the complained-of action taken by the Appointing Power was not made in good faith or cause, the employee shall be reinstated to the previous position and shall not suffer any loss of pay or status. The Commission, in lieu of affirming the disciplinary action, may modify the order as the circumstances may warrant. The action of the Commission shall be certified in writing to the Appointing Power who shall put it into effect. All other findings of the Commission resulting from any hearing on complaints or suggestions normally shall be in the form of recommendations. Commission findings will be issued within thirty (30) days of the conclusion of the hearing.
- B. Other Commission Investigations. The Commission will conduct an investigation into the enforcement and effect of these Rules whenever a resident of the District or an employee in a Civil Service position submits a verified written complaint alleging violation(s) or abuse(s) of these Rules. All written complaints must be submitted within thirty (30) days after the alleged violation or abuse, must be signed, and must include:
1. A detailed explanation of the alleged violation(s) or abuse(s) of these Rules,
 2. The Civil Service position(s) that the person believes to be affected by the violation(s) or abuse(s) of these Rules,
 3. The names of relevant witnesses, and
 4. A copy of all materials and documentation supporting the complaint.

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

SECTION 4

APPEAL TO CIRCUIT COURT

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

RULE XIV

RECORDS AND REPORTS

SECTION 1 ROSTER

The Commission shall establish and maintain a roster of all employees in the classified service showing for each employee the class title, assignment, salary rate, date of employment, and such other employment data as is deemed pertinent.

SECTION 2 REPORTS TO THE COMMISSION

Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence without pay, or other temporary or permanent change in the status of classified employees shall be reported to the Commission in writing on such forms as the Commission may require.

SECTION 3 DESTRUCTION OF RECORDS

Records other than examination papers may be destroyed after four years. Original examination papers shall be retained for four years, after which time they may be destroyed if microfilmed or electronic copies are retained.

SECTION 4 PUBLIC RECORDS

Except for examination material, all records of the Commission shall be public records. Such records shall be maintained and made available for inspection in accordance with applicable state law.

RULE XV

PROHIBITIONS AND PENALTIES

SECTION 1 PROHIBITED CONDUCT GENERALLY

No person shall:

- A. Alone or in cooperation with one or more persons, defeat, deceive or obstruct any person in respect to the right of that person of examination or registration according to the regulations prescribed by the Commission under these Civil Service Rules.
- B. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to these Civil Service Rules, or aid in so doing, or make any false representation concerning the same or concerning the person examined.
- C. Furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified or to be examined, registered or certified.
- D. Impersonate any other person to permit or aid in any manner any other person to impersonate the individual in connection with any examination or registration or application or request to be examined or registered.

SECTION 2 POLITICAL CONTRIBUTIONS AND ACTIVITIES

No person holding any position subject to civil service is under any obligation to contribute to any political or religious fund or to render any political service to any person or party. No person shall be removed, reduced in grade or salary or otherwise prejudiced for refusing to do so. No person shall discharge, promote, demote or in any manner change the official rank, employment or compensation of any person subject to civil service or promise or threaten to do so for giving, withholding or neglecting to make any contribution of money or services or any other valuable thing for any political, racial or religious purpose.

Subject to applicable state and federal law, no person holding any position subject to civil service may engage in political activity while on the job during working hours.

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.