

PHILOMATH FIRE & RESCUE

February 10, 2025

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

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. ORGANIZATIONAL ASSESSMENT PRESENTATION
Roy Emery & Bill Anderson, Special Districts Association of Oregon Senior Consultants
- III. CONSENT AGENDA
 - a. Minutes- January 9, 2024 Emergency Session
 - b. Minutes- January 13, 2024 Regular Session
 - c. Minutes- January 13, 2024 Work Session
 - d. Minutes- January 16, 2024 Continued Session
 - e. Bills – January
 - f. Chief Vacation Hours
- IV. PUBLIC COMMENT
- V. STAFF REPORTS
 1. Board Report
 - Review Board Calendar

- Volunteer Business Meeting- February (Edmonds), Next Meeting-April (Phillips)
 - Appreciation Dinner Recap
 - OFDDA Conference- November 20-22 in Seaside
2. Fire Chief Report – Chief Ferguson
 3. Operations Chief Report- Ops Chief Eddy
 4. Office Administrator Financial Report- Scott

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Association Representative
2. IAFF Local 4925 – President Taylor
3. City Council Liaison- Councilor Christopher McMorran

VII. OLD BUSINESS

1. Master Plan Update- Chief Ferguson
2. Board Policy- Edmonds
3. Levy Assistance Update- Scott
4. Drone Program- Chief Ferguson
Recommended action: Move to forward sUAS Pilot Job Descriptions and Policy to Second Reading.
5. Surplus 293 Update- Chief Ferguson

VIII. NEW BUSINESS

1. Appoint Budget Officer
Recommended action: Move to appoint Chief Ferguson as Budget Officer for 2025-2026 Budget.
2. Appoint Budget Committee
Recommended action: Move to appoint the following members _____ to our Budget Committee for 2025-2026 Budget.
3. Chief Contract Review and Exhibit A.

IX. ACTION ITEMS

X. NEXT MEETING – March 10, 2025

XI. ADJOURNMENT

SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

*SERVING OREGON
SPECIAL DISTRICTS SINCE 1979*

2024

Philomath Fire and Rescue
**ORGANIZATIONAL
ASSESSMENT
REPORT**

PREPARED BY
SDAO CONSULTING SERVICES

WWW.SDAO.COM

Philomath Fire and Rescue

November 2024



Prepared by

Special Districts Association of Oregon

Consulting Services Program

Roy Emery, SDAO Senior Consultant

Bill Anderson, SDAO Senior Consultant

Purpose of this Report

This assessment of Philomath Fire and Rescue is at the request of the Board of Directors. The request was to conduct a process entailing a 'snapshot' review of the organization. This report covers the 'snapshot' assessment of the organization's practices and processes. This report also provides some practical recommendations to improve the quality of services provided, as well as looking at opportunities to strengthen the entire organization.

Philomath Fire and Rescue faces many of the same challenges as other fire and emergency service agencies including new federal and state regulations, limited financial resources and a growing service demand.

Methodology

Consultants interviewed staff and Board members during several sight visits; reviewed provided financial information and reviewed provided policies and procedures.

This document will represent a synthesis of those interviews, observations, and a review of available district records. It is SDAO's hope that this information will be used to improve the quality of emergency services to residents and guests of Philomath Fire and Rescue.

REPORT ELEMENTS

This report is arranged by the six review elements shown below:

- Governance
- Staffing and organizational design
- Emergency response system
- Financial elements
- Training Program

The criteria used to evaluate fire districts has been developed over many years. These criteria include relevant National Fire Protection Association standards (NFPA), national accreditation criteria, health and safety requirements, federal and state mandates relative to fire protection and emergency medical (EMS), fire protection standards of the property insurance industry, and generally accepted fire and emergency best practices.

Each review element provides the reader with general information about that element, as well as specific observations and analysis of any significant issues or conditions that are pertinent.

Finally, specific recommendations are included to resolve identified issues and concerns, or to take advantage of opportunities that may exist.

FIRE DISTRICT ASSESSMENT

General

Before we get into our report, we would like to recognize the efforts of the Board, Philomath Fire and Rescue management, paid staff, and volunteers for mostly up to date policies, procedures, budgeting, and various plans that are in place. The information provided was the most complete that we have experienced when conducting organizational assessments. Definitely, a JOB WELL DONE!

Several years ago, it came to the attention of the Board that there may be some issues with the current fire chief. An investigation was conducted by a third-party investigator and the end result was the fire chief left Philomath Fire and Rescue. An interim fire chief was appointed and subsequently appointed to the permanent position. We do not want to get into the details of this occurrence other than to provide a very general history.

Our interviews were done confidentially with the promise that we would write the document in a manner that would not expose individuals. With that in mind, we detected a level of tension/concern in several areas. First, volunteers are concerned about their 'diminishing' role in the organization. The perception is paid staff, and resident volunteers are responding to most of the calls. Second, we feel there is still a 'hangover' from the previous chief leaving the organization. Sometimes personnel have a hard time of letting go of perceived slights or actions. We feel it is time to let the past go and emphasize focusing on where the District is headed.

Governance

Responsibilities and Lines of Authority

Oregon Revised Statue 478 defines the responsibilities and authorities of a fire district. Included in the statue are limitations on activities that may be carried out by a fire district. The governing board is comprised of five elected members who are responsible for the overall budgetary and policy direction of the Fire District. The Board of Directors (Board) approves the scope and direction of the services to be provided to the citizens and ensures that the needs of the citizens are met, as far as possible, with available resources. The Board formulates and adopts written policies to provide discretionary authority to the Fire Chief to manage the Districts' resources.

Typically, the Fire Chief is given the delegation of authority through Board policy, job description and personal service contract, along with the use of Standard Operating Guidelines that gives guidance to manage the daily operation of the Fire District. Philomath Fire and Rescue has a current job description and personal services contract that outlines the delegation of authority (Section IV Duties). Minor observation is that the personal services contract references the attached fire chief job description...but it was not included in Exhibit 'A.'

The Board of Directors appoints the Fire Chief who works as an at-will employee with a personal service contract. The Fire Chief is responsible for the organization and administration of the Fire District.

Philomath Fire and Rescue is organized in a top-down hierarchy that includes governance, administration, management, and operational levels, as depicted below. In addition to setting policy and appointing the Fire Chief, the Board appoints committee and commission members, including the Budget Committee.

Fire Chief evaluation process. There is a monthly 'check-in' with the fire chief by one board member; a more 'official' quarterly check-in is done quarterly by the board president with written comments/feedback for the Fire Chief and board input as appropriate. Preparation for the annual 360 review starts in January. Board is to approve a board member for this process, which typically is the board president. Typically, a best practice is to have two board members meet with the Fire Chief on a regular basis. This helps to avoid misunderstandings. We realize this could be construed as onerous (especially meeting monthly). At a minimum we recommend two board members be assigned to the 360-review process.

The board has a planning policy. Section 5 states It is the responsibility of the Board to develop and maintain a Master Plan. The Master Plan includes items such as: changes in PFR responsibilities, boundaries, capital investments, technology changes, intergovernmental agreements, etc. This plan is reviewed on an on-going basis in conjunction with the Strategic Plan created by the Fire Chief." We do appreciate the great discussion with the Board President on this topic, but we are still a bit confused about this process. First, the way the policy is written...the Board is responsible for Master Planning and the Fire Chief is responsible for Strategic Planning. From our interviews, it appears the Mater Plan is viewed as the 'Board's plan' & the Strategic Plan is viewed as 'staffs' plan. Best practice would be 'we'...meaning the Board and staff work together on each plan (if the Board decides to have both).

From my municipal experience I have seen Master Plans utilized for storm water, community development, and water infrastructure development. These are a high level, big picture, process that typically plans for a timeframe of 10 to 15 years. The longer timeframe is important for any organization and critical for communities that are experiencing growth. A master plan answers three questions:

- 1)Where is our organization now?
- 2) Where will we need to be in the future?
- 3) How do we get there?

The process begins with a detailed evaluation of current conditions in the agency, then forecasts future population and service demands, and then develops strategies that can be utilized to meet future needs. Public, stakeholders, policy makers and staff are involved with this process.

In contrast, a strategic plan is a shorter-term, three-to-five-year plan that is internally driven. A planning team made up of stakeholders and staff works to complete the following:

- Development or updating the agency's *mission, vision, and core values*.
- Identification of the District's most important goals for the next three to five years.
- Definition of objectives and action steps needed to achieve the goals.
- Establishment of means by which to measure accomplishments of the above.

At a minimum, it is a best practice to have a *strategic plan* in place for the organization. The yearly goals in this plan can become objectives in the Fire Chiefs evaluation for the upcoming year. These will form

the basis for the monthly fire chief report to the Board (progress, barriers and/or changing circumstances).

Complaint Process – during our interviews we asked how complaints were handled. The common response was to follow the ‘chain of command.’ We reviewed the general administration policy Discrimination and Harassment; Employee handbook Discrimination and Harassment, Workplace Professionalism, Dispute Resolution and Whistleblower policies. We did not find a policy that dealt with complaints from the public. Common themes in the aforementioned policies are to follow the chain of command, unless you are uncomfortable with that individual, then you can go to someone else. If not comfortable taking issue to the Fire Chief, then you can go to a Board member (Discrimination and Harassment). Whistleblower policy states “incidents involving Fire Chief will be investigated by the District Board of Directors.” We have several concerns. These policies could be clearer on the actual process if the Fire Chief is involved; the Board needs a clear process of what will happen if a complaint arises that deals with the Fire Chief (i.e., hiring a third-party investigator). There should also be a policy that outlines the process for addressing an outside complaint (from the public) & when the Board should be notified of such complaint.

Educational/development plan. The Board has not outlined an educational/developmental plan for the Fire Chief. Continuing development/educational classes are necessary for any Chief executive in today’s rapidly changing environment. Western and Eastern Oregon Universities offer classes (in person and remote) that cover various subjects related to Fire Administration and Executive Leadership; The National Fire Academy provides several executive leadership programs; SDAO offers the Fire Chief toolbox trainings. A best practice would be to develop a multi-year education/development plan for the Fire Chief to attain. We are not saying that a BA/BS in Fire Administration is necessary, however some of the core classes are beneficial for an executive to complete.

Recommendation:

- **Fire Chief job description not included in Appendix A of personal services contract.**
- **Consider appointing two Board members to the Fire Chief 360 review process.**
- **Consider working toward changing the perception of the Master & Strategic Plans to “we.”**
- **Consider adopting a Board policy that outlines the process if a complaint is brought against the Fire Chief.**
- **Consider adopting a policy that addresses the process for a complaint from the community/public and when the Board should be notified of such a complaint.**
- **Consider developing an educational/development plan for the Fire Chief.**

Staffing & Organization

Administration

Philomath Fire and Rescue has a small administrative staff, which means staff wear many different hats. Management and Board need to be aware of the responsibilities assigned to each position. It is easy to keep assigning tasks to a ‘go to person’ but this tends to burn personnel out over the long term. An option to consider is to delegate some responsibilities to the shift Lieutenants. From our interviews, it seems there may be some confusion regarding who is in charge of what. It may be beneficial to map out what each position (Fire Chief, OPS Chief, Training Captain, etc.) has been assigned as

duties/responsibilities. Accomplishing this task may reveal some over-lapping areas and/or may reveal opportunities to gain some efficiencies.

Standard of Cover will be addressed later in this document. Just wanted to note that the organizational chart in this document does not match the current organizational chart provided to us. It is important to keep track of 'version control' of documents like these to keep everyone in the organization on the same page.

- **Consider mapping out position responsibilities.**
- **Consider delegating some responsibilities to the company officer level.**

Volunteer program – Volunteers are required to put in 'x hours per month. A volunteer can meet this requirement by only attending drills and not pulling any shifts hours with a paid crew and resident volunteer. A concern heard loud and clear is that the volunteers feel like the paid crews are taking the majority of the calls. This is a consequence of changing from a volunteer response model to having paid staffing (supplemented by resident volunteers) to take the first call. Volunteers do believe the current response system offers a higher level of service...but it is understandable for them to miss the response opportunities. It may be worth considering assigning volunteers to a crew/shift. This would provide the opportunity to build relationships between the assigned volunteers, paid crew, and resident volunteers. If this is implemented, it would also necessitate modification to volunteer requirements...meaning there should be minimal required drill hours per month and minimal required shift hours per month to maintain good standing as a volunteer.

- **Consider changing the volunteer requirements to include some shift hours.**
- **Consider assigning volunteers to crews/shifts.**
- **Consider tracking volunteers responding on apparatus (second out engine) and /or from substations.**

Standard of Cover

The District has a qualitative Standard of Cover; however, it lacks the quantitative performance criteria that is required to objectively evaluate.

The National Fire Protection Association (NFPA) has published a recommended standard 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operation, and Special Operations to the Public by Volunteer Fire Departments*, this standard provides a template for evaluating a fire department's response to emergency incidents. NFPA recognizes the response challenges facing volunteer and combination fire departments, they developed a separate standard for career fire organization found in NFPA 1710.

NFPA 1720 would divide the District into several demand zones based on population density:

- **Urban Demand Zone** is defined by a geographical area populated by over 1,000 people per square mile.
- **Suburban** is defined by a geographical area populated by 500 – 1,000 people per square mile.
- **Rural Demand Zone** is defined by a geographical area populated with less than 500 population per square mile.

- **Remote Area Demand Zone** which would cover the portion of a district outside an 8-mile response distance.

The City of Philomath 2023 population was 5,838 residents and covered an area of just over 2 square miles. NFPA would categorize the area within the city limits and possibly some area within the city’s urban growth boundary as an Urban Demand Zone. Areas immediately outside the city’s urban growth boundary would probably fall into a Suburban Demand Zone and the remainder of the District would fall into either a Rural or Remote Demand Zone.

NFPA 1720 further provides guidance to fire departments in developing objective performance measurements.

NFPA 1720 Response Objectives

Demand Zone	Minimum Firefighters to Respond	Response Time (in minutes)	Meets Objective
Urban Area	15	9	90%
Suburban Area	10	10	80%
Rural Area	6	14	80%
Remote Area	4	*	90%

* Dependent on Travel Distance

The District’s current minimum staffing practice lists two career, 2 resident firefighters, and a duty chief. The only current written minimum staffing language is found in the collective bargaining agreement which states the engine must be staffed with one union firefighter. The resident volunteers are not always at the station and may be engaged in either school or work making them unavailable for response. The three qualified staff members work from 8 to 5 Monday through Friday and may or may not be available after hours and on the weekend. The District’s mutual and automatic aid agreements with neighboring agencies specifies that the minimum staffing for fire engines aiding a requesting agency is 3 firefighters, oftentimes the District’s duty officer is required to fill the third firefighter position on the engine

Designating a minimum staffing level is critical in establishing a standard of cover. Predictably, the number of the District’s fire calls are highest in the summer months (June-September). Those are also the months that tend to have higher leave use. The District also sent personnel to 10 separate conflagrations during the summer Of 2024.

The District has been tracking very good response data. They can demonstrate that on average:

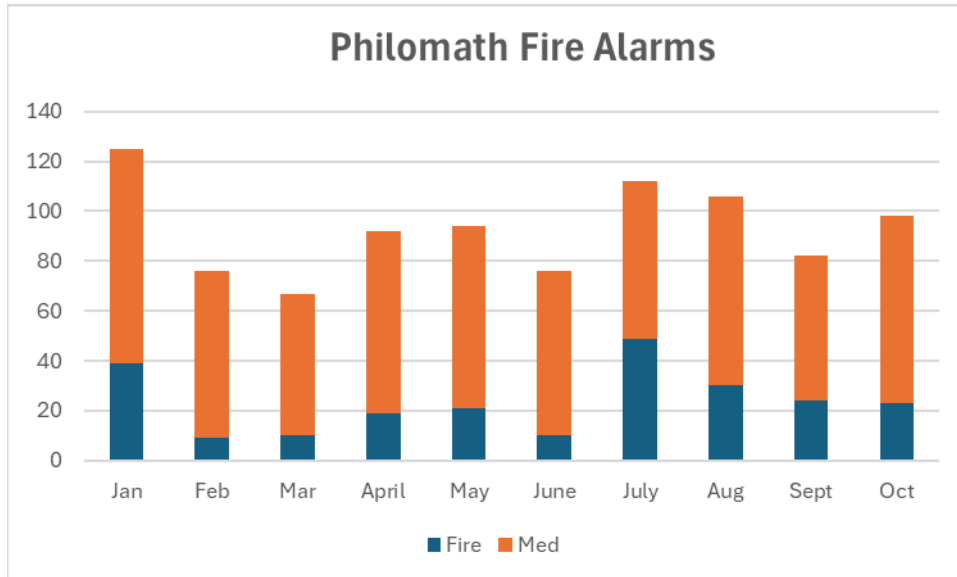
2.24 Career

1.3 Resident

0.4 Volunteers

responded to emergency calls. This needs to be further separated into fire, medical, and other incidents to get a more accurate picture of the district’s emergency responses. You would expect to see a greater personnel response to a fire incident than a medical call or an incidental call to an illegal burn.

Establishing a minimum staffing level will aid in managing vacation use and other absences from the District due to meetings, trainings, and conflagrations.



Many fire agencies will temporarily staff up during the summer months with part-time positions to help relieve the strain on personnel during the summer months.

The NFPA Standard does not take into consideration a fire district's ability to fund the resources needed to meet the response criteria. In fact, many fire agencies are financially unable to meet the standards. It is unlikely that PFR could ever meet the Urban Zone criteria without a substantial investment in staffing. The standard does provide a template for a fire district to develop its own response standard based on available financial resources.

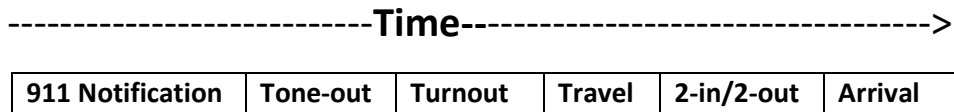
Along with the NFPA standard, which is a recommendation, Oregon Occupation Safety and Health Administration (OR-OSHA) mandates a minimum of 4 combat firefighters on scene prior to entering an IDLH (Immediate Dangerous to Life or Health) atmosphere. This rule known as the 2-in/2-out rule and requires prior to firefighters entering a burning structure (or any IDLH environment), to enter with a minimum of 2 firefighters while having two additional trained firefighters immediately available to assist the entry crew should they run into trouble. When analyzing responses to emergency incidents you must break the response into manageable segments. This is a critical benchmark when developing a standard of cover. It would be important to know the frequency of the District's ability to meet the 2-in/2-out criteria with their own personnel resources versus the reliance on automatic aid resources. The City of Corvallis closest fire station is 9 minutes away from Station 201 and depending on the incident location, which must be factored into the standard of cover.

Historically, the District's volunteers would respond to staff with a second out fire engine. In our interviews we asked how often the District was able to respond a second engine and we were told that the general assumption is that the District was unable to respond a staffed second engine and the subsequent personnel would probably respond in a brush rig or squad. We do not have the data to give an opinion on the District's ability to staff a second fire engine, but that data would be important in

developing an objective standard of cover. In addition, it would also be a measurable assessment of the District’s volunteer program.

A standard of cover measures more than apparatus response times. There is an element that also measures the performance of the dispatch center call processing time. Corvallis Regional Communication Center is a special service district providing 9-1-1 and dispatch services to the 10 fire and police agencies within Benton County.

A response to a fire incident can be broken down into the following manageable components. Each component would have objective performance measurements.



911 Notification. Is measured at the point the 911 call is received at the dispatch center.

Tone-out time. Measures the performance of the dispatch center to process the 911 call and notify the appropriate agencies.

Turnout time. Measures the performance of the fire agencies once the tone-out is received and the apparatus begins to respond. A response to a fire incident would typically take longer than a response to a medical incident because of the time it takes firefighters to don personal protective gear.

Travel time Generally is a product of the distance between the incident and the fire station. Travel time to an emergency within the city limits would be expected to be shorter than in the rural area.

2-in/2-out met Measures the point where 4 qualified combat firefighters are on scene and the fire agency can begin an offensive interior fire attack.

Arrival time Measures the time it takes to assemble an effective firefighting force. NFPA 1720 standard is 15 fire personnel in an urban area, 10 in a suburban area, and 6 in a rural area. PFR can establish its own response criteria in its standard of cover.

We reviewed the district’s response data on a recent “working fire.” We use this only as an example to demonstrate quantitative data. The data we received is incomplete because it did not include the data from automatic aid companies that we presume would have been on the incident.

The incident occurred on 08/24/2024 at 23:01:47 to 1656 Fern Rd. Philomath, Or. MapQuest calculated the distance from the main station to be 4 miles with a 9-minute drive time.

Time	Unit		Personnel	Benchmark	Elapsed Time Min:Sec
23:01:47					00:00
23:02:55	W231	Dispatch			01:08
23:05:40	W218	Enroute			03:53
23:05:58	W231	Enroute			04:11
23:08:07	W218	Arrive	1		06:20
23:10:17	W214	Dispatch			08:30
23:10:17	W214	Enroute			08:30
23:10:40	W231	Arrive	4	2-in/2-out	08:23
23:22:07	W214	Arrive	1		20:20

Because we lacked the automatic aid response data to this incident, we really cannot give a good analysis on the time it took to assemble an effective firefighting force, other than to estimate of the closest Corvallis fire station was 8 miles away and an estimated travel time of 12 minutes.

The NFPA standard is not mandated, but it can serve as a reference guide towards developing an acceptable service level for Philomath Fire and Rescue. It should be a consideration when developing master and strategic planning documents.

It should be noted, the fire district already tracks considerable data on their emergency responses, they just have not applied performance standards to the data to effectively evaluate the District's effectiveness.

During our site visits, on-duty crews were sent twice to out-of-district "lift assists." They were requested because the local fire district was unable to respond. These types of calls take PFR limited emergency services out of service for more than an hour leaving the District less protected until they return. This creates a quandary for the Fire District. In addition to the mutual aid agreements, PFR has specific intergovernmental agreements (IGAs) with Hoskins-Kings Valley and Blodget-Summit Fire Districts. In reviewing the District's automatic/aid responses, the District sent resources to mutual aid agencies 132 times and received aid in return 6 times. This disparity warrants a discussion on the types and severity of calls the District is sending to mutual/auto aid requests. Tying up limited District fire resources on non-emergent out-of-district requests for assistance weakens the District's own protection. If the District wants to continue this level of service, it might consider utilizing its corps of EMS volunteers to staff an EMS unit to cover these types of incidents.

We recommend the District review their response agreements with other agencies to determine the level of reciprocity they receive in return. The notion of reciprocity implies that there is an in-kind equal benefit returned to the District. Oftentimes, fire resources are sent into underserved or unprotected areas leaving the agency providing the aid less protected. Typically, the aid is given under the auspices

of a political or humanitarian gesture. However, when run imbalances begin to demonstrate the District is being taken advantage of, the District should consider a charge for services rather than a true mutual or automatic aid.

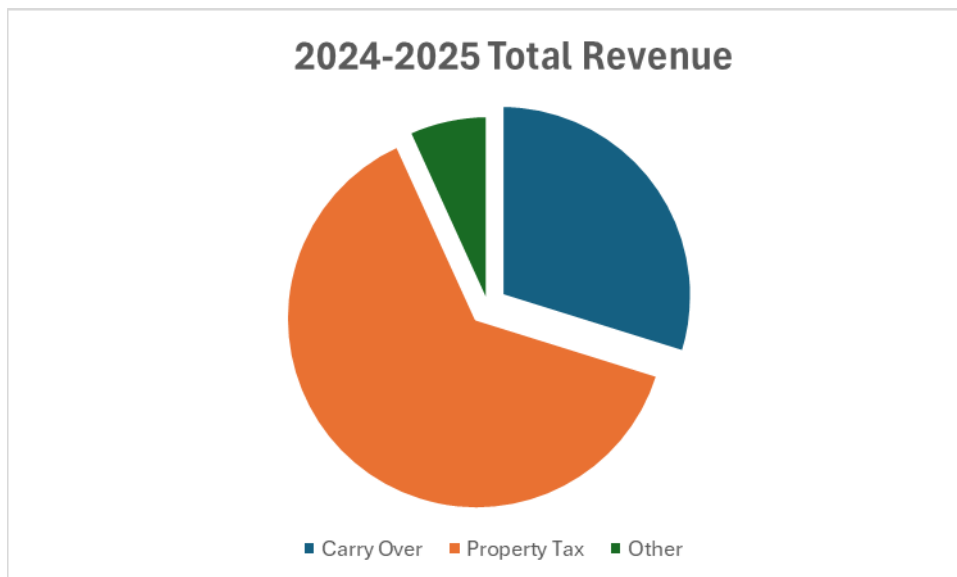
Recommendations:

- **Adopt a Philomath Fire and Rescue Standard of Cover that addresses response time (it does not have to be the NFPA Standard, but it sets the response goals for PFD and is a measuring tool to evaluate performance).**
- **Modify first alarm assignments to ensure that there are enough responding firefighters to meet the adopted Standard of cover, and they arrive within the established response time goals.**
- **Track total volunteer responses by incident.**
- **Benchmark on emergency scenes when Standard of Cover minimum staffing has been met.**
- **Benchmark on emergency scenes when 2-in/2-out have been met.**
- **Adopt a minimum daily staffing level by policy**
- **Consider adding part-time staffing during the peak season to address the predicted strain on personnel and call volume.**
- **Consider utilizing volunteer EMS personnel to cover non-emergency medical calls.**
- **Review the District’s mutual and automatic aid agreements for true reciprocity.**

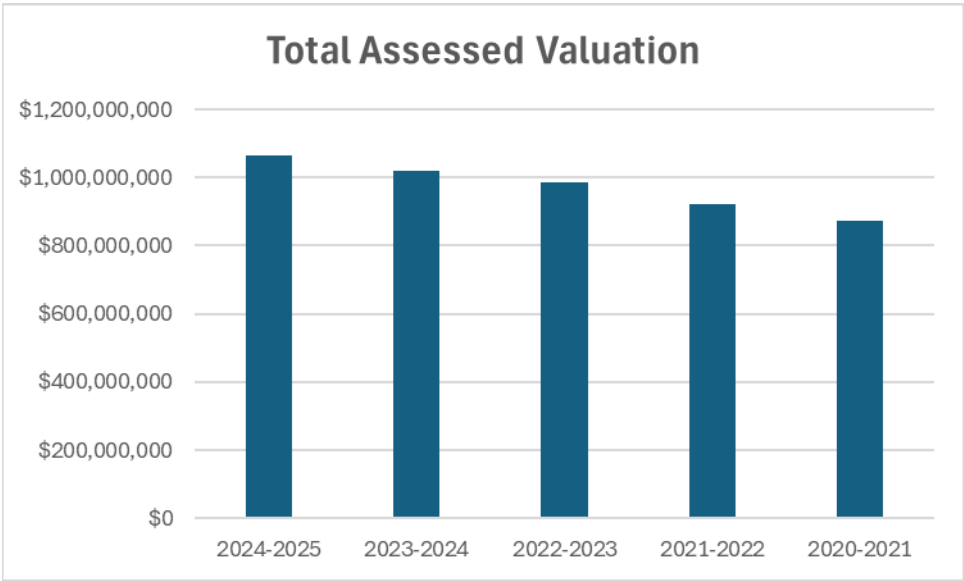
FINANCIAL

We were impressed with the ease in interpreting the District’s budget. It is well organized and conveniently tied into the District's master and strategic plans. Our review is not a financial audit. The District receives an annual financial audit from Accuity. Our review looks at the District’s historical financial trends within the budget and should aid in developing future budgets and updating their planning documents.

The District’s revenue is primarily from three sources.

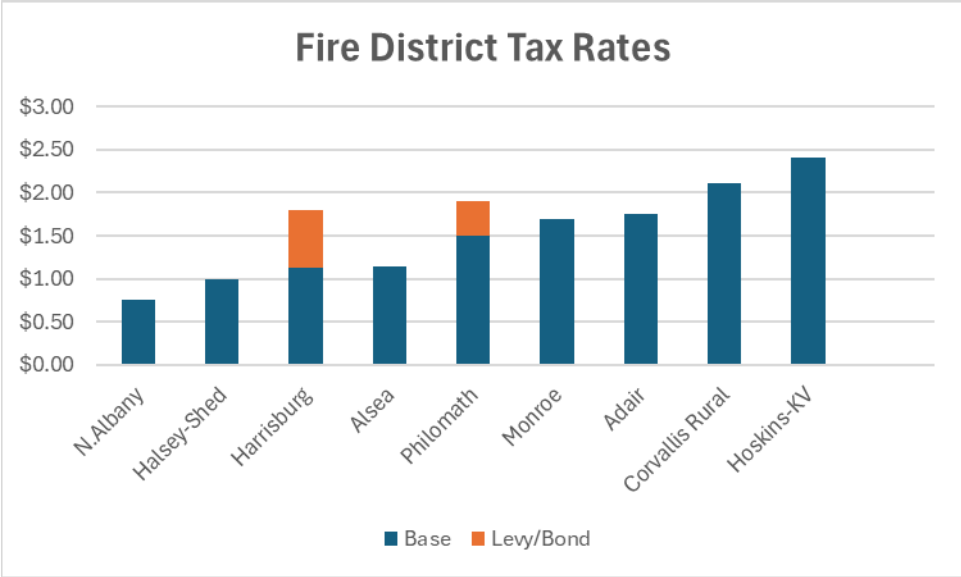


The property tax the District receives is tied to their base rate of approximately \$1.50 per assessed value and a serial/bond levy of \$0.40 per thousand.



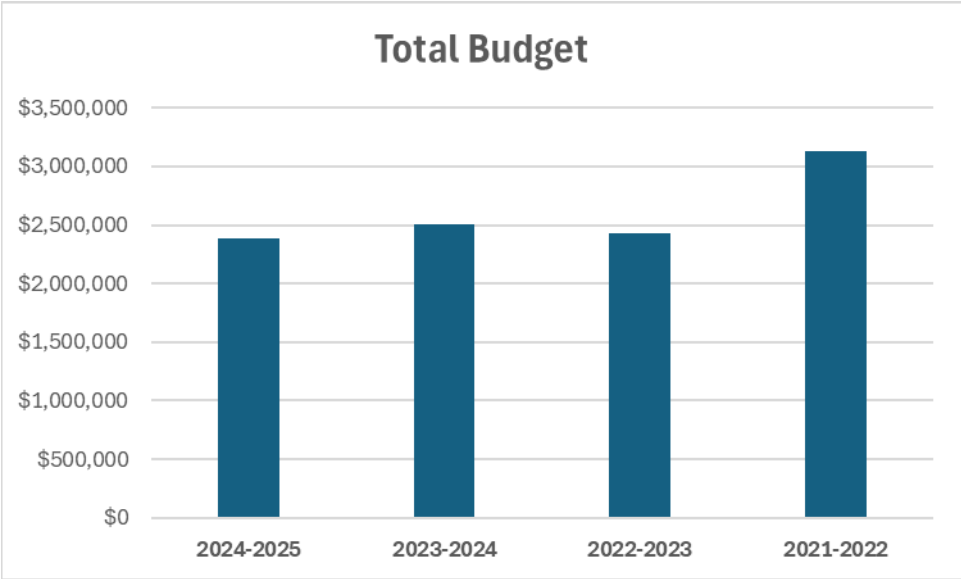
On average the District’s assessed value grew 5.4% per year for the past four years. It is important to note that although the assessed value has grown, several major businesses in the District have recently closed, which may or may not impact future valuation trends.

We compared the District’s tax rates against other fire districts within Benton County.

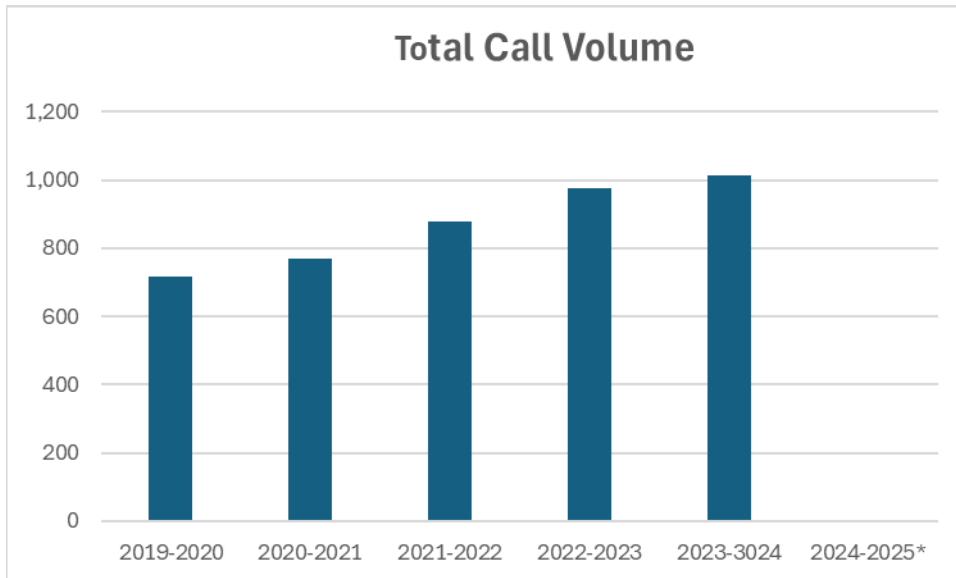


PFR combined tax rate of \$1.90 puts in slightly more than mid-range from the other fire agencies in the county. The tax rates do not measure the efficacy of service to the community. As an example, Hoskins-King Valley Fire District operates at a higher tax rate than PFR, yet PFR has recently been covering automatic aid into its neighboring fire district because Hoskins-Kings Valley Fire District has had difficulty in mustering personnel to respond to calls within their own district.

Although the District’s assessed value has increased, the total budget has decreased 31% over the past 3 years.



We did not have access to the discussions and economic factors that led to the decrease in the District’s budget. Looking at the District’s total call volume, their responses to emergency incidents have increased 40% from 2019-2020.



The increased response trends will have an impact on the District’s service level. It increases the probability that simultaneous calls will occur, increasing response times when automatic aid resources are then used to cover calls within the District.

Additionally, we forecasted some of the District’s future capital projects such as apparatus replacement. The District does have an apparatus replacement plan, but it currently lacks the funding to meet the goals listed in the plan. We list a recommended replacement schedule later in this report along with an estimated cost associated with the replacement plan.

We believe that the best practice would be to tie the District’s budget to a quantifiable service level as identified in a standard-of-cover.

In the 2024/2025 budget document, the District lists a \$711,000 carryover which represents about 30% of the District’s total revenue. The carryover is used to cover the “dry period financing” from July 1st through October 31 until property tax revenue is received from the County. Many districts have had to rely on borrowing money (tax anticipation notes) to fund operations until tax revenues are received. Tax anticipation notes increase the cost of operations because of the interest applied to the loans. The District is in good financial footing by maintaining a healthy carryover.

When we looked at the budget, we were curious where the carryover was funded from the previous year. You would expect to see the carryover from the previous year general fund line-item listed under the unappropriated ending fund balance. Unappropriated ending fund balance are reserved funds that are intended for future use and not intended to be spent within the current budget cycle. The District does not budget an unappropriated end fund, rather their practice has been to underspend the current year’s general fund in the amount needed for the next year’s carryover. This has the potential to create an unintended consequence when the general fund is spent closer to the “approved” budget reducing the carryover into the next budget cycle. The unappropriated ending fund serves as an intentional “savings” because the fund cannot be spent until it is “appropriated” and that takes board action and perhaps a budget committee approval to transfer funds (appropriated).

Recommendations:

- Consider budgeting carry-over funds in the unappropriated ending fund balance.
- Staffing levels should set commensurate with the District’s ability to fund
- Consider incorporating the standard of cover into the budget considerations

Capital Replacement Plan

The District’s has an apparatus replacement document. We are unsure how this document is tied into the budget or other planning documents. Using the information provided to us, we developed an estimated replacement schedule with associated cost with a 6% per year inflation factor.

Utilizing the current District replacement schedule, in 2024 the District is currently approximately \$1,120,000 behind schedule. In the next 5 years it is anticipated the District will need \$2,563,280 to keep pace with replacements.

Philomath Fire District Capital Replacement Plan (DRAFT)

Apparatus #	2024 Replacement	2024	2026	2027	2031	2032	2038	2041
292	\$40,000	\$40,000						
291	\$60,000	\$60,000						
293	\$60,000	\$60,000						
233	\$800,000	\$800,000						
263	\$160,000	\$160,000						
241	\$600,000		\$674,000					
244	\$600,000		\$674,000					
290	\$40,000			\$47,640				
294	\$40,000			\$47,640				
261	\$100,000					\$195,384		
231	\$800,000				\$1,202,904			
251	\$1,200,000						\$2,713,084	
265	\$650,000							\$650,000
Total		\$1,120,000	\$1,348,000	\$95,280	\$1,202,904	\$195,384	\$2,715,122	\$1,750,302

Apparatus costs have risen significantly with the price of a new fully equipped fire engine averaging between \$700,000 and \$900,000. NFPA *Standard for Automotive Fire Apparatus* recommends replacing fire engines at 25 years of age. Typically, a fire engine would be removed from front line service at age 20 and move to reserve status. NFPA 1901 is a recommended standard and not a mandated standard. Many fire districts carry apparatus beyond the recommended 25 years if the engine is mechanically sound and maintained according to NFPA 1911 *Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles*.

We also recommend Philomath Fire and Rescue develop a replacement plan for the high-cost equipment required to operate a Fire and EMS emergency service. One set of new turnouts cost around \$3,000 and NFPA recommends them to be replaced every 10 years regardless of condition. SCBA air packs run about \$6,000 a unit and have an anticipated life span of around 15 years. Composite air cylinders need to be replaced after 15 years of service. The price of a commercial grade emergency generator and installation could exceed \$25,000. A new electronic heart monitor will cost upwards to \$60,000 and have an 8-to-10-year service life.

The District passed a 10-year bond levy in 2016 which was expected to bring in \$3.5 million dollars over the life of the bond. That bond remodeled the fire station, added crew quarters, and replaced some of the District's aging fleet. That bond levy is scheduled to be retired in 2026 which will require a vote to renew the bond in late 2025 or early 2026. The District presented an impressive informational campaign to educate the public on the need for the bond in 2016 and it passed with 62 to 38 percent of the vote. In the next 15 years the capital replacement for just the fire apparatus will be in excess of \$6.6 million dollars. This does not factor in the District's desire to build a training facility.

This places some urgency in early 2025 for the District to begin to identify the future service levels the District seeks to provide and what financial resources will be needed to meet those needs. An information campaign equal to the efforts of 2016 needs to be developed to increase the probability of a successful campaign.

Recommendations

- **Create an Apparatus Replacement Plan to include a funding source to support the plan.**
- **In a separate Equipment Replacement Plan identify the critical capital equipment PFD owns with expected replacement dates and funding source.**
- **Develop a Priority Plan to guide Philomath Fire and Rescue financially and operationally. The plan should project at least 5 years forward and be updated annually.**
- **Begin in 2025 to develop the strategies needed to replace the bond.**

Training and Safety

Philomath Fire and Rescue provides training through a paid 40 hour per week Training Captain position. Delivery of a high-quality training program takes time, motivation, and high energy. Volunteers are giving up their time at home to come to drill. Drills must utilize time effectively keeping participants challenged and productive. From all the members interviewed, all are extremely happy with the training provided by Philomath Fire and Rescue. The number of volunteers present and retained by Philomath Fire and Rescue are directly related to a very good training program and instructor. DPSST skill checkoffs are followed for all certifications.

Philomath Fire and Rescue does provide an annual training calendar that lists various subjects to be taught. Currently, the Training Officer is the one that develops this calendar. Inclusion is always a positive motivator and a means of increasing individual participation. Even though Philomath Fire and Rescue has an individual designated to oversee the training activities of the district the creation of a training committee can enhance the abilities of that individual to provide quality training. Allowing those directly impacted by training to have a voice in the type of training and the various methods of delivering that training opens the organization to new ideas and creativity that including various

members can bring. Allowing members to have this type of input leads to an inclusiveness that makes members of the organization feel more valued. Also utilizing others interest or expertise in areas to teach drills helps to lessen the burden on the Training Captain and also increases skills and abilities of staff.

OR-OSHA requires the employer to develop and implement a written statement or policy that identifies the level of service the District provides. In the policy statement the agency must also include the type, amount, and frequency of training provided to deliver that service. For example, there are annual recertification requirements for both fire and medical certifications. PFR operational guidelines identify the service levels, but it does not identify the frequency of training required to maintain the service levels. Requirements should be tracked for each individual so if someone misses a required training, a make-up session can be scheduled. In the event requirements are not met, an individual must be removed from operational status until they meet requirements.

The annual training calendar would ensure that the minimum required training is being met. In addition, a checklist by individual should be maintained to track the status of completion. Those firefighters who are unable to keep up with the required mandatory training should be removed from active response status until their training comes into compliance.

The District relies on the completion of the task books as the only means of a formal probationary evaluation. It does not give employees a monthly probationary status report. Task books generally only evaluate specific tasks and not attitude nor the performance of other non-emergency tasks and behaviors that are critical to developing a successful employee. The District's probationary training program should include a minimum of a monthly written performance evaluation by the supervisor of the probationary firefighter giving them more immediate feedback of areas needed for improvement and areas of strength of the employee.

We also note that the Training Captain can send out notice that a member has met qualifications such as FFI or completed EMT checkoffs. However, it was stated on several occasions that such a person would not be allowed to participate unless the officer they are working with has seen them perform the skill(s) successfully. This creates a double standard that can cause the District issues down the road.

Recommendations:

- **Consider forming a training committee to assist with the prioritization, planning, and organizing of training events.**
- **Consider creating an instructor pool.**
- **Identify the frequency of training to maintain service levels.**
- **Develop comprehensive probationary program for new hires and promotional employees.**
- **Work toward resolving issue of newly qualified people having to 're-prove' their qualifications.**
- **Develop individual training compliance checklist.**

Safety

It is the responsibility of the employer and employees/volunteers of Philomath Fire and Rescue to conduct all activities in the safest manner possible. Established safety procedures and recommendations that guide the fire service are found in OR-OSHA and NFPA documents.

Accident/Near Miss policy – we were not able to find this policy. During our interviews personnel were unable to explain the process for what to do if there was a near miss. We also note that an accident/injury did occur to a member and one of the contributing factors was a narrow step on an engine. A new step was constructed; however, it is not mounted on the engine. This situation creates a liability for the District.

During our walk-through of the District's facilities we noted that several apparatuses were not hooked up to the exhaust extraction systems and it appears that one engine is not able to utilize the extraction system (this was also noted on the OSHA consult). Staff should be held accountable for utilizing the systems the District has put in place for their health and safety. Also, we noted that the sheet rock needs to be taped and mudded in the shop/mechanics' room.

Rope Rescue

When we were going through the apparatus, we noted rope rescue equipment. We asked to see the ropes history cards. With a little difficulty, the cards were located and presented. We noted the District has 6 rescue lines. Ropes #4, #5, and #6 were put into service in May of 2024 and the history cards reflect no use or inspections since. Rope #1 history card shows it was used in a drill in July 2023 and no inspection or use since. Rope #2 was put into service in January 2020 with no use or inspection since. Rope #3 was put into service in February 2020 with no inspection or use since. We also noted rope rescue appliances (brakes, ascenders, and descenders) were in the station. These appliances also need to be inventoried, inspected and their use tracked. We were not given any records associated with the appliances.

This presents a dilemma for the District. Most rope manufacturers would recommend retiring rope when full histories cannot be determined. If adequate records were an indication of whether the District has a rope program it would be difficult to prove it had one. Additionally, especially when three new firefighters were hired this year it would be difficult to prove any recent rope training has occurred. In reviewing the 2024 drill records, we could not find any training associated with ropes. PFD operational guidelines states that "responders of Philomath Fire & Rescue will have mandatory training to provide basic rope rescue and support in emergency operations." We were not presented with any records that would reflect the District was in compliance with this guideline.

The District should review all of their operational guidelines to make sure it is meeting all of the training requirements associated with guidelines.

- **If there is not an Accident/Near Miss policy, consider developing one.**
- **Mount the wider step on the engine ASAP.**
- **Ensure staff utilize the exhaust extraction systems.**
- **Modify system to allow engine to utilize the extraction system.**
- **Consider removing rope rescue equipment from apparatus until training is completed for all personnel.**

- **Review operational guideline and develop appropriate training programs to ensure mandatory compliances are met.**
- **Mud and tape sheet rock in shop area.**

Safety Committee

OR-OSHA requires an organization to establish an in-house Safety Committee. Oregon Administrative Rule 437-001-0765 and Division 2, Sub L 437-002-0182(7) give guidance for safety committee operation, and we encourage the district to review these rules. These rules also outline the minimum level of training Safety Committee members must meet. All current Safety Committee members meet these requirements...GOOD JOB!

Philomath Fire and Rescue currently holds safety committee meetings quarterly. The explanation we were given for the quarterly meetings is that the personnel could not meet monthly. It is clearly stated in the administrative rule that the safety committee is to meet monthly, there is not an exception for lack of attendance...nor is there a quorum rule. The quarterly meetings need to be changed to monthly.

Per the above rules, meeting notes must be published and maintained for a period of 3 years. A best practice is to post an agenda for the committee members before the meeting. Meeting notes should follow the agenda topics with a 'any other matters' section for unanticipated items. Each month's notes should be forwarded to the Fire Chief for review and concurrence. The Chief's signature ensures adequate administrative oversight is being given to the Safety Committee. Facilities also must be inspected by the Safety Committee on a quarterly basis. These inspection reports should also be sent to the Fire Chief for sign-off. If discrepancies are noted, a timeline for remedy and responsible person should also be included with the report.

- **Require Fire Chief to sign off on all monthly Safety Committee minutes and inspections.**
- **Have the Safety Committee meet monthly per OAR.**

Report Summary

We are concerned that this document may predominantly highlight the negative aspects of the District. We also want to acknowledge the positive elements. As mentioned earlier in this report, we randomly select programs for review. Our approach is based on the belief that a random sample provides a reliable reflection of the overall health of the District's programs. During our interviews, it became clear that District members are satisfied with the direction and support provided by the Board. Additionally, a strong desire for improvement was evident in the majority of those we spoke with. It is encouraging to see these positive qualities in action.

We sincerely appreciate the efforts of the Board members and staff in responding to our questions and supplying the requested documentation.



SPECIAL DISTRICTS
ORGANIZATIONAL
ASSESSMENT
REPORT

WWW.SDAO.COM

Shanta Carter
Consulting Services Manager
sdaoconsultingservices@sdao.com
800.305.1736 ext. 251

PHILOMATH FIRE & RESCUE

January 9, 2025

Location: Via Zoom

Emergency Session Board Meeting

3:15 pm

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Emergency Session meeting was called to order by President Doug Edmonds at 15:16. Board members present included: President Doug Edmonds, Treasurer Ken Corbin, and Daphne Phillips. Vice President Rick Brand and Board Member Joe Brier were unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott and Operations Chief Dan Eddy.

- II. 265 Emergency Repairs- Chief Ferguson discussed our current Conflagration wildfire response to California, our crew stopped for fuel in Corning, California and noticed problem with transfer case. Luckily there was a repair shop across the street so there were no tow costs. Chief Ferguson asked for the Board to authorize up to \$15,000 for repairs.
Edmonds motioned to repair 265 in Corning California to not exceed \$15,000. Seconded by Phillips.
Discussion was had to understand logistics and current impacts on emergency response in Philomath.
Voting results 3-0 Passes with a quorum present:
Edmonds: In Favor
Corbin: In Favor
Phillips: In Favor

- III. ADJOURNMENT- 15:20

PHILOMATH FIRE & RESCUE

January 13, 2025

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:00. Board members present included: President Doug Edmonds, Vice President Rick Brand, Treasurer Ken Corbin, and Joe Brier. Board Member Daphne Phillips was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott and Operations Chief Dan Eddy. Volunteer Association President Stephanie Vallancey was in attendance. Virtual attendees included Kori Sarrett from Accuity until the conclusion of her report and City Council Liaison and Mayor Christopher McMorran from 15:44 to 15:49.

- II. AUDIT PRESENTATION- Kori Sarrett, Accuity – discussed that the district was well prepared for the Audit. All categories are positive, no concerns about carryover. The debt schedule was incorrect which made the debt line items overspent. The debt schedule has been corrected for future years. Audit findings include segregation of duties that have been downgraded from a significant to a slight deficiency. The downgrade, which is a positive move, is due to the boards' involvement in reviewing and asking questions about the financial documents. (The size of the district was noted.) There is no follow-up needed with the Secretary of State.
Edmonds move to approve the Accuity Annual Financial Report dated June 30, 2024 as presented. Brand seconded.
Voting results 4-0 Passes with a quorum present:
Edmonds: In Favor
Brand: In Favor
Corbin: In Favor
Brier: In Favor

- III. CONSENT AGENDA
 - a. Minutes- December 9, 2024 Regular Session
 - b. Bills – December
 - c. Chief Vacation Hours***Corbin moved to approve Consent Agenda as presented. Brier seconded.***

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

IV. PUBLIC COMMENT – None

V. STAFF REPORTS

1. Board Report

Chief Check in- Edmonds had a meeting with Chief and that included the opportunity to ride along on multiple calls. Edmonds noted that the crews were very competent and very professional.

December Volunteer Association meeting- Brand was impressed that there were multiple people up for election for each of the positions and appreciated the camaraderie that was shown by the team.

- Review Board Calendar- Moved the Volunteer Association Meeting attendance to February and assigned Chief Check In Board Members until June.

- Appreciation Dinner- February 8, 2025 at Patrick Lumber Timber Hall at 1800.

2. Fire Chief Report – Included in Board Packet and highlights discussed by Chief Ferguson. Apparatus 233 step repair complete by volunteer Chris Leonard. AFG Grant submitted to replace 233 in the future. SAFER Grant to get a fire marshal position back at PF&R. FEPP Appartaus left to get painted today at Freebird Body and Paint.

During the Evergreen Structure fire it was recognized the team for a job well done and the effort of the crew to keep that structure standing. Volunteers are signing up to take shifts with our crew. Increased participation to handle back-to-back calls. Dan Abbott, from Knife River and a past PF& R Volunteer, is giving our keynote presentation at the appreciation dinner next month.

3. Operations Chief Report- Included in Board Packet and highlights discussed by Operations Chief Eddy. Highlights included nearly 1100 calls for service, majority of calls in the core of the city. Averaging three calls per day for service. Aid to other departments was 29% increase from last year. 69 calls to Corvallis and 11 calls returned to PF&R. While the number of requests to support Corvallis are much greater than the requests to support Philomath, this seemingly disparate imbalance is balanced by the underlying hours of support given by Corvallis. When thus is taken into account, there is more of an equilibrium in the numbers. The data collection system does not have the capability to record the hours, the support is noted anecdotally. Our district is working with dispatch to change the impact of automatic

move ups. Back-to-back calls: within 10- and 20-minutes had substantial increase in both categories. Continuing volunteers inclusion in active calls. Working through PMs on apparatus.

4. Office Administrator Financial Report- Included in Board Packet and highlights discussed by Scott. Working with Accuity to identify a reconciliation discrepancy in our QuickBooks accounting software.

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Included in the Board Packet and President Vallancey was present for questions.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorrان arrived via Zoom at 15:44 and gave many updates to the Board. Two new city council members were sworn in recently: Brent Caseman and Spencer Irwin. The City Council is appointing members of citizen committees and appointing another City Counselor this evening. Council is looking toward the future by helping create a city vision with community partners. Hydrant testing: City Manager and Chief are working through the details. At the February meeting, the council will be appointing new Liaison positions. McMorrان left the meeting at 15:49.

VII. OLD BUSINESS

1. Master Plan Community Survey Questions Update- Included in the Board Packet and highlights were discussed by Chief Ferguson.

Corbin moved to approve the community survey questions for the Master Plan.
Brand Seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

2. Work Session- Board Policy and Master Plan- Immediately following Regular Board Session.
3. Levy Assistance Update- Scott discussed the two options that were referred to when asked the OFSOA and SDAO Finance Alliance. Earlier, Scott reached out to the three referral options- two responded back and gave insight to their pricing and options they offer. Liz Loomis Public Affairs had a call with Chief Ferguson and Scott prior to the meeting to discuss PF&R's plan and what they can do to support and stay in the budget. Another referral was given to Betsy Schultz from PNW Strategies. The overall cost

options vary from \$48,000 to \$5,000 depending on the level of support desired. The Board would like to have a presentation from both options at the next meeting for about 20 minutes each to discuss differences and services they provide. We will continue to look for additional recommendations to consider.

VIII. NEW BUSINESS

1. Drone Program Job Description- Discussed by Chief Ferguson. The Board would like to add an ICS component, Incident Commander (under Supervision) and non-combat position to the job description and Preferred: one year of experience or training (under Preferred).
2. Surplus 293- Discussed by Chief Ferguson. The Ford F150 has a repair needed to its fuel system in the future. Questions were asked by the Board to discuss impacts to emergency response with this vehicle out of service.

Brier moved to approve that Chief Ferguson has the authority to surplus 293. Brand seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

The board discussed and reviewed potential options of replacing 293 with possibly one or two used vehicles that are newer than 293 that may be available from another agency.

Brier moved to authorize the Chief to move forward with the purchase of new vehicles cost not to exceed \$25,000. Brand seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

3. Conflagration Income Resolution- Discussed by Scott and Chief Ferguson. Resolution 25-01 read entirely by President Edmonds.

Brand moved to approve Resolution 25-01 as presented. Corbin seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

4. Set Budget Calendar- Discussed Scott, staying with the same timeline as last year and updated the dates to correlate with 2025.

Edmonds moved to approve the Budget Calendar as presented. Brier seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

5. SDAO Organizational Assessment- Discussed by Chief Ferguson, there will be a presentation from SDAO at the next meeting to discuss details of their assessment.

IX. ACTION ITEMS- None.

X. NEXT MEETING – February 10, 2025

XI. ADJOURNMENT- 17:07

PHILOMATH FIRE & RESCUE

January 13, 2025

Location: Philomath Fire & Rescue

Work Session Board Meeting

Immediately Following Regular Session

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Work Session meeting was called to order by President Doug Edmonds at 17:15. Board members present included: President Doug Edmonds, Vice President Rick Brand, Treasurer Ken Corbin, and Joe Brier. Board Member Daphne Phillips was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott and Operations Chief Dan Eddy.
- II. BOARD POLICY- Will be updated by President Edmonds and presented at a future board meeting.
- III. MASTER PLAN- Building Master Plan: Draft provided via email and printed for each participant. The new Master Plan utilizing trigger points to make updates to the organization. Discussion occurred.
- IV. ACTION ITEMS- None.
- V. ADJOURNMENT- 17:49

PHILOMATH FIRE & RESCUE

January 16, 2025

Location: Philomath Fire & Rescue and Zoom

Continued From 1/13/2025 Board Meeting

1:00 pm

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Continued From 1/13/2025 Board meeting was called to order by President Doug Edmonds at 13:01. Board members present via Zoom included: President Doug Edmonds, Vice President Rick Brand, Treasurer Ken Corbin, Daphne Phillips and Joe Brier was at Philomath Fire & Rescue. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson and Office Administrator Ashley Scott.

- II. Appoint Board Member to facilitate Chief Review
Interview members of the organization to gain additional Chief review feedback.
Phillip moved to appoint Doug Edmonds to facilitate Chief Review process and report back to the board at the next meeting. Corbin seconded.
Voting results 5-0 Passes with a quorum present:
Edmonds: In Favor
Brand: In Favor
Corbin: In Favor
Phillips: In Favor
Brier: In Favor

- III. Review Chief 360 Review SurveyMonkey Questions
Edmonds moved to approve the Chief 360 Review questions and begin the review process. Phillips seconded.
Voting results 5-0 Passes with a quorum present:
Edmonds: In Favor
Brand: In Favor
Corbin: In Favor
Phillips: In Favor
Brier: In Favor

- IV. Appoint Board Member to facilitate Master Plan with Chief & Staff

Brier moved to appoint Joe Brier to facilitate Master Plan process and report back to the board at the next meeting. Phillips seconded.

Voting results 5-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Phillips: In Favor

Brier: In Favor

V. Appoint Board Member to facilitate Chief Contract Negotiations

Edmonds moved to appoint Daphne Phillips to facilitate Chief Contract Negotiations and report back to the board at the next meeting. Corbin seconded.

Voting results 5-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Phillips: In Favor

Brier: In Favor

VI. ACTION ITEMS- None.

VII. NEXT MEETING – February 10, 2025

VIII. ADJOURNMENT- 13:08.

Philomath Fire and Rescue Transaction by Account January 2025

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6091 · Tuition Reimbursement					
Bill	01/02/2025	Joshua Eskenazi	Fall 2024 Tuition Reimbursement	4,065.92	4,065.92
Bill	01/07/2025	Alexander Bradford	Fall 2024 Tuition Reimburseme...	4,365.92	8,431.84
Total 6091 · Tuition Reimbursement				8,431.84	8,431.84
6001 · Contracted Professional Service					
Bill	01/02/2025	SDAO Consulting Services...	2024 Organizational Assessment	4,339.00	4,339.00
Check	01/13/2025	Riverstrong		2,624.79	6,963.79
Bill	01/16/2025	Willamette Valley First Res...	2024-2025 Chaplain Services	3,000.00	9,963.79
Total 6001 · Contracted Professional Service				9,963.79	9,963.79
6010 · Office Supplies					
Credi...	01/02/2025	Amazon	Dry Erase Board for DE's New O...	69.99	69.99
Credi...	01/06/2025	ProPrint	Dan Eddy Business Cards	91.03	161.02
Credi...	01/09/2025	Amazon	CR2032 Batteries	9.92	170.94
Credi...	01/10/2025	SurveyMonkey Inc.	SurveyMonkey Access	468.00	638.94
Credi...	01/13/2025	Amazon	File Folders	38.25	677.19
Credi...	01/14/2025	Amazon	Dan Eddy Office Supplies	45.67	722.86
Credi...	01/16/2025	Amazon	Letter Openers	5.99	728.85
Credi...	01/16/2025	Amazon	Intuit Envelopes	23.96	752.81
Total 6010 · Office Supplies				752.81	752.81
6020 · Insurance and Bond					
Bill	01/13/2025	Special Districts Insurance...	Liability, Property and Auto Insur...	50,369.00	50,369.00
Total 6020 · Insurance and Bond				50,369.00	50,369.00
6030 · Dues and Fees					
Check	01/06/2025	Intuit		40.00	40.00
Credi...	01/06/2025	Field Print	Lubinsky Fingerprinting Fee	12.50	52.50
Check	01/07/2025	AsiFlex		11.25	63.75
Bill	01/14/2025	General Pacific, Inc.	Annual Service Agreement	79.00	142.75
Bill	01/24/2025	OFDDA	OFDDA Annual Membership Dues	1,500.00	1,642.75
Bill	01/24/2025	Bio-Med Testing	Background Checks for Weston ...	64.00	1,706.75
Total 6030 · Dues and Fees				1,706.75	1,706.75
6050 · Utilities					
Check	01/01/2025	Consumer Power Inc	7924200- 203	101.07	101.07
Check	01/01/2025	Consumer Power Inc	7924201- Priest Pump Site	75.10	176.17
Check	01/01/2025	Consumer Power Inc	7924204- Daisy Pump Site	41.08	217.25
Check	01/02/2025	NW Natural		668.35	885.60
Check	01/10/2025	Pacific Power		836.60	1,722.20
Check	01/10/2025	Pacific Power	201	836.60	2,558.80
Bill	01/13/2025	Culligan		260.10	2,818.90
Check	01/16/2025	City of Philomath		232.65	3,051.55
Check	01/16/2025	City of Philomath		15.20	3,066.75
Check	01/20/2025	Consumer Power Inc	7924202- 203	382.05	3,448.80
Check	01/20/2025	Consumer Power Inc	7924203- Muddy Creek Pump	80.95	3,529.75
Check	01/20/2025	Republic Services		37.11	3,566.86
Check	01/20/2025	Republic Services		293.01	3,859.87
Total 6050 · Utilities				3,859.87	3,859.87
6060 · Telephone, Pagers, Internet					
Check	01/04/2025	Verizon		214.29	214.29
Check	01/04/2025	AT&T Mobility		200.14	414.43
Credi...	01/05/2025	Alyrica		592.86	1,007.29
Check	01/06/2025	Comcast		15.82	1,023.11
Check	01/20/2025	Pioneer Telephone Cooper...		211.95	1,235.06
Total 6060 · Telephone, Pagers, Internet				1,235.06	1,235.06

Philomath Fire and Rescue Transaction by Account January 2025

Type	Date	Name	Memo	Amount	Balance
6090 - Education/Training					
Credi...	01/07/2025	Eventbrite	OSHA's New Injury Recordkeepi...	249.00	249.00
Credi...	01/13/2025	HR Answers, Inc.	HR Answers Training- Recognition	239.00	488.00
Credi...	01/14/2025	Brassroots Training	NFPA Instructor III- VB	450.00	938.00
Bill	01/24/2025	Department of Public Safet...	Lubinsky Fingerprinting	45.00	983.00
Credi...	01/24/2025	Oregon Peace Officers As...	PIO Conference- AS	175.00	1,158.00
Credi...	01/24/2025	Riverhouse Lodge	PIO Conference Hotel	238.00	1,396.00
Total 6090 · Education/Training				1,396.00	1,396.00
6100 - Equipment Maintenance Agreement					
Check	01/15/2025	De Lage Landen Financial ...		155.97	155.97
Total 6100 · Equipment Maintenance Agreement				155.97	155.97
6130 - Gas & Oil					
Credi...	01/09/2025	Seven Feathers Fuel		73.86	73.86
Credi...	01/09/2025	Seven Feathers Fuel		53.61	127.47
Credi...	01/09/2025	Seven Feathers Fuel		36.37	163.84
Check	01/15/2025	Carson		480.43	644.27
Check	01/31/2025	Carson		701.16	1,345.43
Total 6130 · Gas & Oil				1,345.43	1,345.43
6150 - Radio Maintenance					
Bill	01/13/2025	Andy Louden`	King Radio Purchase	600.00	600.00
Total 6150 · Radio Maintenance				600.00	600.00
6160 - Equipment Maintenance					
Bill	01/17/2025	ESO Solutions, Inc.	CAMEO integration, Inspections	857.87	857.87
Total 6160 · Equipment Maintenance				857.87	857.87
6161 - Vehicle Maintenance					
Bill	01/17/2025	McCurdy's Truck Repair	232- Transfer Case and Speed ...	14,685.34	14,685.34
Credi...	01/19/2025	Holiday Inn Express	232- Hotel Stay in Corning- Two ...	119.13	14,804.47
Credi...	01/20/2025	Holiday Inn Express	232- Return Trip Hotel Stay (Ash...	115.96	14,920.43
Credi...	01/20/2025	Holiday Inn Express	232- Return Food (\$26.91, 31.11...	89.03	15,009.46
Bill	01/24/2025	Hughes Fire Equipment, Inc.	251- PMs, Repair large diameter...	2,168.86	17,178.32
Bill	01/24/2025	Hughes Fire Equipment, Inc.	244- PM, Oil Change	1,178.40	18,356.72
Bill	01/24/2025	Hughes Fire Equipment, Inc.	233- PM	266.11	18,622.83
Bill	01/24/2025	Hughes Fire Equipment, Inc.	233- ODOT & NFPA Inspections	519.55	19,142.38
Bill	01/24/2025	Hughes Fire Equipment, Inc.	251- PM	3,397.26	22,539.64
Bill	01/24/2025	Les Schwab	Tire Chain Repair Links	20.10	22,559.74
Total 6161 · Vehicle Maintenance				22,559.74	22,559.74
6170 - Building Maint and Improvements					
Bill	01/06/2025	Spaeth Lumber Co., Inc	Residence Door Sealant	12.06	12.06
Bill	01/06/2025	Stover, Every and Jackson...	Residence Dishwasher Replace...	648.00	660.06
Bill	01/07/2025	Spaeth Lumber Co., Inc	Residence Door Sealant	24.12	684.18
Credi...	01/07/2025	Amazon	Door Sweep	71.97	756.15
Bill	01/24/2025	Applegate Door Co.	Bay door PMs	948.00	1,704.15
Total 6170 · Building Maint and Improvements				1,704.15	1,704.15
6180 - Grounds Maintenance					
Credi...	01/01/2025	Amazon	Rodent Repellent Spray	29.95	29.95
Bill	01/16/2025	Benton County	2025 Landscaping	500.00	529.95
Total 6180 · Grounds Maintenance				529.95	529.95
6190 - Small Tools & Equipment					
Credi...	01/07/2025	Amazon	Shop Vac Filters	23.74	23.74
Bill	01/13/2025	Wilco	Lawnmower	263.40	287.14
Total 6190 · Small Tools & Equipment				287.14	287.14

Philomath Fire and Rescue Transaction by Account January 2025

Type	Date	Name	Memo	Amount	Balance
6200 - Supplies - Department					
Credi...	01/01/2025	Amazon	Can Opener for Residence	8.99	8.99
Credi...	01/07/2025	Amazon	Blackstone Grease Cup Liners	4.97	13.96
Credi...	01/13/2025	Fire Department Coffee	Residence Coffee	79.79	93.75
Credi...	01/13/2025	Amazon	Mattress Protectors	43.98	137.73
Credi...	01/13/2025	Amazon	Mattress Protectors	153.93	291.66
Bill	01/13/2025	Spaeth Lumber Co., Inc	Tire Chain Ramps	31.13	322.79
Bill	01/21/2025	MPTV, Inc.	203 Sign Face Lift- Sanding Dis...	14.48	337.27
Credi...	01/22/2025	Out West Farm & Ranch	Refill Propane Tanks	31.46	368.73
Bill	01/24/2025	Medline Industries, Inc.	Cleaning Cloths	44.37	413.10
Bill	01/24/2025	Medline Industries, Inc.	Paper Towels and Toilet Cleaner	64.27	477.37
Bill	01/24/2025	Medline Industries, Inc.	Hand Towels	63.11	540.48
Total 6200 · Supplies - Department				540.48	540.48
6210 - Supplies - Medical					
Bill	01/02/2025	Zoll Medical Corporation	Electrodes and Thermal Paper	160.24	160.24
Bill	01/07/2025	Life Assist, Inc.	Thomas Pack	535.15	695.39
Bill	01/13/2025	Life Assist, Inc.	O2 Resus Pack	181.95	877.34
Bill	01/15/2025	Industrial Welding Supply, ...	Oxygen	41.50	918.84
Bill	01/24/2025	Industrial Welding Supply, ...	Oxygen	41.50	960.34
Credi...	01/24/2025	Amazon	Tags for EMS Bags	14.99	975.33
Bill	01/24/2025	Life Assist, Inc.	Mega Movers, Nitroglycerin Tabl...	443.86	1,419.19
Total 6210 · Supplies - Medical				1,419.19	1,419.19
6215 - Supplies - Prevention					
Bill	01/02/2025	Benton County	Sign Supplies	10.00	10.00
Total 6215 · Supplies - Prevention				10.00	10.00
6220 - Supplies - Suppression					
Credi...	01/24/2025	Amazon	House/Hose Bundle Straps	49.35	49.35
Total 6220 · Supplies - Suppression				49.35	49.35
6250 - Uniforms					
Bill	01/06/2025	SeaWestern	Belts, Gloves, Pants	2,151.20	2,151.20
Bill	01/24/2025	SeaWestern	Pants and Hems	754.16	2,905.36
Total 6250 · Uniforms				2,905.36	2,905.36
6270 - Volunteer - Activities					
Bill	01/13/2025	Paula Anderson.	Attendance Award, and food ite...	65.40	65.40
Bill	01/13/2025	Jean Goul	Door Prizes for Volunteer Biz M...	75.00	140.40
Total 6270 · Volunteer - Activities				140.40	140.40
6280 - Volunteer Incentive Program					
Bill	01/13/2025	Eats & Treats Cafe	Appreciation Dinner Catering	1,367.50	1,367.50
Total 6280 · Volunteer Incentive Program				1,367.50	1,367.50
6320 - Community Involvement					
Credi...	01/16/2025	Philomath Area Chamber o...	Chamber Luncheon- AS	15.00	15.00
Total 6320 · Community Involvement				15.00	15.00
6900 - Miscellaneous Expense					
Credi...	01/09/2025	Seven Feathers Fuel	Cali Conflag Hotel Rooms- FH &...	336.00	336.00
Total 6900 · Miscellaneous Expense				336.00	336.00
Total 6000 · Materials and Services				112,538.65	112,538.65

Philomath Fire and Rescue Transaction by Account January 2025

Type	Date	Name	Memo	Amount	Balance
7000 · Capital Outlay					
7150 · Capital Outlay - Vehicle					
Bill	01/06/2025	MPTV, Inc.	265- Green Machine Fasteners	14.74	14.74
Bill	01/08/2025	TWGW, Inc. dba Philomat...	265- Green Machine Radio Part...	38.56	53.30
Bill	01/13/2025	Hughes Fire Equipment, Inc.	265- Green Machine Repairs- P...	5,584.80	5,638.10
Total 7150 · Capital Outlay - Vehicle				5,638.10	5,638.10
Total 7000 · Capital Outlay				5,638.10	5,638.10
Total Expense				118,176.75	118,176.75
Net Ordinary Income				-118,176.75	-118,176.75
Net Income				-118,176.75	-118,176.75

**Chancy Ferguson Vacation Usage
July 1, 2024 through June 30, 2025**

Beginning Balance as of July 1, 2024	395.5	215.69
---	--------------	---------------

	Sick Leave	Vacation
July		
accrual	8	10
taken	0	40
balance	403.5	185.69

August		
accrual	8	10
taken	0	0
balance	411.5	195.69

September		
accrual	8	10
taken	0	0
balance	419.5	205.69

October		
accrual	8	10
taken	0	32
balance	427.5	183.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	0
balance	435.5	193.69

December		
accrual	8	10
taken	0	0
balance	443.5	203.69

January		
accrual	8	10
taken	0	0
balance	451.5	213.69

February		
accrual		
taken		
balance		

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In- Phillips
SDAO Conference in February (Seaside) OFDDA Conference in November (Seaside)	SDAO Conference- Scott Attending Alliances	Chief Check In- Phillips	Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -Corbin
Set Budget Calendar	Contract and Exhibit A Final Review	Levy Presentation	Volunteer Business Mtg Rep - Phillips	Chief Check In- Brier	Approval of Final Chief Contract
Appoint Board Member to Begin Chief Review and Contract Negotiations	Chief Check In- Corbin		Chief Check In- Brand		
Chief Performance Review and Final Review of Contract	Appreciation Dinner (2/8/2025)				
Chief Check In- Edmonds	SDAO Organizational Audit Presentation				
	Volunteer Business Mtg Rep - Edmonds				
July	August	September	October	November	December
Election of Board Officers	National Night Out Volunteer Business Mtg Rep- No Meeting	Chief Check In- TBD	Open House	OFDDA Conferences	Decide Board Members attending Volunteer Business Meeting
Civil Service Appointments	Chief Check In- TBD		Volunteer Business Meeting Rep - TBD	Chief Check In- TBD	Volunteer Business Meeting Rep - TBD
Swear In New Board Members			Chief Check In- TBD		Insurance Presentation
State and Approve Meeting Day & Time					Chief Check In- TBD
Chief Check In- TBD					
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

February 5, 2025

Department Business

We continue to make forward progress on the review and updates of policy. It was recognized this month that there was a need to identify when and who has ratified official department documents such as policy and job descriptions. We ordered a stamp that includes the date and signature of the Fire Chief, Union, Volunteer Association, Civil Service Commission, and Board. This will ensure all parties involved have provided input and approval of documents. We received notification from the dispatch center that the automated toning of Philomath to Corvallis Fire Department first alarm incidents has been turned off. During the working fires their Battalion Chief will request move-ups as needed. During the upcoming months we will continue to refine the box alarm system and make continuous improvements to response of our major incidents.

Personnel

New volunteer department members started their onboarding process this month. Anticipated academy dates will start in the beginning of March.

Union Communications

This month has included several meetings with Local 4925 regarding policy changes including a Staffing for Response policy. We are collaboratively working to establish staffing levels, certification levels and the use of overtime. We are also looking at options for an automated staffing program.

Training Activities

Administrative staff attended a 2 day "Struggle Well" program. This class is an intensive mental wellness class focusing on Post Traumatic Growth. This program was funded by a 1.5-million-dollar grant provided to Oregon Fire Chiefs Association by SAIF Insurance

Apparatus/Equipment

Large Apparatus have completed their yearly maintenance and NFPA inspections this month. 251 requires maintenance to its DEF system. This is a frequent problem associated with Pierce equipment of this age range.



Philomath Fire & Rescue

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

Building Update

The failed dishwasher at 201 arrived and installed.

The roof leaks a 203 has been identified. SEMA roofing will be replacing all the screws holding down the metal roof as weather permits.

Both A and C shifts are working to repaint the sign located at 203. The painted sign will match the paint colors of station 203.

Ashley and C shift have been working together to obtain bids for gym equipment approved last month to strengthen our wellness program.

Community Involvement/Meetings

Meetings this month included Fire Defense Board, Chamber Greeters, Chamber Lunch, and several preconstruction meetings with the City and County Planners and Engineers.

Strategic Plan Update

This month we reevaluated the budget and priorities for the year.

Please refer to the attached document for details on the strategic plan update.

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 Pumper Operator Personnel 24 Hours Per Day, Operations Chief & Public Education Coordinator Recruitment

Action Item: Utilizing General Fund, Apply for SAFER and OSFM Grants to improve staffing.

Timeline: 2024-2025 Budget

Month	Update
July	Firefighters begin orientation and training
August	OC Recruitment Begins
September	OC Applications Due
October	OC Testing
November	
December	New OC orientation and training, PEC Recruitment & Applications Due
January	PEC orientation
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: Winter 2024

Month	Update
July	n/a
August	n/a
September	n/a
October	n/a
November	Schedule Test
December	
January	
February	Test Scheduled
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: General Fund

GOAL 3: Prepare us for Community Disasters

Action Item 1: Incident Action Plan

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Operations Chief & Training Captain

Funding Source: General Fund

GOAL 4: Implement Drone Program

Timeline: 2024-2025 Budget

Month	Update
July	
August	
September	Job Description Creation Begins
October	
November	
December	
January	Present Job Description to Board
February	Present Job Description to Board
March	
April	
May	
June	

Responsibility: Dan Kearn

Funding Source: Equipment Reserves & Seek Grant Funding

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL 1: Employee Handbook Updating Completed with Board Approval

Action Item: Bring Employee Handbook up to date with new laws and regulations.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	HR Answers Reviewing Handbook- Review for 7/8 Board Meeting
August	Completed- Implementing with Staff and Volunteers
September	
October	
November	
December	Board Final Reading with Union Updates- Complete
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Contracted Professional Services- General Fund (Lawyer Review)

B. Objective: SDAO Consulting Services to Perform District Audit

GOAL 2: Roy Emery to conduct audit for District.

Action Item: Schedule and engage with Audit Process.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Confirm Dates with SDAO.
August	
September	
October	Compiling Requested Documents.
November	Assessment to take place in November
December	Assessment Completed
January	
February	Presentation to Board
March	
April	
May	
June	

Responsibility: Fire Chief

Funding Source: Contracted Professional Services

C. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

Action Item: RFP for Contractors and begin Construction.

Timeline: 2024-2025 Fiscal Year and beyond.

Month	Update
July	
August	RFP in process
September	
October	
November	
December	
January	
February	
March	
April	RFP Due
May	
June	

Responsibility: Captain Bovbjerg

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	Begin plan development with Office Administrator
September	
October	Bring plan to Apparatus Committee
November	
December	
January	
February	
March	Present to Board
April	
May	
June	

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

GOAL 3: Facility Improvements Plan

Action Item: 201 Garage Door Maintenance

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	Begin plan development
October	
November	
December	
January	Completed PMs
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: 2024-2025 Fiscal Year

Month	Update
July	n/a
August	n/a
September	Awaiting Meeting with Energy Trust Representative
October	n/a
November	
December	
January	
February	Pending Budget Availability
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Paint 203

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Obtain additional Bid
August	Award bid and schedule
September	Project Complete
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: Update Lighting in Bays

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Contact Energy Trust of Oregon
August	Awaiting Meeting with Energy Trust Representative
September	Awaiting Meeting with Energy Trust Representative
October	Ordered new bulbs
November	Completed Project.
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

D. Objective: Information Technology

GOAL: Protect the District’s Digital Assets.

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

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Completed in 2024- Upgraded wireless, switches and workstations.
August	n/a
September	n/a
October	n/a
November	n/a
December	n/a
January	
February	
March	Begin Research for Back Up Internet Source for 2025-2026 FY
April	
May	
June	

Responsibility: Ops Chief

Funding Source: General Fund and Grants

III. Theme: Our People

A. Objective: Wellness

GOAL: Encourage Physical & Mental Wellness

Action Item: Create and Implement Wellness Policy and Investigate Wellness Programs for District (such as “Struggle Well”)

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin Wellness Policy
August	Bring Wellness Policy to Board
September	Implement Program
October	n/a
November	n/a
December	n/a
January	Investigate 2025-2026 Wellness Expenses & Cost of Gym Creation
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 on our internal site.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin development and accessibility
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: General Fund & Grants

C. Objective: Retention

GOAL 1: Ensure Retention

Action Item: Implement "Stay Interview" Program

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	Implement Process and Build Program
January	
February	
March	Stay interviews to be conducted by Chief
April	
May	
June	

Responsibility: Fire Chief & Office Administrator

Funding Source: General Fund

GOAL 2: Develop Volunteer Shift Rotation

Action Item: Create and Implement scheduling for Volunteers to provide additional coverage.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	Implement Process and Build Program
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: None

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	Awaiting Board Plan.
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

Board Report
04 Feb 2025
OC Dan Eddy

Statistics for January 25

Total calls:	96	
Fire calls:	26 (28%)	
EMS Calls:	70 (72%)	
Yearly calls as of 31 January 2025:	96	– Last year at this time: 122 (-21% YOY)

Significant calls:

12/31/24 0920: Gas Leak- Dispatched to a pressurized gas leak. On arrival 216 met with the construction supervisor who pointed out a 1/2" Natural Gas line that was cut when digging a trench. The location service mark was not present for the gas line (was present for one just south). Gas line was crimped in a way that allowed only a small leak of gas, which quickly dissipated - no need for evac. The scene turned over to NW Natural on their arrival and crews returned to quarters.

12/31/24 1140: Unk Injury MVA- Philomath dispatched for a Motor Vehicle Crash. Engine 231 arrived to find a single vehicle into the guard rail. Minor damage to the vehicle. Patient was in a passerby vehicle. The Patient denies any pain or injuries. Patient denies transport. Corvallis Fire Department ambulance clears scene. Scene turned back over to law enforcement. The patient was brought to Philomath Fire & Rescue to wait for her family to pick her up.

1/3/25 1625: Smoke Investigation- Station 201 dispatched code 1 for a smoke investigation. Neighbor called in that he could see and smell smoke coming from behind neighbor's barn. Crews arrived on scene to find white smoke coming from behind a barn. A reporting person was on scene monitoring what was an unintentional burn caused by putting a burning box on a wet burn pile the day before while it was raining. The burn pile did end up catching fire, but was in the smoldering stage and the reporting person was going to monitor the pile until extinguished. Philomath Fire & Rescue departed scene.

1/8/25 1640: Structure Fire College St- Station 201 dispatched code 3 for a smoke investigation, which was upgraded by dispatch to a structure fire. Dispatch info stated that the caller was reporting smoke coming from the oven and they are unable to shut the oven off. Engine 231 arrived on scene to a single-story residential structure with nothing showing from the exterior. Crew contacted reporting person who was outside the structure. Crews then investigated the oven which showed that it was in a cool down mode, but oven was very warm. Crew pulled oven away from the wall and unplugged it from outlet and then moved the oven outside due to small children in the house. 231's Crew looked for possible extension due from heat from the oven, nothing found. Crew advised reporting person to call landlord and explain that it's possible the oven malfunctioned. 231 crew then used fan to remove odor of smoke from the structure.

1/8/25 1900: Conflagration Response- California Wildfire Response, 265 had mechanical failure in Corning, CA. Vehicle has been repaired and 265 is back in district.

1/10/25 1758- Motor Vehicle Crash with Injuries: ATV Crash with Injuries, Philomath Fire & Rescue dispatched to a Motor Vehicle Crash with Injuries, additional details specified an ATV Crash with Injuries, patient was assessed and then transported by Corvallis Fire Department.

1/14/25 2310- Structure Fire College St.: A pile of papers and other items was set on fire on the kitchen table, filling the house with smoke. This was mainly a law enforcement matter.

1/19/25 1638 Structure Fire Starr Cr RD: Was a failed electrical motor in a furnace unit. No active fire was found on arrival. The response included Engine 231, Engine 233, Tender 241, and CFD Engine 134

1/22/25 1720 Flue Fire Mary's River Estates: Fire extinguished by homeowner prior to Philomath Fire & Rescue's arrival.

1/22/25 1721 Motor Vehicle Crash with Injuries Maxfield Creek RD: Philomath Fire & Rescue dispatched to a vehicle crash with possible injuries, upon arrival vehicle located in the river on its top, there were no occupants in vehicle. Scene turned over to Benton County Sheriff's Office.

1/23/25 0739 Motor Vehicle Crash with Injuries Grange Hall Rd: Philomath Fire & Rescue dispatched to vehicle crash with possible injuries, upon arrival vehicle was on its side. The occupant was able to get out of the vehicle on their own. Grange Hall Road closed while removing vehicle. The occupant was medically assessed, and the crash was turned over to Benton County Sheriff's Office

1/25/25 Large Misc Fire: Philomath Fire & Rescue dispatched to an Automatic Aid to Hoskins-King Valley RFPD for reported structure fire. Upon arrival 211 found a small outbuilding fully involved with fire. Philomath Fire & Rescue Engine 231 extinguished fire. Fire was turned over to Hoskins-Kings Valley RFPD upon their arrival.

1/27/25 Fluid Spill: Philomath Fire & Rescue for a fluid spill. 211 arrived to 2 vehicle Motor Vehicle Crash with everyone out of the cars and declining medical assessments. The road had a lot of debris in the roadway, but no fluids were noted. Engine 231 crew arrived and cleaned up the roadway. The scene was turned over to Benton County Sheriff's Office upon their arrival.

1/28/25 MVC with Injuries: Philomath Fire & Rescue dispatched for a two vehicle Motor Vehicle Crash with injuries. Chief Chancy Ferguson arrived on scene and took command of the incident. Chief Ferguson found 2 vehicles with minor damage and no extrication needed.

1/29/25 Small Misc Fire: Philomath Fire & Rescue dispatched to a Small Miscellaneous Fire. Fire was investigated and 261 extinguished the rubbish fire in the backyard of the address. The scene was turned over to law enforcement

Breakdown of calls for the year by area (as of 3 February 2025):

Station 201	
RURAL	20
Station 201	
W. City	22
Station 201	
E. City	25
Station 202	8
Station 203	11
Adair	0
Alsea	1
Blodgett	0
CFD	10
Conflagration	1
Kings Valley	2
Lincoln Co	0
Marys Peak	0
Misc Mutual	
Aid	0
Monroe	0
Unprotected	0
Total	100

Total calls we received aid from another agency: 2 (year to date 2).

Projects / Community Outreach

- 12/19 Fire Defense Board
- Continuing to work with Forest Service on Vehicle Purchase
- Engine 265 repairs completed and Engine in service
- Finishing Vehicle yearly PM inspections.
- 293 prepped for sale.
- Radio Maintenance ongoing.

Cybersecurity Update

See attached reports.

Respectfully submitted,

O/C Dan Eddy

THREAT REPORT

2025-01-01 - 2025-01-31



PHILOMATH FIRE & RESCUE



Powered by:



SUMMARY

During the time frame of this report, your cybersecurity platform **analyzed 5,522,008 events** from **89 entities** on your network.

Of those events, there were **2 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

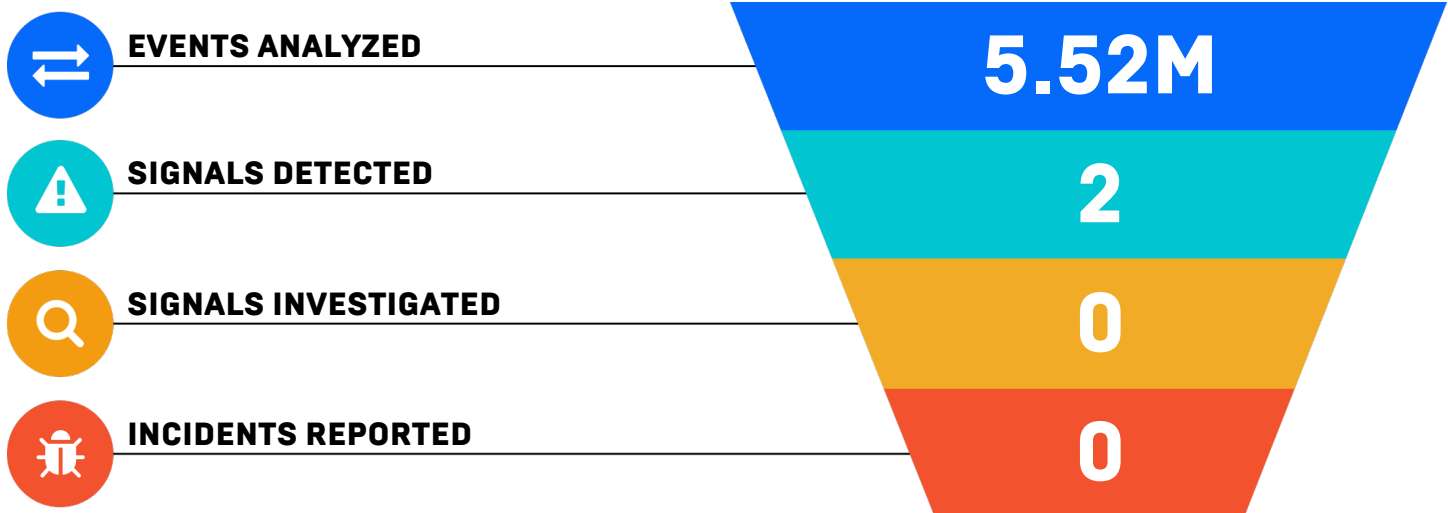
ENTITIES PROTECTED



20



69



ANALYST NOTES



DRAY AGHA
MALWARE ANALYST

GLOBAL THREATS

- SOCIAL ENGINEERING
- SCREENCONNECT

This month's top threat involved social engineering, where users were tricked into downloading and executing malicious ScreenConnect instances, granting attackers remote access to compromised systems. The primary vector involves luring targets through phishing emails or fraudulent support calls. The recommended mitigation is robust security awareness training, empowering users to recognize and avoid such tactics, coupled with strict endpoint monitoring and application control policies.

PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform **analyzed 4,084 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there was **1 autorun signal detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

AUTORUN EVENT TRIAGE



4,084

Autorun Events Analyzed



1

Autorun Signals Detected



0

Autorun Signals Investigated



0

Foothold Incidents Reported

WHAT IS A PERSISTENT FOOTHOLD?



Persistent Footholds are mechanisms attackers use to gain long-term access to a network by exploiting common auto-starting applications (autoruns), such as Skype or Google Updater.

By abusing and masquerading as legitimate system components, attackers can slip by other security tools, remaining undetected while planning their next move.

RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **300 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

Like the old canary in the coal mine, Ransomware Canaries enable faster and earlier detection of potential ransomware incidents. When deployed, small lightweight files are placed on all protected endpoints—and if those files are modified or changed in any way, an investigation is conducted.

CANARIES IN YOUR MINE

55

Protected User Profiles

with **300** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **20** endpoints

RANSOMWARE IN THE NEWS

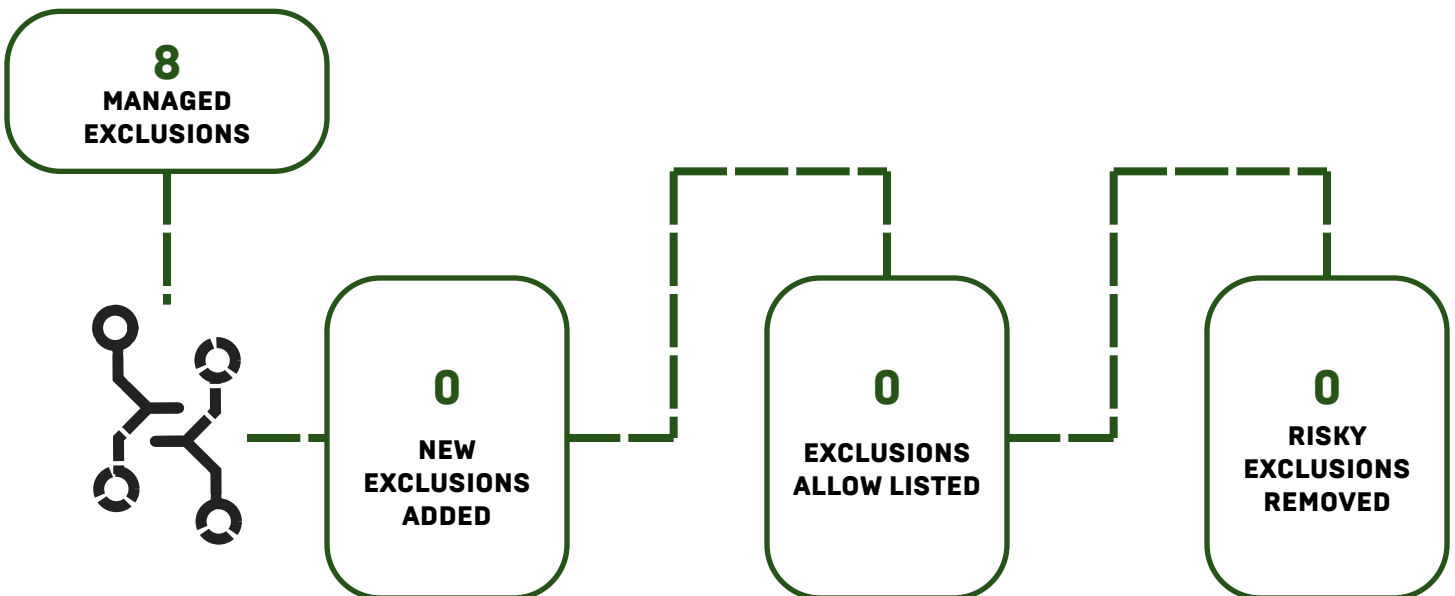


Ransomware groups have broadened their target industries to include medical device manufacturers, hospitals, supply chain management, and even energy grid suppliers. In a strong response, the US Office of Foreign Assets Control and the US Treasury announced sanctions against a Chinese cybersecurity firm called Sichuan Silence. They linked the firm to activities involving Ragnarok ransomware. Despite the increase in ransomware attacks, fewer victims are paying them. A recent report from the UK shows that only 32% of victims pay ransoms now, compared to 80% in 2019. Last year, small businesses were affected the most, making up 56% of all ransomware attacks. Since 2023, ransomware protection has improved, leading attackers to change their tactics. Now, they focus more on stealing data instead of locking users out. Attackers pressure companies to pay by threatening to leak trade secrets, release their data, or report the company to regulatory bodies.

MANAGED AV EXCLUSIONS

During this time frame, your cybersecurity platform **analyzed 8 exclusions** and automatically **removed 0 risky exclusions** from decreasing the effective scan radius of Microsoft Defender.

EXCLUSIONS ANALYSIS



WHAT ARE RISKY EXCLUSIONS?



Risky Exclusions are settings that prevent Microsoft Defender from scanning specific file paths, file extensions, or process names. Defining these settings too broadly results in effectively lowering the surface radius of protection Defender can offer.

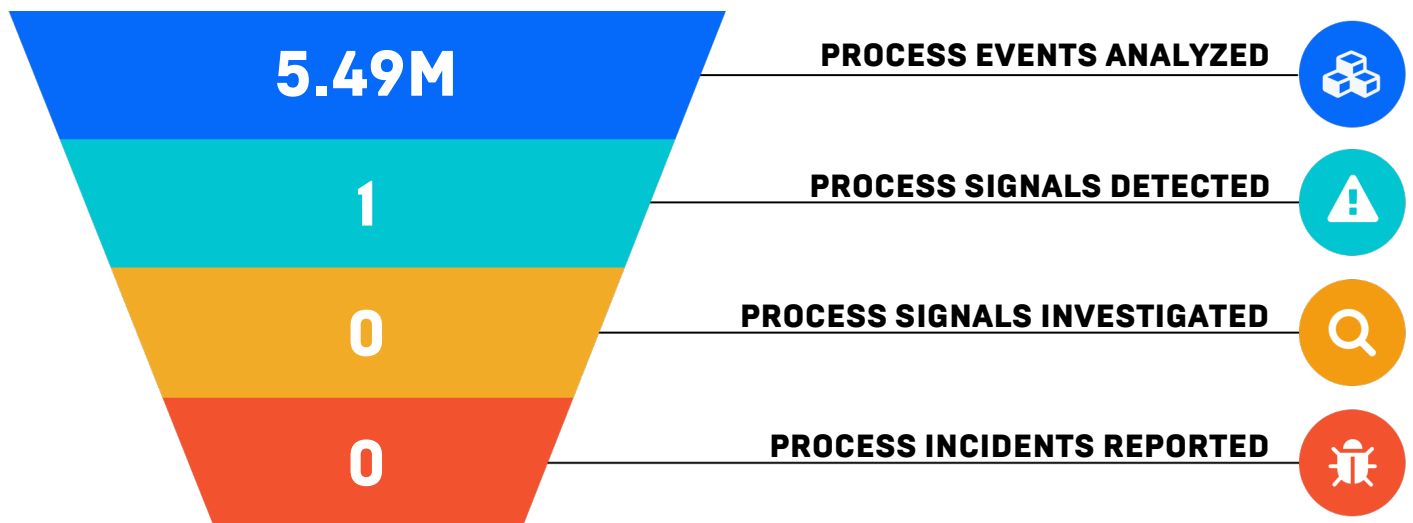
By aggregating exclusions into a single-pane of glass, you can choose whether to have your cybersecurity platform remove these risky exclusions automatically or you may review them manually. [View all of your exclusions](#)

PROCESS INSIGHTS

During this time frame, your cybersecurity platform **analyzed 5,494,815 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there was **1 process signal detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

PROCESS INSIGHTS EVENT TRIAGE



WHAT IS PROCESS INSIGHTS?



Before causing disruption, malicious actors use covert processes to stalk the systems they plan to exploit. Process Insights enables your security team to detect these precursor actions.

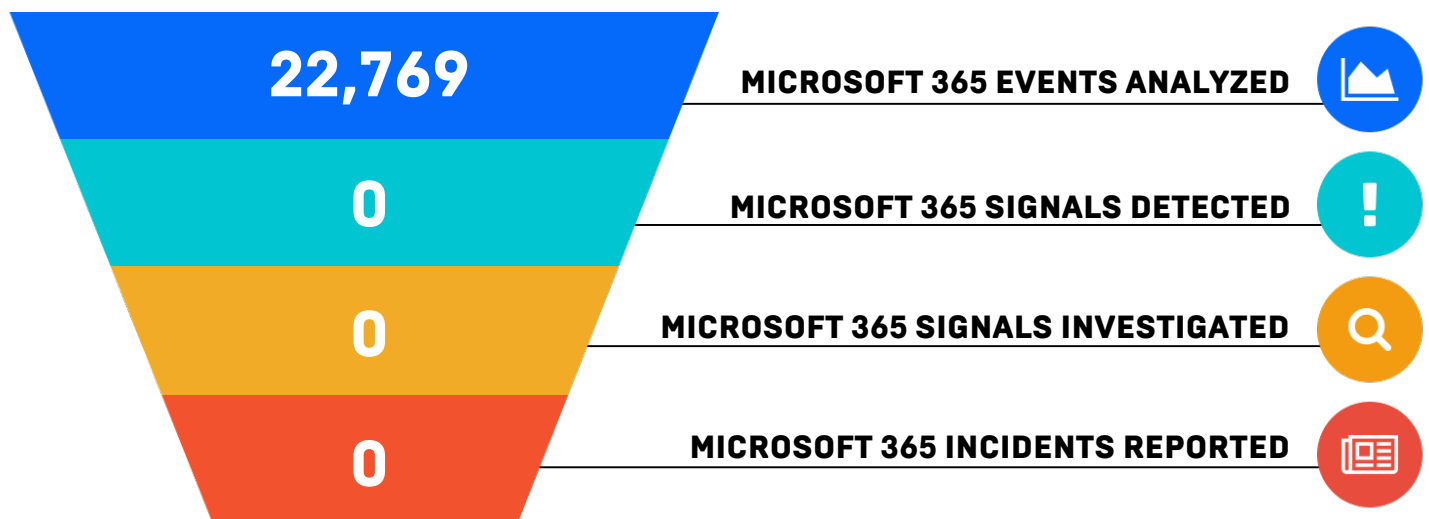
Once identified your cybersecurity platform is able to stop the maliciously running processes in their tracks, preventing further cyber attack spread.

MANAGED ITDR

During this time frame, your cybersecurity platform **analyzed 22,769 Microsoft 365 events** to identify any that could be potential threats to your Microsoft 365 users or environment.

Of those events, there were **0 Microsoft 365 signals detected**.

MICROSOFT 365 EVENT TRIAGE



WHAT IS MANAGED ITDR?



As an integral and widespread productivity suite, Microsoft 365 is a high-profile target for threat actors. Managed ITDR can detect anomalous logins, suspicious email rules, and other hacker tradecraft within Microsoft 365.

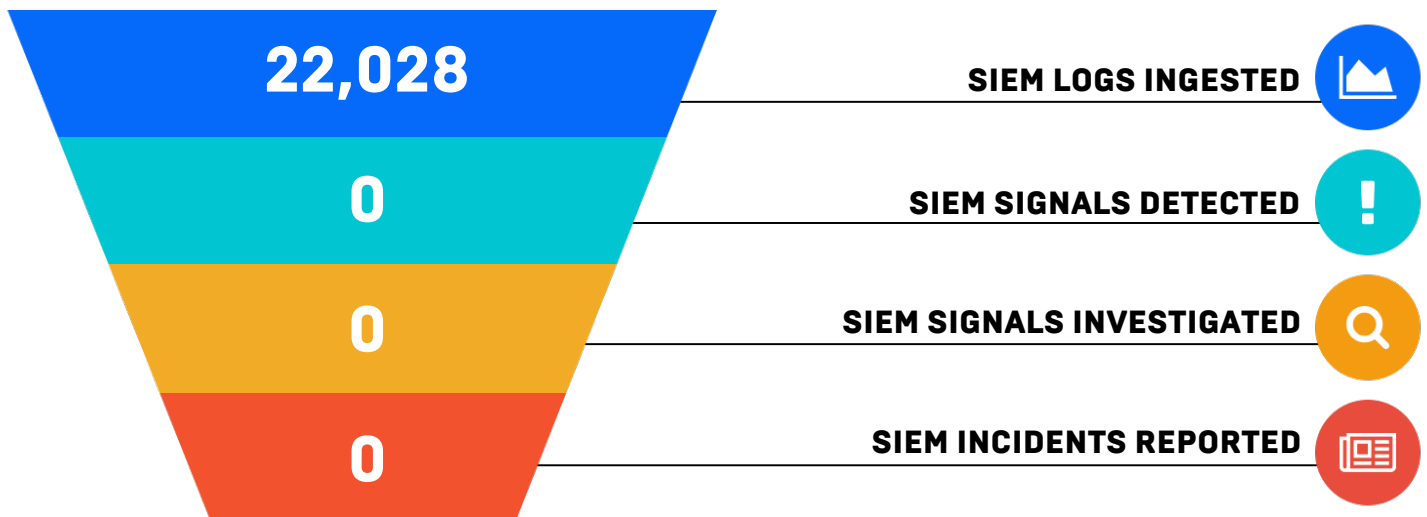
When a potential attack is detected, a security analyst reviews the activity, and an incident report with remediation steps is actioned by your security team.

SIEM

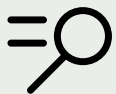
During this time frame, your cybersecurity platform **ingested 22,028 logs** in order to identify any that could be potential threats to your organization.

From the ingested logs, there were **0 SIEM signals detected**.

SIEM EVENT TRIAGE



WHAT IS SIEM?



Security Information and Event Management (SIEM) aggregates and analyzes security data from various sources across an organization's IT infrastructure. It enables real-time monitoring, threat detection and response by identifying patterns, anomalies and alerts within the data.

Analysts use the consolidated information from SIEM to assess risks, correlate events and respond quickly to incidents.

INCIDENT SUMMARY

Great news! During this time frame, your organization had **0 incidents reported**. Keep up the good work. In the meantime, stay updated on the cyber threat landscape with this Global Threat Spotlight.

GLOBAL THREAT SPOTLIGHT



This year, attacks on third-party software programs, supply chains, and internet providers have been at an all-time high, making them a source of risk. Attackers targeted tools for managing physical supply chains to harm as many people as possible. Attacks have focused on specific people, like game and AI developers, as well as companies. This situation is similar to the 2023 hack of MOVEit, a file transfer software. The biggest supply chain attack of the year was found and stopped quickly. However, attackers still find ways to insert backdoors into legitimate software, like third-party updates through internet service providers (ISPs). They've even piggybacked onto valid backdoors, developed to monitor telephone calls, to compromise victims in large numbers. As attackers continue to target and hack third-party tools and providers, individuals and corporations must be vigilant in identifying and preventing these attacks.

Philomath Fire and Rescue

Profit & Loss by Class

July 2024 through January 2025

	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	Unclassified	TOTAL
Ordinary Income/Expense							
Income							
4043 - Bond Income - Bank Interest	1,669.74	0.00	0.00	0.00	0.00	0.00	1,669.74
4042 - Bond Income - Prop Tax Interest	-4,047.38	0.00	0.00	0.00	0.00	0.00	-4,047.38
4041 - Bond Income - Delinquent Taxes	3,729.09	0.00	0.00	0.00	0.00	0.00	3,729.09
4060 - Conflagration Income	0.00	294,290.51	0.00	0.00	0.00	0.00	294,290.51
4050 - Public Education Income	0.00	6,275.00	0.00	0.00	0.00	0.00	6,275.00
4040 - Bond Income	411,722.06	151.22	0.00	0.00	0.00	0.00	411,873.28
4000 - Carryover Fund Balance	88,377.00	846,079.00	418,201.00	97,901.00	350,437.00	0.00	1,800,995.00
4010 - Delinquent Property Taxes	0.00	12,894.60	0.00	0.00	0.00	0.00	12,894.60
4020 - Current Property Taxes	0.00	1,459,307.84	0.00	0.00	0.00	0.00	1,459,307.84
4025 - Interest - Property Tax	0.00	-8,564.69	0.00	0.00	0.00	0.00	-8,564.69
4026 - Interest Income							
4027 - Interest - Citizens Bank & OSU	0.00	26.58	0.00	0.00	0.00	0.00	26.58
4030 - Investments - LGIP	0.00	34,344.04	0.00	0.00	0.00	0.00	34,344.04
Total 4026 - Interest Income	0.00	34,370.62	0.00	0.00	0.00	0.00	34,370.62
4900 - Miscellaneous Income	0.00	21,610.10	0.00	0.00	0.00	0.00	21,610.10
Total Income	501,450.51	2,666,414.20	418,201.00	97,901.00	350,437.00	0.00	4,034,403.71
Gross Profit	501,450.51	2,666,414.20	418,201.00	97,901.00	350,437.00	0.00	4,034,403.71
Expense							
6690 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-6,753.95	-6,753.95
5000 - Personnel Expenses							
5137 - Grant Funded Wages	0.00	20,043.92	0.00	0.00	0.00	0.00	20,043.92
5136 - Conflagration Wages	0.00	151,345.89	0.00	0.00	0.00	0.00	151,345.89
5100 - Fire Chief Wages	0.00	61,009.00	0.00	0.00	0.00	0.00	61,009.00
5105 - Deputy Chief Wages	0.00	80,939.20	0.00	0.00	0.00	0.00	80,939.20
5110 - Admin Asst Wages	0.00	37,441.00	0.00	0.00	0.00	0.00	37,441.00
5120 - Staff Captain Wage	0.00	45,003.00	0.00	0.00	0.00	0.00	45,003.00
5125 - Firefighter Wages	0.00	230,874.32	0.00	0.00	0.00	0.00	230,874.32
5130 - Overtime Wages	0.00	34,867.67	0.00	0.00	0.00	0.00	34,867.67
5405 - Employers FICA	0.00	40,864.88	0.00	0.00	0.00	0.00	40,864.88
5410 - Employers Medicare	0.00	9,557.10	0.00	0.00	0.00	0.00	9,557.10
5421 - Workers Compensation	0.00	53,474.26	0.00	0.00	0.00	0.00	53,474.26
5430 - PERS - Employee	0.00	135,697.82	0.00	0.00	0.00	0.00	135,697.82
5431 - PERS - Pickup 6%	0.00	30,931.66	0.00	0.00	0.00	0.00	30,931.66
5440 - Health Insurance	0.00	107,464.45	0.00	0.00	0.00	0.00	107,464.45
Total 5000 - Personnel Expenses	0.00	1,039,514.17	0.00	0.00	0.00	0.00	1,039,514.17
6000 - Materials and Services							
6330 - Wellness	0.00	610.79	0.00	0.00	0.00	0.00	610.79
6216 - FA/CPR Education							
6216-1 - FA/CPR Education- Supplies	0.00	3,165.18	0.00	0.00	0.00	0.00	3,165.18
6216-2 - FA/CPR Education- Instructors	0.00	1,675.00	0.00	0.00	0.00	0.00	1,675.00
Total 6216 - FA/CPR Education	0.00	4,840.18	0.00	0.00	0.00	0.00	4,840.18
6091 - Tuition Reimbursement	0.00	19,194.84	0.00	0.00	0.00	0.00	19,194.84
6101 - Equip. Maint. Agreements - EMS	0.00	620.00	0.00	0.00	0.00	0.00	620.00
6001 - Contracted Professional Service	0.00	45,558.02	0.00	0.00	0.00	0.00	45,558.02
6010 - Office Supplies	0.00	2,804.97	0.00	0.00	0.00	0.00	2,804.97
6011 - Postage/Shipping	0.00	262.61	0.00	0.00	0.00	0.00	262.61
6020 - Insurance and Bond	0.00	53,705.00	0.00	0.00	0.00	0.00	53,705.00
6030 - Dues and Fees	0.00	5,147.97	0.00	0.00	0.00	0.00	5,147.97
6050 - Utilities	0.00	18,375.77	0.00	0.00	0.00	0.00	18,375.77
6060 - Telephone, Pagers, Internet	0.00	12,090.56	0.00	0.00	0.00	0.00	12,090.56
6090 - Education/Training	0.00	8,261.01	0.00	-264.80	0.00	0.00	7,996.21
6100 - Equipment Maintenance Agreement	0.00	1,263.34	0.00	0.00	0.00	0.00	1,263.34
6130 - Gas & Oil	0.00	12,240.05	0.00	0.00	0.00	0.00	12,240.05
6150 - Radio Maintenance	0.00	922.97	0.00	0.00	0.00	0.00	922.97
6160 - Equipment Maintenance	0.00	7,155.95	0.00	0.00	0.00	0.00	7,155.95
6161 - Vehicle Maintenance	0.00	31,870.41	0.00	0.00	0.00	0.00	31,870.41
6170 - Building Maint and Improvements	0.00	6,762.57	0.00	0.00	0.00	0.00	6,762.57
6180 - Grounds Maintenance	0.00	1,293.85	0.00	0.00	0.00	0.00	1,293.85
6190 - Small Tools & Equipment	0.00	2,755.39	0.00	0.00	0.00	0.00	2,755.39
6200 - Supplies - Department	0.00	3,145.75	0.00	0.00	0.00	0.00	3,145.75
6210 - Supplies - Medical	0.00	15,038.36	0.00	0.00	0.00	0.00	15,038.36
6215 - Supplies - Prevention	0.00	422.92	0.00	0.00	0.00	0.00	422.92
6220 - Supplies - Suppression	0.00	498.13	0.00	0.00	0.00	0.00	498.13
6250 - Uniforms	0.00	10,384.18	0.00	0.00	0.00	0.00	10,384.18
6270 - Volunteer - Activities	0.00	2,419.48	0.00	0.00	0.00	0.00	2,419.48
6280 - Volunteer Incentive Program	0.00	2,017.50	0.00	0.00	0.00	0.00	2,017.50
6300 - Volunteer - Length of Service	0.00	-451.38	0.00	0.00	0.00	0.00	-451.38
6310 - Physical & Immunizations	0.00	2,346.00	0.00	0.00	0.00	0.00	2,346.00
6320 - Community Involvement	0.00	1,952.64	0.00	0.00	0.00	0.00	1,952.64
6900 - Miscellaneous Expense	0.00	13,053.21	0.00	0.00	0.00	0.00	13,053.21
Total 6000 - Materials and Services	0.00	286,563.04	0.00	-264.80	0.00	0.00	286,298.24
7000 - Capital Outlay							
7150 - Capital Outlay - Bond	10,581.71	0.00	0.00	0.00	0.00	0.00	10,581.71
7150 - Capital Outlay - Vehicle	0.00	0.00	0.00	0.00	10,787.94	0.00	10,787.94
7110 - Capital Outlay - Building	0.00	0.00	6,850.00	0.00	0.00	0.00	6,850.00
Total 7000 - Capital Outlay	10,581.71	0.00	6,850.00	0.00	10,787.94	0.00	28,219.65
Total Expense	10,581.71	1,326,077.21	6,850.00	-264.80	10,787.94	-6,753.95	1,347,278.11
Net Ordinary Income	490,868.80	1,340,336.99	411,351.00	98,165.80	339,649.06	6,753.95	2,687,125.60
Net Income	490,868.80	1,340,336.99	411,351.00	98,165.80	339,649.06	6,753.95	2,687,125.60

Philomath Fire and Rescue Profit & Loss Budget vs. Actual

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	1,669.74	0.00	1,669.74	100.0%
4042 · Bond Income - Prop Tax Interest	-4,047.38	21,902.00	-25,949.38	-18.5%
4041 · Bond Income - Delinquent Taxes	3,729.09	5,000.00	-1,270.91	74.6%
4060 · Conflagration Income	294,290.51	100,000.00	194,290.51	294.3%
4050 · Public Education Income	6,275.00	22,500.00	-16,225.00	27.9%
4040 · Bond Income	411,873.28	416,202.00	-4,328.72	99.0%
4000 · Carryover Fund Balance	1,800,995.00	711,000.00	1,089,995.00	253.3%
4010 · Delinquent Property Taxes	12,894.60	16,000.00	-3,105.40	80.6%
4020 · Current Property Taxes	1,459,307.84	1,492,232.00	-32,924.16	97.8%
4025 · Interest - Property Tax	-8,564.69	3,000.00	-11,564.69	-285.5%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	26.58	0.00	26.58	100.0%
4030 · Investments - LGIP	34,344.04	0.00	34,344.04	100.0%
Total 4026 · Interest Income	34,370.62	0.00	34,370.62	100.0%
4035 · Grants Income	0.00	35,000.00	-35,000.00	0.0%
4900 · Miscellaneous Income	21,610.10	5,000.00	16,610.10	432.2%
Total Income	4,034,403.71	2,827,836.00	1,206,567.71	142.7%
Gross Profit	4,034,403.71	2,827,836.00	1,206,567.71	142.7%
Expense				
66900 · Reconciliation Discrepancies	-6,753.95	0.00	-6,753.95	100.0%
8005 · Operating Contingency	0.00	25,000.00	-25,000.00	0.0%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	20,043.92	35,000.00	-14,956.08	57.3%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	151,345.89	152,000.00	-654.11	99.6%
5100 · Fire Chief Wages	61,009.00	104,136.00	-43,127.00	58.6%
5105 · Deputy Chief Wages	80,939.20	105,775.00	-24,835.80	76.5%
5110 · Admin Asst Wages	37,441.00	68,000.00	-30,559.00	55.1%
5120 · Staff Captain Wage	45,003.00	86,000.00	-40,997.00	52.3%
5125 · Firefighter Wages	230,874.32	418,659.00	-187,784.68	55.1%
5130 · Overtime Wages	34,867.67	67,000.00	-32,132.33	52.0%
5135 · Extra Hire	0.00	30,000.00	-30,000.00	0.0%
5405 · Employers FICA	40,864.88	57,100.00	-16,235.12	71.6%
5410 · Employers Medicare	9,557.10	10,000.00	-442.90	95.6%
5420 · Workers Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	53,474.26	50,000.00	3,474.26	106.9%
5430 · PERS - Employe	135,697.82	209,300.00	-73,602.18	64.8%
5431 · PERS - Pickup 6%	30,931.66	45,600.00	-14,668.34	67.8%
5440 · Health Insurance	107,464.45	245,000.00	-137,535.55	43.9%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	1,039,514.17	1,695,070.00	-655,555.83	61.3%
6000 · Materials and Services				
6330 · Wellness	610.79	22,000.00	-21,389.21	2.8%
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,000.00	-2,000.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,000.00	-4,000.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	3,165.18	7,500.00	-4,334.82	42.2%
6216-2 · FA/CPR Education- Instructors	1,675.00	1,000.00	675.00	167.5%
Total 6216 · FA/CPR Education	4,840.18	8,500.00	-3,659.82	56.9%
6091 · Tuition Reimbursement	19,194.84	60,000.00	-40,805.16	32.0%
6101 · Equip. Maint. Agreements - EMS	620.00	750.00	-130.00	82.7%
6001 · Contracted Professional Service	45,558.02	89,230.00	-43,671.98	51.1%
6010 · Office Supplies	2,804.97	6,900.00	-4,095.03	40.7%
6011 · Postage/Shipping	262.61	4,200.00	-3,937.39	6.3%
6020 · Insurance and Bond	53,705.00	51,800.00	1,905.00	103.7%
6030 · Dues and Fees	5,147.97	13,181.00	-8,033.03	39.1%
6040 · Publications and Elections	0.00	4,150.00	-4,150.00	0.0%
6042 · Marketing Program New Recruits	0.00	500.00	-500.00	0.0%
6050 · Utilities	18,375.77	34,210.00	-15,834.23	53.7%
6060 · Telephone, Pagers, Internet	12,090.56	21,300.00	-9,209.44	56.8%
6090 · Education/Training	7,996.21	33,300.00	-25,303.79	24.0%
6100 · Equipment Maintenance Agreem...	1,263.34	4,000.00	-2,736.66	31.6%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	12,240.05	30,000.00	-17,759.95	40.8%
6150 · Radio Maintenance	922.97	6,100.00	-5,177.03	15.1%
6160 · Equipment Maintenance	7,155.95	15,850.00	-8,694.05	45.1%
6161 · Vehicle Maintenance	31,870.41	74,500.00	-42,629.59	42.8%
6170 · Building Maint and Improvements	6,762.57	12,000.00	-5,237.43	56.4%
6180 · Grounds Maintenance	1,293.85	1,000.00	293.85	129.4%
6190 · Small Tools & Equipment	2,755.39	1,400.00	1,355.39	196.8%
6200 · Supplies - Department	3,145.75	5,900.00	-2,754.25	53.3%
6210 · Supplies - Medical	15,038.36	23,628.00	-8,589.64	63.6%
6215 · Supplies - Prevention	422.92	2,450.00	-2,027.08	17.3%
6220 · Supplies - Suppression	498.13	12,500.00	-12,001.87	4.0%
6230 · Hazardous Materials	0.00	150.00	-150.00	0.0%
6250 · Uniforms	10,384.18	30,800.00	-20,415.82	33.7%
6270 · Volunteer - Activities	2,419.48	12,000.00	-9,580.52	20.2%
6280 · Volunteer Incentive Program	2,017.50	5,000.00	-2,982.50	40.4%

**Philomath Fire and Rescue
Profit & Loss Budget vs. Actual**

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
6300 · Volunteer - Length of Service	-451.38	11,000.00	-11,451.38	-4.1%
6310 · Physical & Immunizations	2,346.00	18,000.00	-15,654.00	13.0%
6320 · Community Involvement	1,952.64	2,700.00	-747.36	72.3%
6900 · Miscellaneous Expense	13,053.21	5,000.00	8,053.21	261.1%
Total 6000 · Materials and Services	286,298.24	628,149.00	-341,850.76	45.6%
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7130 · Capital Outlay - Bond - Other	10,581.71	0.00	10,581.71	100.0%
Total 7130 · Capital Outlay - Bond	10,581.71	0.00	10,581.71	100.0%
7200 · Capital Outlay - Equipment	0.00	40,000.00	-40,000.00	0.0%
7150 · Capital Outlay - Vehicle	10,787.94	50,000.00	-39,212.06	21.6%
7110 · Capital Outlay - Building	6,850.00	400,000.00	-393,150.00	1.7%
Total 7000 · Capital Outlay	28,219.65	490,000.00	-461,780.35	5.8%
Total Expense	1,347,278.11	2,838,219.00	-1,490,940.89	47.5%
Net Ordinary Income	2,687,125.60	-10,383.00	2,697,508.60	-25,880.1%
Net Income	2,687,125.60	-10,383.00	2,697,508.60	-25,880.1%

Philomath Fire and Rescue

Balance Sheet by Class

As of January 31, 2025

Accrual Basis

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	Unclassified	TOTAL
ASSETS								
Current Assets								
Checking/Savings								
1015 - Citizens Bank Checking	0.00	-486,571.83	964,027.02	-291,601.41	-49,796.00	-81,858.59	6,753.95	60,953.14
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	0.00	-2.78
1000 - Local Government Investment Pool	5,997.09	968,551.92	100,611.46	792,111.00	186,453.00	422,558.00	0.00	2,348,272.47
Total Checking/Savings	5,997.09	481,980.09	1,064,635.70	410,509.59	96,647.00	340,699.41	6,753.95	2,407,222.83
Accounts Receivable								
11000 - Accounts Receivable	0.00	0.00	51,243.53	0.00	0.00	0.00	0.00	51,243.53
Total Accounts Receivable	0.00	0.00	51,243.53	0.00	0.00	0.00	0.00	51,243.53
Other Current Assets								
1200 - Prepaid Assets	0.00	0.00	28,064.05	0.00	0.00	0.00	0.00	28,064.05
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	31,725.34	0.00	0.00	0.00	0.00	31,725.34
Total Current Assets	5,997.09	481,980.09	1,147,604.57	410,509.59	96,647.00	340,699.41	6,753.95	2,490,191.70
TOTAL ASSETS	5,997.09	481,980.09	1,147,604.57	410,509.59	96,647.00	340,699.41	6,753.95	2,490,191.70
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities								
Accounts Payable								
2010 - Accounts Payable	0.00	0.00	11,308.20	0.00	0.00	14.74	0.00	11,322.94
Total Accounts Payable	0.00	0.00	11,308.20	0.00	0.00	14.74	0.00	11,322.94
Credit Cards								
US Bank One Card- Dan	0.00	0.00	236.45	0.00	0.00	0.00	0.00	236.45
US Bank OneCard- Viktor	0.00	0.00	808.23	0.00	0.00	0.00	0.00	808.23
US Bank One Card- Cheney	0.00	0.00	-349.11	699.00	0.00	1,036.10	0.00	744.99
US Bank One Card- Rich	0.00	0.00	869.84	0.00	0.00	0.00	0.00	869.84
US Bank One Card- Ashley	0.00	0.00	1,667.30	642.75	-264.80	0.00	0.00	2,045.25
Total Credit Cards	0.00	0.00	3,232.71	701.75	-264.80	1,036.10	0.00	4,704.76
Other Current Liabilities								
2070 - Deferred Taxes	0.00	5,394.82	18,750.01	0.00	0.00	0.00	0.00	24,144.83
2400 - Payroll Liabilities								
2133 - Paid Leave Oregon Withholding	0.00	0.00	9,605.19	0.00	0.00	0.00	0.00	9,605.19
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,891.60	0.00	0.00	0.00	0.00	1,891.60
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	1,298.00	0.00	0.00	0.00	0.00	1,298.00
2120 - FICA Payable	0.00	0.00	2,183.34	0.00	0.00	0.00	0.00	2,183.34
2125 - Medicare Payable	0.00	0.00	518.16	0.00	0.00	0.00	0.00	518.16
2130 - State Income Tax Payable	0.00	0.00	-9,711.36	0.00	0.00	0.00	0.00	-9,711.36
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	526.49	0.00	0.00	0.00	0.00	526.49
2140 - PERS Payable	0.00	0.00	11,408.52	0.00	0.00	0.00	0.00	11,408.52
2145 - OR Savino Growth 487 Payable	0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00
2160 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	14,984.11	0.00	0.00	0.00	0.00	14,984.11
2230 - Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	0.00	925.00
2232 - Union Dues	0.00	0.00	1,304.83	0.00	0.00	0.00	0.00	1,304.83
Total 2400 - Payroll Liabilities	0.00	0.00	67,142.82	0.00	0.00	0.00	0.00	67,142.82
Total Other Current Liabilities	0.00	5,394.82	85,892.83	0.00	0.00	0.00	0.00	91,287.65
Total Current Liabilities	0.00	5,394.82	100,433.74	701.75	-264.80	1,049.84	0.00	107,315.35
Total Liabilities	0.00	5,394.82	100,433.74	701.75	-264.80	1,049.84	0.00	107,315.35
Equity								
3010 - Fund Balance	-5,938.00	-278,592.66	-2,932,376.04	-1,611,936.82	-835,464.10	-688,016.41	0.00	-6,350,326.83
3200 - Unallocated Fund Balance	11,935.09	264,309.13	2,639,209.88	1,610,393.46	834,210.10	688,019.92	0.00	6,046,077.58
Net Income	0.00	490,888.80	1,460,236.69	411,351.00	98,165.80	330,649.06	6,753.95	2,687,125.60
Total Equity	5,997.09	478,585.27	1,047,170.83	409,807.84	96,811.80	330,649.57	6,753.95	2,382,878.35
TOTAL LIABILITIES & EQUITY	5,997.09	481,980.09	1,147,604.57	410,509.59	96,647.00	340,699.41	6,753.95	2,490,191.70

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02/05/25

Philomath Fire and Rescue

Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/01/2025	Consumer Power I...		1015 · Citizens Ba...		-217.25
				6050 · Utilities		-101.07	101.07
				6050 · Utilities		-75.10	75.10
				6050 · Utilities		-41.08	41.08
TOTAL						-217.25	217.25
Check	EFT	01/02/2025	NW Natural		1015 · Citizens Ba...		-668.35
				6050 · Utilities		-668.35	668.35
TOTAL						-668.35	668.35
Check	EFT	01/04/2025	Verizon		1015 · Citizens Ba...		-214.29
				6060 · Telephone, ...		-214.29	214.29
TOTAL						-214.29	214.29
Check	EFT	01/04/2025	AT&T Mobility		1015 · Citizens Ba...		-200.14
				6060 · Telephone, ...		-200.14	200.14
TOTAL						-200.14	200.14
Check	EFT	01/06/2025	Comcast		1015 · Citizens Ba...		-15.82
				6060 · Telephone, ...		-15.82	15.82
TOTAL						-15.82	15.82
Check	EFT	01/06/2025	Intuit		1015 · Citizens Ba...		-40.00
				6030 · Dues and Fe...		-40.00	40.00
TOTAL						-40.00	40.00
Check	EFT	01/06/2025	EFTPS		1015 · Citizens Ba...		-17,687.04
				2110 · Federal Inco...		-7,278.00	7,278.00
				2120 · FICA Payable		-4,218.05	4,218.05
				2125 · Medicare Pa...		-986.47	986.47
				5405 · Employers F...		-4,218.05	4,218.05
				5410 · Employers ...		-986.47	986.47
TOTAL						-17,687.04	17,687.04
Check	EFT	01/06/2025	Oregon Departme...		1015 · Citizens Ba...		-4,854.00
				2130 · State Incom...		-4,854.00	4,854.00
TOTAL						-4,854.00	4,854.00
Check	EFT	01/07/2025	AsiFlex		1015 · Citizens Ba...		-311.25
				2230 · Flexible Spe...		-300.00	300.00
				6030 · Dues and Fe...		-11.25	11.25
TOTAL						-311.25	311.25

3:08 PM

02/05/25

Philomath Fire and Rescue

Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/10/2025	CIS Trust		1015 · Citizens Ba...		-18,292.31
					5440 · Health Insur...	-18,292.31	18,292.31
TOTAL						-18,292.31	18,292.31
Check	EFT	01/10/2025	Pacific Power		1015 · Citizens Ba...		-836.60
					6050 · Utilities	-836.60	836.60
TOTAL						-836.60	836.60
Check	EFT	01/10/2025	Pacific Power		1015 · Citizens Ba...		-836.60
					6050 · Utilities	-836.60	836.60
TOTAL						-836.60	836.60
Bill Pmt -Check	EFT	01/10/2025	U.S. Bank		1015 · Citizens Ba...		-2,167.93
Bill		01/13/2025			US Bank OneCard- ...	-163.15	163.15
Bill		01/13/2025			US Bank One Card-...	-5.95	5.95
Bill		01/13/2025			US Bank One Card-...	-308.80	308.80
Bill		01/13/2025			US Bank One Card-...	-1,690.03	1,690.03
TOTAL						-2,167.93	2,167.93
Check	EFT	01/13/2025	Riverstrong		1015 · Citizens Ba...		-2,624.79
					6001 · Contracted ...	-2,624.79	2,624.79
TOTAL						-2,624.79	2,624.79
Check	EFT	01/15/2025	De Lage Landen Fi...		1015 · Citizens Ba...		-155.97
					6100 · Equipment ...	-155.97	155.97
TOTAL						-155.97	155.97
Check	EFT	01/15/2025	Carson		1015 · Citizens Ba...		-480.43
					6130 · Gas & Oil	-480.43	480.43
TOTAL						-480.43	480.43
Check	EFT	01/16/2025	City of Philomath		1015 · Citizens Ba...		-247.85
					6050 · Utilities	-232.65	232.65
					6050 · Utilities	-15.20	15.20
TOTAL						-247.85	247.85
Check	EFT	01/20/2025	Consumer Power I...		1015 · Citizens Ba...		-463.00
					6050 · Utilities	-382.05	382.05
					6050 · Utilities	-80.95	80.95
TOTAL						-463.00	463.00

3:08 PM

02/05/25

Philomath Fire and Rescue

Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/20/2025	Republic Services		1015 · Citizens Ba...		-330.12
				6050 · Utilities		-37.11	37.11
				6050 · Utilities		-293.01	293.01
TOTAL						-330.12	330.12
Check	EFT	01/20/2025	Pioneer Telephon...		1015 · Citizens Ba...		-211.95
				6060 · Telephone, ...		-211.95	211.95
TOTAL						-211.95	211.95
Check	EFT	01/27/2025	PERS		1015 · Citizens Ba...		-20,503.46
				5431 · PERS - Pick...		-3,815.31	3,815.31
				5430 · PERS - Emp...		-16,688.15	16,688.15
TOTAL						-20,503.46	20,503.46
Check	EFT	01/31/2025	Carson		1015 · Citizens Ba...		-701.16
				6130 · Gas & Oil		-701.16	701.16
TOTAL						-701.16	701.16
Bill Pmt -Check	32521	01/13/2025	Alexander Bradford		1015 · Citizens Ba...		-4,365.92
Bill	Fall 2...	01/07/2025			6091 · Tuition Reim...	-4,365.92	4,365.92
TOTAL						-4,365.92	4,365.92
Bill Pmt -Check	32522	01/13/2025	Andy Louden`		1015 · Citizens Ba...		-600.00
Bill	100	01/13/2025			6150 · Radio Maint...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	32523	01/13/2025	Benton County		1015 · Citizens Ba...		-10.00
Bill	5020	01/02/2025			6215 · Supplies - Pr...	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	32524	01/13/2025	Corvallis Tool Co...		1015 · Citizens Ba...		-67.60
Bill	25961	11/04/2024			6170 · Building Mai...	-67.60	67.60
TOTAL						-67.60	67.60
Bill Pmt -Check	32525	01/13/2025	Culligan		1015 · Citizens Ba...		-260.10
Bill	W247...	01/13/2025			6050 · Utilities	-260.10	260.10
TOTAL						-260.10	260.10
Bill Pmt -Check	32526	01/13/2025	Eats & Treats Cafe		1015 · Citizens Ba...		-1,367.50
Bill	020825	01/13/2025			6280 · Volunteer In...	-1,367.50	1,367.50
TOTAL						-1,367.50	1,367.50

3:08 PM

02/05/25

Philomath Fire and Rescue
Check Detail
January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32527	01/13/2025	Hughes Fire Equip...		1015 · Citizens Ba...		-5,584.80
Bill	617159	01/13/2025			7150 · Capital Outl...	-5,584.80	5,584.80
TOTAL						-5,584.80	5,584.80
Bill Pmt -Check	32528	01/13/2025	Joshua Eskenazi		1015 · Citizens Ba...		-4,065.92
Bill	Fall 2...	01/02/2025			6091 · Tuition Reim...	-4,065.92	4,065.92
TOTAL						-4,065.92	4,065.92
Bill Pmt -Check	32529	01/13/2025	Life Assist, Inc.		1015 · Citizens Ba...		-1,001.89
Bill	15407...	12/30/2024			6210 · Supplies - M...	-141.79	141.79
Bill	15398...	12/30/2024			6210 · Supplies - M...	-143.00	143.00
Bill	15432...	01/07/2025			6210 · Supplies - M...	-535.15	535.15
Bill	15425...	01/13/2025			6210 · Supplies - M...	-181.95	181.95
TOTAL						-1,001.89	1,001.89
Bill Pmt -Check	32530	01/13/2025	MPTV, Inc.		1015 · Citizens Ba...		-73.13
Bill	AA28...	12/30/2024			6161 · Vehicle Main...	-72.71	72.71
Bill	B446...	12/31/2024			6161 · Vehicle Main...	-0.42	0.42
TOTAL						-73.13	73.13
Bill Pmt -Check	32531	01/13/2025	My-Comm, Inc		1015 · Citizens Ba...		-82.49
Bill	173119	12/30/2024			6150 · Radio Maint...	-82.49	82.49
TOTAL						-82.49	82.49
Bill Pmt -Check	32532	01/13/2025	Paula Anderson.		1015 · Citizens Ba...		-65.40
Bill	07536M	01/13/2025			6270 · Volunteer - ...	-65.40	65.40
TOTAL						-65.40	65.40
Bill Pmt -Check	32533	01/13/2025	Philomath Fire Dis...		1015 · Citizens Ba...		-613.54
Bill	12.2024	01/02/2025			2232 · Union Dues	-613.54	613.54
TOTAL						-613.54	613.54
Bill Pmt -Check	32534	01/13/2025	SDAO Consulting ...		1015 · Citizens Ba...		-4,339.00
Bill	Org A...	01/02/2025			6001 · Contracted ...	-4,339.00	4,339.00
TOTAL						-4,339.00	4,339.00
Bill Pmt -Check	32535	01/13/2025	SeaWestern		1015 · Citizens Ba...		-2,151.20
Bill	INV38...	01/06/2025			6250 · Uniforms	-2,151.20	2,151.20
TOTAL						-2,151.20	2,151.20

3:08 PM

02/05/25

Philomath Fire and Rescue

Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32536	01/13/2025	Spaeth Lumber Co...		1015 · Citizens Ba...		-36.18
Bill	2501-...	01/06/2025			6170 · Building Mai...	-12.06	12.06
Bill	2501-...	01/07/2025			6170 · Building Mai...	-24.12	24.12
TOTAL						-36.18	36.18
Bill Pmt -Check	32537	01/13/2025	Special Districts I...		1015 · Citizens Ba...		-50,369.00
Bill	40P5...	01/13/2025			6020 · Insurance a...	-50,369.00	50,369.00
TOTAL						-50,369.00	50,369.00
Bill Pmt -Check	32538	01/13/2025	Stover, Every and ...		1015 · Citizens Ba...		-648.00
Bill	38672	01/06/2025			6170 · Building Mai...	-648.00	648.00
TOTAL						-648.00	648.00
Bill Pmt -Check	32539	01/13/2025	TWGW, Inc. dba P...		1015 · Citizens Ba...		-38.56
Bill	828166	01/08/2025			7150 · Capital Outl...	-38.56	38.56
TOTAL						-38.56	38.56
Bill Pmt -Check	32540	01/13/2025	Ultrex		1015 · Citizens Ba...		-38.53
Bill	INV16...	12/30/2024			6100 · Equipment ...	-38.53	38.53
TOTAL						-38.53	38.53
Bill Pmt -Check	32541	01/13/2025	Valley Fire Control		1015 · Citizens Ba...		-789.00
Bill	116329	12/30/2024			6160 · Equipment ...	-789.00	789.00
TOTAL						-789.00	789.00
Bill Pmt -Check	32542	01/13/2025	Wilco		1015 · Citizens Ba...		-263.40
Bill	293201	01/13/2025			6190 · Small Tools ...	-263.40	263.40
TOTAL						-263.40	263.40
Bill Pmt -Check	32543	01/13/2025	Zoll Medical Corp...		1015 · Citizens Ba...		-658.32
Bill	41089...	12/30/2024			6210 · Supplies - M...	-498.08	498.08
Bill	41115...	01/02/2025			6210 · Supplies - M...	-160.24	160.24
TOTAL						-658.32	658.32
Bill Pmt -Check	32544	01/13/2025	Jean Goul		1015 · Citizens Ba...		-75.00
Bill	23483	01/13/2025			6270 · Volunteer - ...	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	32545	01/17/2025	Benton County		1015 · Citizens Ba...		-500.00
Bill	2025 ...	01/16/2025			6180 · Grounds Mai...	-500.00	500.00
TOTAL						-500.00	500.00

3:08 PM

02/05/25

Philomath Fire and Rescue

Check Detail

January 2025

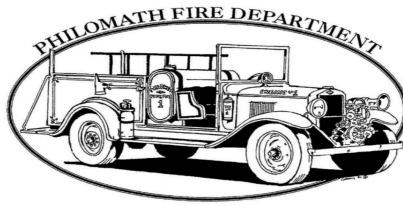
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32546	01/17/2025	ESO Solutions, Inc.		1015 · Citizens Ba...		-857.87
Bill	ESO-...	01/17/2025			6160 · Equipment ...	-857.87	857.87
TOTAL						-857.87	857.87
Bill Pmt -Check	32547	01/17/2025	General Pacific, Inc.		1015 · Citizens Ba...		-79.00
Bill	20250...	01/14/2025			6030 · Dues and Fe...	-79.00	79.00
TOTAL						-79.00	79.00
Bill Pmt -Check	32548	01/17/2025	Industrial Welding...		1015 · Citizens Ba...		-41.50
Bill	428296	01/15/2025			6210 · Supplies - M...	-41.50	41.50
TOTAL						-41.50	41.50
Bill Pmt -Check	32549	01/17/2025	McCurdy's Truck ...		1015 · Citizens Ba...		-14,685.34
Bill	26190	01/17/2025			6161 · Vehicle Main...	-14,685.34	14,685.34
TOTAL						-14,685.34	14,685.34
Bill Pmt -Check	32550	01/17/2025	Spaeth Lumber Co...		1015 · Citizens Ba...		-31.13
Bill	2501-...	01/13/2025			6200 · Supplies - D...	-31.13	31.13
TOTAL						-31.13	31.13
Bill Pmt -Check	32551	01/17/2025	Willamette Valley ...		1015 · Citizens Ba...		-3,000.00
Bill	2024-...	01/16/2025			6001 · Contracted ...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00

Philomath Fire and Rescue A/P Aging Detail As of January 31, 2025

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	01/21/2025	B4492...	MPTV, Inc.	01/31/2025		14.48
Bill	01/24/2025	25-2124	OFDDA	02/03/2025		1,500.00
Bill	01/24/2025	23540...	Medline Industries, I...	02/03/2025		44.37
Bill	01/24/2025	INV38...	SeaWestern	02/03/2025		754.16
Bill	01/24/2025	23541...	Medline Industries, I...	02/03/2025		64.27
Bill	01/24/2025	892113	Industrial Welding S...	02/03/2025		41.50
Bill	01/24/2025	ARF7...	Department of Publi...	02/03/2025		45.00
Bill	01/24/2025	617725	Hughes Fire Equipm...	02/03/2025		2,168.86
Bill	01/24/2025	617723	Hughes Fire Equipm...	02/03/2025		1,178.40
Bill	01/24/2025	617721	Hughes Fire Equipm...	02/03/2025		266.11
Bill	01/24/2025	617722	Hughes Fire Equipm...	02/03/2025		519.55
Bill	01/24/2025	617724	Hughes Fire Equipm...	02/03/2025		3,397.26
Bill	01/24/2025	27000...	Les Schwab	02/03/2025		20.10
Bill	01/24/2025	23542...	Medline Industries, I...	02/03/2025		63.11
Bill	01/24/2025	65017	Applegate Door Co.	02/03/2025		948.00
Bill	01/24/2025	11125...	Bio-Med Testing	02/03/2025		64.00
Bill	01/24/2025	15488...	Life Assist, Inc.	02/23/2025		443.86
Total Current						11,533.03
1 - 30						
Bill	01/06/2025	B4476...	MPTV, Inc.	01/16/2025	15	14.74
Total 1 - 30						14.74
31 - 60						
Credit	12/05/2024	790240	TWGW, Inc. dba Phi...			-9.99
Total 31 - 60						-9.99
61 - 90						
Credit	11/15/2024		Les Schwab			-1.10
Credit	11/26/2024	15311...	Life Assist, Inc.			-92.50
Credit	11/26/2024	April 2...	TWGW, Inc. dba Phi...			-38.50
Credit	12/01/2024		Industrial Welding S...			-82.74
Total 61 - 90						-214.84
> 90						
Total > 90						
TOTAL						11,322.94

Philomath Fire and Rescue
A/R Aging Detail
As of January 31, 2025

Type	Date	Num	Name	Terms	Due Date	Class	Aging	Open Balance
Current								
Invoice	01/24/2025	2015-...	Unity Shelter	Net 30	02/23/2025	General F...		65.00
Total Current								65.00
1 - 30								
Invoice	12/16/2024	2015-...	Philomath Communi...	Net 30	01/15/2025	General F...	16	360.00
Invoice	01/16/2025	2015-...	Hoskins-Kings Valley		01/16/2025	General F...	15	10,000.00
Invoice	01/24/2025	2015-...	Kings Valley Charter...		01/24/2025	General F...	7	130.00
Total 1 - 30								10,490.00
31 - 60								
Invoice	12/13/2024	2015-...	Philomath School Di...		12/13/2024	General F...	49	450.00
Total 31 - 60								450.00
61 - 90								
Invoice	11/01/2024	2015-...	Unity Shelter	Net 30	12/01/2024	General F...	61	260.00
Invoice	11/01/2024	2015-...	Oregon Home Care ...	Net 30	12/01/2024	General F...	61	65.00
Total 61 - 90								325.00
> 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
General Journal	06/30/2024	AUDIT...	Adjustment`			General F...		3,272.78
Invoice	11/01/2024	2015-...	Philomath School Di...		11/01/2024	General F...	91	55.00
Total > 90								39,913.53
TOTAL								51,243.53



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

07 Feb 2025

Association Business

- o Continuing budget discussions
- o Regular association meetings
- o Committees met and reported out

Volunteer Activity

- o Volunteers continue to assist covering open shifts, specifically when RVs are in classes
- o Continue to assist in the organization and teaching drills
- o 2 volunteers fundraising and participating in Seattle Stair Climb for LLS
- o Recognised volunteer awards at appreciation dinner; Most Inspirational, Firefighter, EMS and RV of the Year and longevity awards

Recruitment and retention

- o We interviewed 1 potential Volunteer
- o 4 new Volunteers onboarded

Respectfully submitted.

Stephanie Vallancey
President

Paula Anderson
Vice President

Abel Ahumada
Treasurer

Kendra Islam
Secretary

ORGANIZATIONAL MANUAL



Small Unmanned Aircraft Systems (sUAS) Pilot

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-XX

Position Summary:

The role of the Small Unmanned Aircraft Systems (sUAS, a.k.a. Drone) Pilot centers on providing aerial imaging and reconnaissance to support departmental emergent and training activities. Duties may include providing imaging for structural and wildland fire incidents, search & rescue incidents, formal training activities, fire & MVA post-incident investigations, disaster and HazMat scene reconnaissance, fire code inspections, and ad hoc requests for support from other agencies.

Supervision Received:

The sUAS Pilot will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the sUAS Pilot shall report directly to the Duty Officer.

Essential Job Duties:

A PF&R sUAS Pilot must:

- Be able to safely operate aircraft in a wide range of potentially hazardous working environments. Consistently maintain a high level of situational awareness when working in these environments.
- Operate as a FAA Licensed Remote Pilot In Command (PIC). Rigorously adhere to all applicable local, state and federal sUAS operating regulations.
- Work safely and collaboratively with responding departmental personnel.
- Perform, or recommend performance of, maintenance and repairs on sUAS equipment. Document aircraft issues, and maintain maintenance and repair logs.
- Provide written documentation and electronic images to support formal departmental reporting efforts.

The sUAS Pilot is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates. It is expected that a sUAS Pilot will maintain all required certifications, accreditations, and licenses to be successful in meeting the operational needs of the district.

ORGANIZATIONAL MANUAL

Contact with Others:

A sUAS Pilot will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Be sensitive to possible adverse perception of sUAS operations by the public. Protection of the privacy of the public should be a consideration when conducting non-emergent operations over private property.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Understand the basic elements of aviation and aeronautics.
- Maintain a knowledge of all applicable local, state and federal sUAS operating and safety regulations.
- Effectively work with computers, sophisticated electronic systems, Geographic Information System (GIS) tools, photographic techniques & tools, and batteries.
- Appreciate the replacement value of sUAS aircraft and accessories.
- Possess effective listening, oral, and written communication skills.
- Apply training, tactics, guidelines and policies in a logical manner.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises.

Minimum Requirements:

- FAA Remote Pilot Airman Certification (per 14 CFR Part 107)
- NFPA Driver/Operator Certification
- NWCG RT-130 Wildland Fire Safety Training
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- Successful completion of FEMA Incident Command Systems 100, 200, 700, & 800 courses.
- AHA BLS CPR Certification
- Minimum 18 years of age
- Minimum of 1 year experience in a general emergency services role.
- High school Diploma/GED or equivalent

Desired Qualifications:

- NFPA Firefighter I or II
- Medical certification as an OHA EMR or higher
- Demonstration of sUAS piloting skills utilizing NIST sUAS Training Course protocols

ORGANIZATIONAL MANUAL

Training/Education:

At the direction of the Fire Chief the sUAS Pilot will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by a sUAS Pilot to successfully perform the essential functions of this job.

The physical demands of this voluntary position require modest physical effort and manual labor. These demands include frequent standing, walking on both level and uneven surfaces, twisting, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing. Specific vision abilities required for this position include both close-in and distant visual acuity.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

sUAS Pilot must be familiar with the key elements of Aeronautical Decision Making (ADM). These elements include, but are not limited to: Single Pilot Resource Management (SRM), Crew Resource Management (CRM), Situational Awareness (SA), and the PAVE Checklist (Pilot, Aircraft, EnVironment, External Pressure).

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Noise levels of the work environment can vary from mild to significant.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.

ORGANIZATIONAL MANUAL

Section **X**
YYYYYY
Procedure **XXX**

SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) POLICY

I. **PURPOSE:**

The purpose of this policy is to establish the use of Small Unmanned Aircraft Systems (sUAS), and for the storage, retrieval, and dissemination of images and data captured by the sUAS during emergency and non-emergency use by Philomath Fire and Rescue

Philomath Fire & Rescue (PF&R) intends to use sUAS aircraft to enhance the situational awareness on emergent structural and wildland fire scenes, departmental training activities, disaster and hazardous material incidents, search and rescue operations, fire and MVC investigations, sUAS pilot training, and assisting in fire code inspections. This policy requires that all sUAS operations account for preservation of privacy, civil rights and civil liberties, accountability for the Pilot in Command (PIC), and the data collected. All operations must be conducted in a manner that allows for transparency to the public, PF&R Board of Directors and other government agencies.

II. **DEFINITIONS:**

1. **14 CFR Part 107 (Part 107)**—Federal Aviation Administration regulations regarding the operation of sUAS.
2. **Certificate Of Waiver or Authorization (COA)**—COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UA activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users.
3. **Pilot in Command (PIC)**—sUAS Operator who is certified under CFR 14 Part 107 and who has met specified requirements of knowledge, training, and operational proficiency. The PIC is directly responsible for the safety and operation of the sUAS. The PIC is the sole person responsible for control of the sUAS and has the final responsibility and authority to conduct flight operations within the National Airspace System as defined by the FAA.
4. **PII**—Publicly Identifiable Information

ORGANIZATIONAL MANUAL

6. **Privacy**—Operators and observers shall take every reasonable precaution to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. The sUAS is monitored electronically to archive the location and movements of the drone to ensure proper use of the drone while in operation. Any use of a sUAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.
7. **Public Aircraft**—An aircraft operated by a governmental entity (including federal, state, or local governments, and the U.S. DOD and its military branches) for certain purposes as described in 49 U.S.C. §§ 40102(a)(41) and 40125. Public aircraft status is determined on an operation-by-operation basis. See 14 CFR Part 1, § 1.1 for a complete definition of a public aircraft.
8. **Small Unmanned aerial system (sUAS)**—An unmanned aircraft of any type (weighing less than 55 pounds) that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all the supporting or attached systems designed for gathering information through imaging, recording or any other means. For the purpose of this policy, a sUAS includes a drone as defined by ORS 837.300.
9. **Temporary Flight Restriction (TFR)**—Temporary Flight Restrictions (TFR) are tools used by the Federal Aviation Administration (FAA) to restrict aircraft operations within designated areas.
10. **Visual Line-of-Sight**—Unaided (corrective lenses and/or sunglasses exempted) visual contact between a pilot-in-command or a visual observer and a UAS sufficient to maintain safe operational control of the aircraft, know its location, and be able to scan the airspace in which it is operating to see and avoid other air traffic or objects aloft or on the ground.
11. **Visual Observer**—A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

III. **PROCESS:**

1. **Overall Program Policy**

It is the policy of PF&R that any district pilots, or pilots contracted by the district, adhere to this policy. A sUAS may be utilized to enhance the PF&R mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a sUAS will be in strict accordance with constitutional and privacy rights, and Federal Aviation Administration (FAA) regulations. All pilots shall ensure proper exemptions have been secured when needed, and all reports are compiled for public transparency. This policy will be reviewed as needed.

ORGANIZATIONAL MANUAL

2. Privacy

The use of the sUAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Additionally, PF&R shall only collect information using a sUAS, or use sUAS- collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose.

Locations where a person may have a reasonable expectation of privacy include:

- a. In a residence.
- b. In the enclosed yard of a residence.
- c. On private property where activity cannot be seen from the street or ground level.

Methods that may be used to avoid recording private activity include:

- a. Deactivating a recorder or imaging device until the UAS is away from potentially private activity.
- b. Turning the recorder or imaging devices away from persons or locations during UAS operations.

3. Program Coordinator

The PF&R Chief shall appoint a Program Coordinator who will be responsible for the management of the sUAS program. The Program Coordinator will ensure that all sUAS operations conform to current laws, regulations, and best practices.

4. Responsibilities

It is the responsibility of the Pilot in Command (PIC) to rigorously:

- a. Follow all the policies defined in this document.
- b. Follow all FAA regulations, circulars, applicable guidelines when flying at any location (private, city, state, or federal ownership)
- c. Complete all pre and post flight checks, as well as aircraft system maintenance.
- d. Complete Accident, Loss of Signal (LOS), or any other required mishap reporting
- e. To check for local TFR's or other requirements of a flight

ORGANIZATIONAL MANUAL

5. Reporting

Every sUAS flight operation shall be documented with a Flight Log entry. Copies of this Flight Log shall be maintained in an appropriate Public Records archive. Specific areas of information to be collected include:

- f. Date
- g. Time
- h. Pilot in Command
- i. Aircraft N-Number
- j. Location
- k. Weather Conditions (Wind, Sky, Temperature, Precipitation)
- l. Number of Flight Cycles
- m. Total Flight Time
- n. Description of Flight Activity or Purpose

The department shall provide an annual UAS report to the Oregon Department of Aviation in accordance with ORS 837.360.

6. Use of sUAS Aircraft

Only authorized operators who have completed the required training and certification(s) shall be permitted to operate aircraft (department owned or non-departmental aircraft). sUAS operations must always be conducted consistently with FAA, state, and local regulations.

Permissible uses include:

- a. Structure & wildland fire
- b. Departmental fire and EMS training activities
- c. sUAS pilot training
- d. Natural and manmade disaster response
- e. Hazardous materials incidents
- f. Search and rescue
- g. Investigative support for Fire or Motor Vehicle Accident incidents
- h. Creating images and/or videos for departmental community education programs

Prohibited uses include:

- a. To conduct random surveillance activities
- b. To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- c. To harass, intimidate, or discriminate against any individual or group.
- d. To conduct personal business of any type.
- e. The UAS shall not be used in any way that causes interference with an aircraft that is in the air, taking off, or landing (ORS 837.374).

ORGANIZATIONAL MANUAL

7. Use of Information Collected by sUAS Operations

Information shall be collected and stored only to the extent that such collection or use is consistent with, and relevant to, an authorized purpose.

Information must be checked for any violations of civil liberties, civil rights and or First Amendment violations. Additionally, any information collected as part of a criminal investigation must be in accordance with OAR and ORS. Consultation with the local District Attorney is advised when in doubt exists regarding collected information.

Personally Identifiable Information (PII) shall only be stored or kept in circumstances involving a legally authorized investigation. All applicable laws governing investigations shall be followed.

Data captured during emergency incidents shall only be in the form of still images. All data captured and archived by sUAS operations shall be stored on a department managed server, consistent with Public Records access and retention policies (ORS 837.362).

Information that is part of an ongoing investigation shall not be shared or released unless it is specific to the investigation activities, and the outside agency(s) requesting the data. Members of the public or media seeking to obtain information obtained with a sUAS that is part of an investigation must obtain a court order before the district releases such information, and conform to all applicable laws, regulations and policies.

All requests for data sharing must be made in writing and have the approval of the PF&R Chief.

8. sUAS Pilot Training

All pilots in the PF&R sUAS program must obtain FAA Part 107 credentialing prior to conducting solo aircraft operations.

Student pilots may only fly departmental aircraft during training missions, and while under the direct supervision of a PIC who has current FAA Part 107 credentials.

9. Proficiency

Prior to flying any operational mission, a pilot must have in the previous 90 days completed a minimum of: two sUAS training courses, conducted three takeoffs (launch), and three landings (recovery), with the specific aircraft model being used in the operation. Pilots who do not have documented training or flight time for the preceding 90 days will be required to demonstrate proficiency before performing pilot duties during a mission. Pilots shall pass the required FAA aeronautical knowledge test every 24 months. Failure to maintain/prove proficiency may result in removal from sUAS operations. All pilots operating under a COA shall read the current COA, and maintain proficiency in their operator/observer abilities.

PHILOMATH FIRE & RESCUE

BUDGET CALENDAR FOR FISCAL YEAR 2025 - 2026

Monday, February 10, 2025	Appoint Budget Officer and Budget Committee.
Friday, March 7, 2025	Draft department budgets due.
Monday, March 24, 2025	Publication of public notice of Budget Committee Meeting - Newspaper Publication and Online Posting.
Thursday, March 27, 2025	Final Draft budget for production.
Thursday, April 17, 2025	Budget Committee Meeting: Present proposed budget and budget message.
Tuesday, April 22, 2025	Publication of Financial Summary and notice of Budget Hearing - Newspaper Publication and Online Posting.
Monday, May 12, 2025	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

BUDGET COMMITTEE MEMBERS

2025 - 2026

Doug Edmonds
3425 Southwood Drive
Philomath, OR 97370

Rick Brand
3000 Southwood Drive
Philomath, OR 97370

Christopher McMorran
916 College Street
Philomath, OR 97370

Joe Brier
35543 Summers Lane
Philomath, OR 97370

Van Hunsaker
324 Vincent Street
Philomath, OR 97370

Greg Phelps
23392 Harris Road
Philomath, OR 97370

Ken Corbin
35136 Kings Valley Hwy
Philomath, OR 97370

Elsa Parmelee
23629 Pearson Place
Philomath, OR 97370

Jerry Wolcott
340 N 10th Street
Philomath, OR 97370

Daphne Phillips
3233 Chapel Drive
Corvallis, OR 97333

PHILOMATH FIRE & RESCUE

February 10, 2025

**Location: Philomath Fire & Rescue
1035 Main St, Philomath, OR 97370
Immediately Following Regular Session Board Meeting
Executive Session Board Meeting**

ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT