

PHILOMATH FIRE & RESCUE

September 11, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:05. Board members present included: President Doug Edmonds, Vice President Daphne Phillips, Treasurer Ken Corbin. Board member not present was Joe Brier and Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson and Office Administrator Ashley Scott. Guests included: Volunteer Association President Dan Eddy at 15:08.

- II. CONSENT AGENDA
 - a. Minutes- August 14, 2023
 - b. Bills – August
 - c. Chief Vacation Hours

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

- III. PUBLIC COMMENT

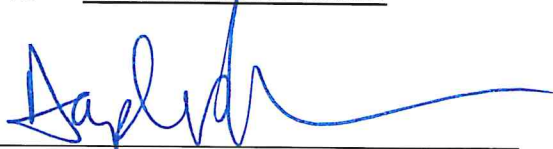
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar- No updates. Encouraged board members to attend the Open House on October 7th.
 2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and highlights discussed. Fire shelter grant received, over \$22,000 of reimbursements requested for conflagrations.
 3. Deputy Chief Reports- Chief Ferguson- Report included in the Board Packet and highlights discussed.
 4. Office Administrator Financial Report- Scott- Reports included in the Board Packet and highlights discussed.

- V. REPRESENTATIVE REPORTS

- c. Scott will add Christopher McMorran to future agendas for report from the City Council Liaison.

IX. NEXT MEETING – October 9, 2023

X. ADJOURNMENT : 16:24



Board Vice President- Daphne Phillips

PHILOMATH FIRE & RESCUE

September 11, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

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

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 - a. Minutes- August 14, 2023
 - b. Bills – August
 - c. Chief Vacation Hours
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 2. Fire Chief Report – Chief Ferguson
 3. Deputy Chief Reports- Deputy Chief Saalsaa
 4. Office Administrator Financial Report- Scott
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – President Eddy
 2. IAFF Local 4925 – President Moser
- VI. OLD BUSINESS

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

VII. NEW BUSINESS

1. Surplus Radio Antenna Mount- Ferguson
Staff Recommended Action: Move to surplus radio antenna mount.
2. Appreciation Dinner (Set the Date- February 2024?)- Scott
3. EMS Training Reimbursement Policy- Ferguson
4. Board Member Code of Conduct Discussion (Ken Jones' List)

VIII. ACTION ITEMS

- IX. NEXT MEETING – October 9, 2023

- X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

August 14, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 1515. Board members present included: President Doug Edmonds, Treasurer Ken Corbin, and Rick Brand (via Zoom). Board members not present was Vice President Daphne Phillips and Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, and Office Administrator Ashley Scott. Guests included: Philomath City Council Fire District Liaison Christopher McMorran and Volunteer Association Vice President Paula Anderson. Member of the public, Jennifer Else, attended the meeting via Zoom 1631.

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

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

- III. PUBLIC COMMENT-

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

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

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

V. REPRESENTATIVE REPORTS

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

VI. OLD BUSINESS

1. OSCU and Citizen’s Bank Credit Card Transition Plan- Scott- Transition Plan included in the Board Packet. US Bank option discussed in depth.

Corbin moved to authorize Office Administrator Scott to apply and move forward with US Bank’s NASPO Commercial Cards for Staff and Instant Cards for other situations (Conflagrations, conferences, trainings, etc.) After a successful transition of all electronic payments to the new payment method, close Oregon State Community Credit Union’s accounts and credit cards. Transfer the current OSCU Savings funds to Citizen’s Bank Checking Account. Approved 3-0.

2. Surplus Turbo Drafts- Ferguson- discussed by Ferguson and Scott.
Edmonds moved to surplus Turbo Drafts. Brand Seconded. 3-0 approved.

VII. NEW BUSINESS

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

VIII. ACTION ITEMS

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

IX. NEXT MEETING – September 11, 2023

X. ADJOURNMENT- 1647.

Philomath Fire and Rescue Transaction by Account August 2023

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6001 · Contracted Professional Service					
Bill	08/14/2023	Local Government Law Group	Complete Review of Civil Service Rules a...	513.00	513.00
Check	08/14/2023	Riverstrong	For Invoice 73298	2,702.88	3,215.88
Total 6001 · Contracted Professional Service				3,215.88	3,215.88
6010 · Office Supplies					
Bill	08/11/2023	OSCU 402518-70	Printer Ink for Library	48.89	48.89
Bill	08/17/2023	OSCU 402518-71	Commander's Intent Poster and Stickers	81.71	130.60
Bill	08/18/2023	OSCU 402518-70	Miller Photo Label	19.50	150.10
Bill	08/22/2023	OSCU 402518-70	Printer Toner	282.60	432.70
Bill	08/22/2023	OSCU 402518-70	Library Printer Ink Cartridges	76.89	509.59
Bill	08/23/2023	OSCU 402518-70	Pens	50.40	559.99
Total 6010 · Office Supplies				559.99	559.99
6011 · Postage/Shipping					
Bill	08/08/2023	OSCU 402518-70	Stamps	132.00	132.00
Bill	08/11/2023	OSCU 402518-70	Box and Packaging Materials to Return Med	9.49	141.49
Bill	08/28/2023	OSCU 402518-71	Turbo Draft Pick up	8.00	149.49
Total 6011 · Postage/Shipping				149.49	149.49
6030 · Dues and Fees					
Check	08/02/2023	AsiFlex	July Flex Fees	11.25	11.25
Total 6030 · Dues and Fees				11.25	11.25
6050 · Utilities					
Bill	08/03/2023	Consumers Power Inc.		77.28	77.28
Bill	08/03/2023	Consumers Power Inc.		120.31	197.59
Bill	08/15/2023	Consumers Power Inc.	Daisy Drive Fire Pump	35.05	232.64
Bill	08/15/2023	Consumers Power Inc.	Priest Rd Fire Pump	89.83	322.47
Bill	08/15/2023	Consumers Power Inc.	202 Power	105.85	428.32
Bill	08/28/2023	Pacific Power		1,044.27	1,472.59
Bill	08/28/2023	Consumers Power Inc.	203 Power	122.33	1,594.92
Bill	08/28/2023	Consumers Power Inc.	Beaver Creek Pump Power	77.61	1,672.53
Total 6050 · Utilities				1,672.53	1,672.53
6060 · Telephone, Pagers, Internet					
Bill	08/03/2023	Pioneer Telephone Cooperative		173.77	173.77
Check	08/04/2023	AT&T Mobility		42.59	216.36
Check	08/07/2023	Comcast	Cable	14.77	231.13
Bill	08/07/2023	Alyrica		592.86	823.99
Bill	08/23/2023	Century Link		125.31	949.30
Check	08/28/2023	Verizon		289.11	1,238.41
Bill	08/30/2023	Pioneer Telephone Cooperative		173.77	1,412.18
Total 6060 · Telephone, Pagers, Internet				1,412.18	1,412.18
6080 · Conference					
Bill	08/07/2023	Oregon Fire District Directors Assoc.	OFDDA Conference Registration for Daph...	350.00	350.00
Bill	08/08/2023	Oregon Fire District Directors Assoc.	OFDDA Conference Registration for Ken ...	350.00	700.00
Bill	08/08/2023	Oregon Fire District Directors Assoc.	OFDDA Conference Registration for Doug ...	350.00	1,050.00
Bill	08/08/2023	Oregon Fire District Directors Assoc.	OFDDA Conference Registration for Chan...	350.00	1,400.00
Bill	08/08/2023	Oregon Fire District Directors Assoc.	OFDDA Conference Registration for Ashle...	350.00	1,750.00
Bill	08/11/2023	OSCU 402518-70	Salishan Room- Public Safety Conference	324.98	2,074.98
Credit	08/14/2023	Oregon Fire District Directors Assoc.	10% Discount for 5 or more Registrations	-210.00	1,864.98
Bill	08/14/2023	Oregon Fire District Directors Assoc.	2023 OFDDA Conference Registration for ...	350.00	2,214.98
Bill	08/30/2023	OSCU 402518-71	OFSOA Conference Registration for A. Scott	275.00	2,489.98
Total 6080 · Conference				2,489.98	2,489.98
6090 · Education/Training					
Bill	08/14/2023	Bio-Med Testing	Background testing for Dotson & Keuneke	58.00	58.00
Total 6090 · Education/Training				58.00	58.00
6100 · Equipment Maintenance Agreement					
Check	08/15/2023	De Lage Landen Financial Service...	August 2023 Printer	152.50	152.50
Total 6100 · Equipment Maintenance Agreement				152.50	152.50

Philomath Fire and Rescue Transaction by Account August 2023

Type	Date	Name	Memo	Amount	Balance
6130 · Gas & Oil					
Bill	08/05/2023	OSCU 402518-71	Conflag Fuel for 294	37.70	37.70
Bill	08/10/2023	OSCU 402518-70	Fuel	43.72	81.42
Check	08/31/2023	Carson Oil		1,089.67	1,171.09
Total 6130 · Gas & Oil				1,171.09	1,171.09
6160 · Equipment Maintenance					
Bill	08/14/2023	MPTV, Inc.	263- Supplies for Pump Construction	107.90	107.90
Total 6160 · Equipment Maintenance				107.90	107.90
6161 · Vehicle Maintenance					
Bill	08/03/2023	MPTV, Inc.	263- Sanding Supplies	30.76	30.76
Bill	08/04/2023	TWGWV, Inc. dba Philomath Napa	293- Battery	209.99	240.75
Bill	08/08/2023	The Glass Man, Inc.	231 Windshield Replacement	4,100.00	4,340.75
Bill	08/14/2023	Willamette Hose & Fittings	263- Pump Supplies	400.96	4,741.71
Bill	08/14/2023	Valvoline LLC	293 Oil Change	48.43	4,790.14
Bill	08/15/2023	Willamette Hose & Fittings	263- Pump Parts	180.48	4,970.62
Bill	08/15/2023	Willamette Hose & Fittings	263- Pump Parts	21.96	4,992.58
Bill	08/15/2023	Valvoline LLC	263 Oil Change	78.17	5,070.75
Deposit	08/16/2023		SDIS Reimbursement for Windshield Rep...	-4,100.00	970.75
Bill	08/18/2023	Willamette Hose & Fittings	263- Pump Parts	38.66	1,009.41
Bill	08/22/2023	Corvallis Tool Company	263- Materials and Labor to Modify hose ra...	306.00	1,315.41
Bill	08/22/2023	OSCU 402518-71	263- Priming Pump	229.95	1,545.36
Bill	08/22/2023	MPTV, Inc.	263- Plugs and Bushing for Pump	12.65	1,558.01
Bill	08/29/2023	Les Schwab	265- RR Tire Replacement	791.73	2,349.74
Bill	08/29/2023	Nick's Auto Repair	293- AC/Heater Repair and Transmission ...	1,020.00	3,369.74
Total 6161 · Vehicle Maintenance				3,369.74	3,369.74
6170 · Building Maint and Improvements					
Bill	08/28/2023	OSCU 402518-71	Light Bulbs	93.49	93.49
Total 6170 · Building Maint and Improvements				93.49	93.49
6190 · Small Tools & Equipment					
Bill	08/14/2023	OSCU 402518-70	Hose Packs	195.00	195.00
Bill	08/15/2023	MPTV, Inc.	Grinders	12.98	207.98
Bill	08/24/2023	MPTV, Inc.	Progressive Hose Packs	10.98	218.96
Total 6190 · Small Tools & Equipment				218.96	218.96
6200 · Supplies - Department					
Bill	08/05/2023	OSCU 402518-71	Priceboro IR Crew Food	29.32	29.32
Bill	08/07/2023	Spaeth Lumber Co., Inc	Stake for Door Prop	13.24	42.56
Bill	08/07/2023	Spaeth Lumber Co., Inc	2x6 for Door Prop	13.43	55.99
Bill	08/07/2023	OSCU 402518-70	Water, Gatorade and Candy	232.60	288.59
Bill	08/14/2023	OSCU 402518-70	Coffee For Residence	79.79	368.38
Bill	08/15/2023	Cody Eddy	Conflag Delivery Dinner for Volunteer	8.50	376.88
Total 6200 · Supplies - Department				376.88	376.88
6210 · Supplies - Medical					
Bill	08/07/2023	Industrial Welding Supply, Inc	Oxygen	30.00	30.00
Bill	08/14/2023	Medline Industries, Inc.	Adrenalin and Diphenhydramine	592.34	622.34
Credit	08/14/2023	Medline Industries, Inc.	Adrenalin Return- Incorrect Shipment	-502.39	119.95
Bill	08/14/2023	Medline Industries, Inc.	Electrode	109.50	229.45
Bill	08/14/2023	Medline Industries, Inc.	Portable Suction	1,047.99	1,277.44
Bill	08/15/2023	Medline Industries, Inc.	Adrenalin	547.01	1,824.45
Bill	08/24/2023	Industrial Welding Supply, Inc	Oxygen and Chlhydro Test	55.00	1,879.45
Bill	08/24/2023	Medline Industries, Inc.	Sam IO	132.36	2,011.81
Bill	08/24/2023	Medline Industries, Inc.	Epinephrine	187.03	2,198.84
Total 6210 · Supplies - Medical				2,198.84	2,198.84
6215 · Supplies - Prevention					
Bill	08/23/2023	Alert-All Corporation	Fire Safety Supplies	1,348.00	1,348.00
Total 6215 · Supplies - Prevention				1,348.00	1,348.00
6250 · Uniforms					
Bill	08/01/2023	Northwest Safety Clean	Turn Out Cleaning	766.60	766.60
Bill	08/01/2023	SeaWestern	Pants	206.11	972.71
Bill	08/03/2023	SeaWestern	Pants	194.34	1,167.05
Bill	08/07/2023	Riece Hines	Boots Reimbursement (Qualifying Wildlan...	350.10	1,517.15
Bill	08/08/2023	MES Northwest	Pants	405.00	1,922.15
Bill	08/30/2023	Northwest Safety Clean	Turn Out Cleaning and Repairs	658.80	2,580.95
Total 6250 · Uniforms				2,580.95	2,580.95

10:17 AM

09/05/23

Accrual Basis

Philomath Fire and Rescue Transaction by Account August 2023

Type	Date	Name	Memo	Amount	Balance
6270 · Volunteer - Activities					
Bill	08/23/2023	OSCU 402518-70	Summer Recognition Picnic Porta Potty an...	390.00	390.00
Bill	08/28/2023	Paula Anderson.	Summer Volunteer Appreciation Picnic- Fo...	425.82	815.82
Total 6270 · Volunteer - Activities				815.82	815.82
6310 · Physical & Immunizations					
Bill	08/14/2023	Occupational Medicine Dept.	Hines Physical	766.00	766.00
Total 6310 · Physical & Immunizations				766.00	766.00
Total 6000 · Materials and Services				22,769.47	22,769.47
7000 · Capital Outlay					
7110 · Capital Outlay - Building					
Bill	08/15/2023	OSCU 402518-70	Paint and Supplies for Hose Tower Trim P...	86.95	86.95
Bill	08/16/2023	MPTV, Inc.	Paint Rollers	3.99	90.94
Bill	08/18/2023	Sema Roofing Experts LLC	Hose Tower Roofing	10,701.00	10,791.94
Total 7110 · Capital Outlay - Building				10,791.94	10,791.94
Total 7000 · Capital Outlay				10,791.94	10,791.94
Total Expense				33,561.41	33,561.41
Net Ordinary Income				-33,561.41	-33,561.41
Net Income				-33,561.41	-33,561.41

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

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

August		
accrual	8	10
taken	0	28
balance	315.5	179.69

September		
accrual		
taken		
balance		

October		
accrual		
taken		
balance		

	Sick Leave	Vacation
November		
accrual		
taken		
balance		

December		
accrual		
taken		
balance		

January		
accrual		
taken		
balance		

February		
accrual		
taken		
balance		

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

Philomath Fire & Rescue
Annual Board Calendar

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



Philomath Fire & Rescue

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

PHILOMATH FIRE & RESCUE
CHIEF'S REPORT
September 5, 2023

Department Business:

Awarded \$10,000 through Save Lives Oregon to be utilized for NARCAN and other harm reduction medical supplies.

Chief Saalsaa has developed a "heat map" that imports call location into a google maps. This map is available on our web page and provides a visual indication of emergency responses within the district and will be a useful tool in public education.

Personnel:

Department members have deployed on multiple conflagration responses throughout the state of Oregon.

New RV starting 9/6.

Volunteer Cody Eddy is moving to a PT Firefighter position during OSFM Grant timeframe and will be working Saturday and Sundays.

Daytime Firefighter Converse will be temporarily moving to a 48-hour shift schedule until the new RV's gain experience.

Union Communications:

No report

Training Activities:

The Recruit Academy has completed their final week of training. 3 additional firefighters will complete training by the end of the month during the joint academy with Corvallis FD. This will add 6 additional interior qualified firefighters to the roster.

Ashley attended the CIS Public Safety Conference.

Several of the staff members are attending a company officer workshop in Eugene latter in the month.



Philomath Fire & Rescue

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

Apparatus/Equipment:

We have made significant progress in the completion of 263.

We were awarded a Federal Excess Property Type 3 engine. This will add a heavy brush engine to the fleet. The engine is in very good condition and is operational but will benefit from some refurbishment and upgrades.



Building Update:

Hose Tower Roof- replacement completed.

Exhaust System at Station 203 needing repair (quoted at \$4,229)

Community Involvement/Meetings:

Safety Town Tour

Benton County Juvenile Department Summer Group Tour

Upcoming: Public Safety Chili Competition on September 10th.

Strategic Plan Update:

See attached document.

Major Incidents:

See Deputy Chief's Report for details.

Respectfully submitted,
Chief Ferguson



Philomath Fire & Rescue District Strategic Plan

Mission

The men and women of this department are dedicated to:

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

Vision

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

Value

“How we measure ourselves.”

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

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

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

Guiding Principles

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

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

The District Strategic Plan contains the following themes:

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

I. Theme: Department Operations

A. Objective: Emergency Response

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

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

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

Timeline: September 2023

Responsibility: Fire Chief

Funding Source: Grants/ General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Install generator at Station 203

August 2023 Update: Obtaining quotes for install.

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

August 2023 Update: Final modifications happening.

Timeline: October 2023

Responsibility: Captain Louden & LT Schell

Funding Source: Building and Land Reserves and General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Ensure the District Has Up to Date Documents

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

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Administrative Team

Funding Source: None

B. Objective: Capital Maintenance

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

Action Item: Develop Apparatus/Equipment Replacement Plan

July 2023 Update: Apparatus Committee Created and Meeting Scheduled.

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

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

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item: Replace hose tower roof at Station 201

August 2023 Update: 8/18/2023 Completed.

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Implement a robust Cybersecurity program.

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item 1: Asbestos abatement.

August 2023 Update: Asbestos testing complete- no asbestos. Working with City to demolish current structure.

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

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

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

July 2023 Update: 7/1/2023 Completed.

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

August 2023 Update: Ongoing- discussing with Board to update reimbursement policy.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: Ensure Resident Volunteer Retention Program stays competitive.

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

August 2023 Update: Ongoing.

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

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

Statistics for August 2023

Total calls: 96

Fire calls: 27 (28%)

EMS Calls: 69 (72%)

Yearly calls as of 31 July 2023: 663 – Last year at this time: 605 (+9.6% YOY)

Significant calls:

8/3 – Small Wildland – Just over the line in Lincoln County. PFR assisted with Blodgett Fire and ODF to help extinguish a small roadside fire (300 sq. ft.). Blodgett Fire responded with four personnel, PFR responded with four personnel and were cancelled enroute. I was the incident commander for the call and turned the scene over to ODF (who responded with a brush engine from Philomath and Toledo).

8/4 Conflag Response – One brush rig with three personnel and Chief Ferguson as a Strike Team Leader for a group of five apparatus sent to the Priceboro fire. All crews returned by 0800 on Sunday 8/6.

8/4 and 8/5 Residential Structure – Fully involved garage and attic of a house at this location. Neighbor garage also caught fire but was quickly extinguished. House sustained water and heat damage, with total loss of the garage and rear of the house – approximately \$500k loss including contents. Fire under investigation. PFR responded with two engines, an Incident Commander (me), and were assisted by Corvallis Fire and Monroe Fire. Second alarm was called and saw an engine response from Kings Valley Fire and Alsea Fire. Blodgett Fire responded to our main station to stand by for other calls. A second engine from Corvallis responded as well as a Battalion Chief.

8/9 MVC – Rollover accident at low speed, non-injury.

8/9 Car Fire – From the above incident. Car battery shorted when vehicle was being righted by tow company. No fire on arrival.

8/12 Car Fire – Responded to a request from Lincoln County. Local resources handled the incident, and we were cancelled enroute.

8/13 MVC – Two vehicle head-on crash with four total occupants. One was transported with minor injuries.

8/13 – Conflagration Response – we sent Capt. Loudon to the Lookout Fire as part of the OSFM Incident Management Team as the Deputy Incident Commander. Still on duty there.

8/14 Small Misc Fire – crews blacktopping Philomath Market parking lot, had a propane torch. No fire.

8/14 Small Wildland Fire in Alsea – handled by local crews, we were cancelled enroute.

8/15-8/16 Series of wildland fires in Adair and Corvallis – All County call-out to assist with these fires. We provided a brush engine with three personnel and a duty officer (Chief Ferguson). We were only assigned to assist with the first fire (2112 hrs. on 8/15).

8/17 Small Misc Fire – extinguished farm equipment fire – mostly put out by farm crew.

8/21 – Small Misc Fire – transient lighting cloth on fire at the side of the road, near a field of grass during windy evening. Passersby called 9-1-1. Fire out on arrival. No action by our crew, turned over to BCSO.

8/25 – Large Wildland Fire – in Alsea, lightning hit a tree and started a small forest fire < 1 acre in size. Alsea crew extinguished. We set a brush rig with three personnel and a Chief officer (me) but were not used. Note that there was a second fire sparked again by lightning in this general area after the first was extinguished – we were in response to the Kings Valley fire by that time.

8/25 – Large Wildland Fire – in Kings Valley, still in progress. Lightning sparked fire in the forest. We responded to support Kings Valley and ODF with a brush rig with three personnel and two Chief officers (myself and Chief Ferguson). Fire turned over to ODF to manage – we assisted their crews.

8/25 0115 Lightning caused forest fire in Alsea. We responded with a brush engine with three personnel plus an incident commander (me). We arrived on scene as the fire was put under control. We were released from the incident.

8/25 0243 Lightning caused wildland fire in Kings Valley. We responded with a brush engine with three personnel plus an incident commander (Chief Ferguson), and Duty Officer (me). Assisted Kings

Valley Fire and ODF in gaining access to the fire with the assistance of local landowners. Fire ended up being 2 acres in size in steep terrain. We assisted in deploying hose to surround the fire.

8/25 0839 Lightning caused fire in Rock Creek reservoir area – the smoke was drifting over the peak down into the Woods Creek area. We responded with a brush engine with three personnel and two Chief Officers to ensure that the fire was not spreading over the top of the mountain. This fire was managed by the USFS with the assistance of ODF as it was burning in the Siuslaw National Forest. The fire eventually grew to 15 acres and was declared contained on 8/31.

8/25 1304 Lightning caused fire in the Starr Creek area southwest of the Holiday Tree Farm on private lands. We responded with a structural engine with three personnel (reports of black smoke indicated possible structure involvement) and an incident commander (me). ODF also responded to this fire – I worked with the local landowners to locate and call in the coordinates of the fire in back country. No structures were threatened – the fire was burning in clearcut area with large piles of slash on fire. The fire was managed by ODF as the Starr Creek Fire and placed under control on 8/26.

8/25 2034 Lightning caused fire in Blodgett off Marys River Road (called the Marys River Road fire). ODF was managing this fire, and we were asked to provide a water tender.

8/26 MVC Vehicle vs Bicycle with one female patient that required transport with non-life-threatening injuries. She was struck by an eastbound vehicle on Hwy 34 as she was turning off of the Kings Valley Hwy. We responded with an engine and rescue with four personnel and an incident commander (me).

8/28 Conflag We deployed Capt. Andy Loudon as a deputy incident commander with the Oregon State Fire Marshal's Blue Incident Management Team to the Smith River Complex on the California/Oregon border.

8/30 MVC Single motorcycle accident in Kings Valley. We assisted with an engine crew of three and an incident commander (Capt. Bovbjerg). Patient was transported to GSRMC with non-life-threatening injuries.

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

Station 201 RURAL	164
Station 201 W. City	196
Station 201 E. City	122
Station 202	29
Station 203	60
Adair	2
Alsea	7
Blodgett	15
CFD	32
Conflagration	4
Kings Valley	17
Lincoln Co	7
Marys Peak	2
Misc Mutual Aid	2
Monroe	2
Marys Peak	2
Total	663

Total calls we received aid from another agency: 2 (to date 7)

Cyber Security project

Have completed the business continuity analysis. Replacement of end-of-life firewall with fault-tolerant firewall with latest cybersecurity applications. Submitted a 50% matching grant to SDAO. This upgrade is the first in a series over the coming years to replace hardware as items reach end-of-life. The next anticipated replacement are the switches, followed by possible workstation upgrades (FF next in line).

PulsePoint Statistics

Monthly Active Users has risen from 518 to 808, of which 224 have CPR alerts enabled. We will continue to engage the public through social media as well as the upcoming Open House.

Projects / Community Outreach

- Provided PIO coverage of nearby fires on Facebook from sources at ODF and USFS.
- Met with Benton County working on Natural Hazards Mitigation Plan updates.
- Three personnel involved in Firefighter Academy (3 RVs).
- Participated in Fire Cause and Origin for S 15th Street fire.
- Participated in the LEPC HAZMAT Tabletop exercise at CTO in Millersburg on 8 August as Exercise Director.
- Disposed of Household Hazardous Waste.
- Participated with Capt. Bovbjerg in the Oregon Life Safety Team meeting in Salem at the new OSFM campus on 22 August.
- Hosted Safety Town on 23 August for 60 kids.
- Participated in the 26 August Volunteer Association picnic.
- Hosted the Benton County Juvenile Department for a tour and Q&A session.

Respectfully submitted,

D/C Rich Saalsaa

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

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	11.51	0.00	11.51	100.0%
4042 · Bond Income - Prop Tax Interest	59.87	700.00	-640.13	8.6%
4041 · Bond Income - Delinquent Taxes	1,049.95	5,000.00	-3,950.05	21.0%
4060 · Conflagration Income	0.00	100,000.00	-100,000.00	0.0%
4050 · Public Education Income	1,980.00	12,500.00	-10,520.00	15.8%
4040 · Bond Income	0.00	404,200.00	-404,200.00	0.0%
4000 · Carryover Fund Balance	1,243,003.94	784,900.68	458,103.26	158.4%
4010 · Delinquent Property Taxes	3,560.69	16,000.00	-12,439.31	22.3%
4020 · Current Property Taxes	0.00	1,397,916.00	-1,397,916.00	0.0%
4025 · Interest - Property Tax	233.04	3,000.00	-2,766.96	7.8%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	4.88	0.00	4.88	100.0%
4030 · Investments - LGIP	4,587.91	0.00	4,587.91	100.0%
Total 4026 · Interest Income	4,592.79	0.00	4,592.79	100.0%
4900 · Miscellaneous Income	3,017.96	10,000.00	-6,982.04	30.2%
Total Income	1,257,509.75	2,734,216.68	-1,476,706.93	46.0%
Gross Profit	1,257,509.75	2,734,216.68	-1,476,706.93	46.0%
Expense				
9010 · Transfers	0.00	1,014,499.00	-1,014,499.00	0.0%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	6,704.16	30,000.00	-23,295.84	22.3%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	12,152.57	100,000.00	-87,847.43	12.2%
5100 · Fire Chief Wages	16,150.00	98,892.00	-82,742.00	16.3%
5105 · Deputy Chief Wages	15,991.25	98,220.00	-82,228.75	16.3%
5110 · Admin Asst Wages	9,355.00	58,404.00	-49,049.00	16.0%
5120 · Staff Captain Wage	6,326.66	74,220.00	-67,893.34	8.5%
5125 · Firefighter Wages	41,891.30	256,564.00	-214,672.70	16.3%
5130 · Overtime Wages	8,073.04	45,000.00	-36,926.96	17.9%
5135 · Extra Hire	0.00	8,000.00	-8,000.00	0.0%
5405 · Employers FICA	2,748.69	33,000.00	-30,251.31	8.3%
5410 · Employers Medicare	642.84	10,000.00	-9,357.16	6.4%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	0.00	50,000.00	-50,000.00	0.0%
5430 · PERS - Employe	25,118.81	140,000.00	-114,881.19	17.9%
5431 · PERS - Pickup 6%	5,942.03	34,000.00	-28,057.97	17.5%
5440 · Health Insurance	22,402.83	185,124.00	-162,721.17	12.1%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	173,499.18	1,232,924.00	-1,059,424.82	14.1%
6000 · Materials and Services				
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,500.00	-2,500.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,500.00	-4,500.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	554.64	5,000.00	-4,445.36	11.1%
6216-2 · FA/CPR Education- Instructors	231.25	3,000.00	-2,768.75	7.7%
Total 6216 · FA/CPR Education	785.89	8,000.00	-7,214.11	9.8%

10:32 AM

09/05/23

Accrual Basis

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

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
6091 · Tuition Reimbursement	2,800.00	74,736.00	-71,936.00	3.7%
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	-620.00	0.0%
6001 · Contracted Professional Service	17,920.84	80,834.00	-62,913.16	22.2%
6010 · Office Supplies	699.82	6,550.00	-5,850.18	10.7%
6011 · Postage/Shipping	149.49	600.00	-450.51	24.9%
6020 · Insurance and Bond	1,368.00	57,210.00	-55,842.00	2.4%
6030 · Dues and Fees	1,829.91	16,070.00	-14,240.09	11.4%
6040 · Publications and Elections	0.00	3,900.00	-3,900.00	0.0%
6042 · Marketing Program New Recruits	0.00	605.00	-605.00	0.0%
6050 · Utilities	4,685.30	33,710.00	-29,024.70	13.9%
6060 · Telephone, Pagers, Internet	3,910.02	18,600.00	-14,689.98	21.0%
6070 · Travel	0.00	7,100.00	-7,100.00	0.0%
6080 · Conference	2,666.63	4,450.00	-1,783.37	59.9%
6090 · Education/Training	5,169.25	21,350.00	-16,180.75	24.2%
6100 · Equipment Maintenance Agreement	305.00	4,000.00	-3,695.00	7.6%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	3,881.53	30,000.00	-26,118.47	12.9%
6140 · Hydrant Maintenance	330.89	0.00	330.89	100.0%
6150 · Radio Maintenance	345.50	6,100.00	-5,754.50	5.7%
6160 · Equipment Maintenance	609.96	13,850.00	-13,240.04	4.4%
6161 · Vehicle Maintenance	6,315.63	46,500.00	-40,184.37	13.6%
6170 · Building Maint and Improvements	227.56	13,300.00	-13,072.44	1.7%
6180 · Grounds Maintenance	7.29	1,300.00	-1,292.71	0.6%
6190 · Small Tools & Equipment	218.96	900.00	-681.04	24.3%
6200 · Supplies - Department	846.99	7,000.00	-6,153.01	12.1%
6210 · Supplies - Medical	4,581.76	19,730.00	-15,148.24	23.2%
6215 · Supplies - Prevention	1,386.95	2,850.00	-1,463.05	48.7%
6220 · Supplies - Suppression	6.99	2,500.00	-2,493.01	0.3%
6230 · Hazardous Materials	0.00	300.00	-300.00	0.0%
6250 · Uniforms	3,240.06	30,800.00	-27,559.94	10.5%
6270 · Volunteer - Activities	1,113.69	12,000.00	-10,886.31	9.3%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	0.00	11,000.00	-11,000.00	0.0%
6310 · Physical & Immunizations	1,556.00	18,000.00	-16,444.00	8.6%
6320 · Community Involvement	6.10	3,400.00	-3,393.90	0.2%
6900 · Miscellaneous Expense	10,183.24	2,050.00	8,133.24	496.7%
Total 6000 · Materials and Services	77,149.25	569,565.00	-492,415.75	13.5%
7000 · Capital Outlay				
7110 · Capital Outlay - Building	25,481.54	60,000.00	-34,518.46	42.5%
Total 7000 · Capital Outlay	25,481.54	60,000.00	-34,518.46	42.5%
Total Expense	276,129.97	2,876,988.00	-2,600,858.03	9.6%
Net Ordinary Income	981,379.78	-142,771.32	1,124,151.10	-687.4%
Net Income	981,379.78	-142,771.32	1,124,151.10	-687.4%

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

10:21 AM
08/09/23
Actual Basis

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense							
443 - Bond Interest - Bank Interest	0.00	11.51	0.00	0.00	0.00	0.00	11.51
443 - Bond Interest - Other	0.00	59.87	0.00	0.00	0.00	0.00	59.87
4041 - Bond Income - Unlabeled Taxes	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
4050 - Public Education Income	0.00	1,980.00	0.00	0.00	0.00	0.00	1,980.00
4000 - Carryover Fund Balance	5,716.06	74,020.36	475,142.69	296,271.68	195,615.64	196,237.51	1,243,983.94
4025 - Interest - Property Taxes	0.00	0.00	3,560.69	0.00	0.00	0.00	3,560.69
4025 - Interest - Property Tax	0.00	0.00	233.04	0.00	0.00	0.00	233.04
4027 - Interest - Citizens Bank & OSU	0.00	0.00	4.88	0.00	0.00	0.00	4.88
4030 - Investments - LGIP	0.00	0.00	4,587.91	0.00	0.00	0.00	4,587.91
Total 4025 - Interest Income	0.00	0.00	4,882.79	0.00	0.00	0.00	4,882.79
4800 - Miscellaneous Income	0.00	0.00	3,017.96	0.00	0.00	0.00	3,017.96
Total Income	5,716.06	75,141.69	488,527.17	296,271.68	195,615.64	196,237.51	1,257,609.75
Gross Profit	5,716.06	75,141.69	488,527.17	296,271.68	195,615.64	196,237.51	1,257,609.75
Expense							
5000 - Personnel Expenses	0.00	0.00	173,469.18	0.00	0.00	0.00	173,469.18
5137 - Grant Funded Wages	0.00	0.00	6,704.16	0.00	0.00	0.00	6,704.16
5100 - Fire Captain Wages	0.00	0.00	12,152.57	0.00	0.00	0.00	12,152.57
5100 - Fire Captain Wages	0.00	0.00	16,150.00	0.00	0.00	0.00	16,150.00
5105 - Deputy Chief Wages	0.00	0.00	9,350.00	0.00	0.00	0.00	9,350.00
5110 - Admin Asst Wages	0.00	0.00	6,326.66	0.00	0.00	0.00	6,326.66
5120 - Staff Captain Wage	0.00	0.00	41,891.30	0.00	0.00	0.00	41,891.30
5130 - Overtime Wages	0.00	0.00	2,748.69	0.00	0.00	0.00	2,748.69
5405 - Employers FICA	0.00	0.00	642.84	0.00	0.00	0.00	642.84
5410 - Employers Medicare	0.00	0.00	25,118.81	0.00	0.00	0.00	25,118.81
5415 - Employers Social Security	0.00	0.00	5,542.03	0.00	0.00	0.00	5,542.03
5431 - PERS - Pickup %	0.00	0.00	22,402.30	0.00	0.00	0.00	22,402.30
5440 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5000 - Personnel Expenses	0.00	0.00	173,469.18	0.00	0.00	0.00	173,469.18
6000 - Materials and Services	0.00	0.00	554.64	0.00	0.00	0.00	554.64
6216-1 - FACPR Education-Supplies	0.00	0.00	231.25	0.00	0.00	0.00	231.25
6216-2 - FACPR Education-Instructors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6216 - FACPR Education	0.00	0.00	785.89	0.00	0.00	0.00	785.89
6091 - Tuition Reimbursement	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6010 - Office Supplies	0.00	0.00	17,920.64	0.00	0.00	0.00	17,920.64
6011 - Postage/Shipping	0.00	0.00	148.45	0.00	0.00	0.00	148.45
6020 - Insurance and Bond	0.00	0.00	1,368.00	0.00	0.00	0.00	1,368.00
6050 - Repairs and Fees	0.00	0.00	1,829.91	0.00	0.00	0.00	1,829.91
6050 - Utilities and Fees	0.00	0.00	3,910.00	0.00	0.00	0.00	3,910.00
6060 - Telephone, Papers, Internet	0.00	0.00	2,656.53	0.00	0.00	0.00	2,656.53
6080 - Conference	0.00	0.00	5,169.25	0.00	0.00	0.00	5,169.25
6100 - Education/Training	0.00	0.00	395.00	0.00	0.00	0.00	395.00
6100 - Gas & Oil	0.00	0.00	330.69	0.00	0.00	0.00	330.69
6140 - Hydrant Maintenance	0.00	0.00	345.50	0.00	0.00	0.00	345.50
6150 - Radio Maintenance	0.00	0.00	609.96	0.00	0.00	0.00	609.96
6151 - Vehicle Maintenance	0.00	0.00	227.56	0.00	0.00	0.00	227.56
6170 - Building Maint and Improvements	0.00	0.00	7.29	0.00	0.00	0.00	7.29
6180 - Grounds Maintenance	0.00	0.00	218.96	0.00	0.00	0.00	218.96
6190 - Equipment	0.00	0.00	4,591.79	0.00	0.00	0.00	4,591.79
6200 - Supplies - Medical	0.00	0.00	1,386.95	0.00	0.00	0.00	1,386.95
6215 - Supplies - Prevention	0.00	0.00	6.99	0.00	0.00	0.00	6.99
6220 - Supplies - Suppression	0.00	0.00	1,110.00	0.00	0.00	0.00	1,110.00
6270 - Volunteer - Activities	0.00	0.00	1,556.00	0.00	0.00	0.00	1,556.00
6310 - Physical & Immunizations	0.00	0.00	6.10	0.00	0.00	0.00	6.10
6320 - Community Involvement	0.00	0.00	10,183.24	0.00	0.00	0.00	10,183.24
6900 - Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6000 - Materials and Services	0.00	0.00	77,149.25	0.00	0.00	0.00	77,149.25
7000 - Capital Outlay	0.00	0.00	0.00	25,481.54	0.00	0.00	25,481.54
7110 - Capital Outlay - Building	0.00	0.00	0.00	25,481.54	0.00	0.00	25,481.54
Total 7000 - Capital Outlay	0.00	0.00	0.00	25,481.54	0.00	0.00	25,481.54
Total Expense	5,716.06	75,141.69	237,678.74	270,750.14	195,615.64	196,237.51	961,379.78
Net Ordinary Income	0.00	0.00	250,848.43	27,521.54	0.00	0.00	554.64
Net Income	5,716.06	75,141.69	237,678.74	270,750.14	195,615.64	196,237.51	961,379.78

Philomath Fire and Rescue

9/5/2023 10:23 AM

Register: 1015 · Citizens Bank Checking

From 08/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2023			1050 · Local Governm...	Deposit			75,000.00	106,313.94
08/02/2023	EFT	AsiFlex	-split-		441.25			105,872.69
08/04/2023	EFT	AT&T Mobility	6000 · Materials and S...		42.59			105,830.10
08/04/2023	EFT	Colonial Life	-split-		153.40			105,676.70
08/05/2023	PR 0723		5000 · Personnel Expe...	Converse	4,584.93			101,091.77
08/05/2023	PR 0723		5000 · Personnel Expe...	Ferguson	5,862.36			95,229.41
08/05/2023	PR 0723		5000 · Personnel Expe...	Moser	5,110.46			90,118.95
08/05/2023	PR 0723		5000 · Personnel Expe...	Saalsaa	5,665.79			84,453.16
08/05/2023	PR 0723		5000 · Personnel Expe...	Schell	4,942.99			79,510.17
08/05/2023	PR 0723		5000 · Personnel Expe...	Scott	3,735.00			75,775.17
08/05/2023	PR 0723		5000 · Personnel Expe...	Taylor	5,170.91			70,604.26
08/05/2023	PR 0723		5000 · Personnel Expe...	Bovbjerg	6,177.38			64,426.88
08/05/2023	PR 0723		5000 · Personnel Expe...	Bernards	1,384.16			63,042.72
08/05/2023	PR 0723		5000 · Personnel Expe...	Louden	7,080.37			55,962.35
08/07/2023	EFT	Comcast	6000 · Materials and S...		14.77			55,947.58
08/07/2023	33902	OSCU 402518-73	2010 · Accounts Payable		1,196.93			54,750.65
08/07/2023	33903	OSCU 402518-71	2010 · Accounts Payable		265.07			54,485.58
08/07/2023	33904	OSCU 402518-70	2010 · Accounts Payable		1,399.48			53,086.10
08/08/2023			4050 · Public Educatio...	Deposit			45.00	53,131.10
08/11/2023	33917	Cody Eddy	2010 · Accounts Payable		8.50			53,122.60
08/11/2023	33918	Consumers Power Inc.	2010 · Accounts Payable		230.73			52,891.87
08/11/2023	33919	Medline Industries, I...	2010 · Accounts Payable		547.01			52,344.86
08/11/2023	33920	Sema Roofing Expert...	2010 · Accounts Payable		10,701.00			41,643.86
08/11/2023	33921	Willamette Hose & F...	2010 · Accounts Payable		241.10			41,402.76
08/14/2023			1050 · Local Governm...	Deposit			75,000.00	116,402.76
08/14/2023	EFT	Riverstrong	6000 · Materials and S...		2,702.88			113,699.88
08/14/2023	33905	Alyrica	2010 · Accounts Payable		592.86			113,107.02
08/14/2023	33906	Bio-Med Testing	2010 · Accounts Payable		58.00			113,049.02
08/14/2023	33907	Industrial Welding S...	2010 · Accounts Payable		30.00			113,019.02
08/14/2023	33908	Local Government L...	2010 · Accounts Payable		513.00			112,506.02
08/14/2023	33909	Medline Industries, I...	2010 · Accounts Payable		1,247.44			111,258.58
08/14/2023	33910	MES Northwest	2010 · Accounts Payable		405.00			110,853.58
08/14/2023	33911	MPTV, Inc.	2010 · Accounts Payable		275.89			110,577.69
08/14/2023	33912	Occupational Medici...	2010 · Accounts Payable		766.00			109,811.69
08/14/2023	33913	Oregon Fire District ...	2010 · Accounts Payable		1,890.00			107,921.69
08/14/2023	33914	Spaeth Lumber Co., I...	2010 · Accounts Payable		21.37			107,900.32
08/14/2023	33915	The Glass Man, Inc.	2010 · Accounts Payable		4,100.00			103,800.32
08/14/2023	33916	Willamette Hose & F...	2010 · Accounts Payable		400.96			103,399.36
08/15/2023	EFT	De Lage Landen Fin...	6000 · Materials and S...		152.50			103,246.86
08/16/2023			6000 · Materials and S...	Deposit			4,100.00	107,346.86

Philomath Fire and Rescue

9/5/2023 10:23 AM

Register: 1015 · Citizens Bank Checking

From 08/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/22/2023			4900 · Miscellaneous I...	Deposit		25.00	107,371.86
08/25/2023			4050 · Public Educatio...	Deposit		80.00	107,451.86
08/25/2023	EFT	PERS	-split-		18,872.00		88,579.86
08/28/2023	EFT	Verizon	6000 · Materials and S...		289.11		88,290.75
08/28/2023	33922	Alert-All Corporation	2010 · Accounts Payable		1,348.00		86,942.75
08/28/2023	33923	Century Link	2010 · Accounts Payable		125.31		86,817.44
08/28/2023	33924	Consumers Power Inc.	2010 · Accounts Payable		199.94		86,617.50
08/28/2023	33925	Corvallis Tool Comp...	2010 · Accounts Payable		306.00		86,311.50
08/28/2023	33926	Industrial Welding S...	2010 · Accounts Payable		55.00		86,256.50
08/28/2023	33927	Medline Industries, I...	2010 · Accounts Payable		319.39		85,937.11
08/28/2023	33928	Pacific Power	2010 · Accounts Payable		1,044.27		84,892.84
08/28/2023	33929	Paula Anderson.	2010 · Accounts Payable		425.82		84,467.02
08/28/2023	33930	Valvoline LLC	2010 · Accounts Payable		126.60		84,340.42
08/30/2023	33931	Kim Holmes.	2010 · Accounts Payable		35.00		84,305.42
08/30/2023	33932	Les Schwab	2010 · Accounts Payable		791.73		83,513.69
08/30/2023	33933	Nick's Auto Repair	2010 · Accounts Payable		1,020.00		82,493.69
08/30/2023	33934	Pioneer Telephone C...	2010 · Accounts Payable		173.77		82,319.92
08/31/2023	EFT	Carson Oil	6000 · Materials and S...		1,089.67		81,230.25

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09/05/23

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

Type	Date	Num	Name	Due Date	Aging	Open Balance	
Current							
Bill	08/22/2023	AMZ 5829847	OSCU 402518-70	09/01/2023		282.60	
Bill	08/22/2023	AMZ 6225040	OSCU 402518-70	09/01/2023		76.89	
Bill	08/22/2023	AMZ 9963413	OSCU 402518-71	09/01/2023		229.95	
Bill	08/22/2023	B371578	MPTV, Inc.	09/01/2023		12.65	
Bill	08/23/2023	AMZ 1905060	OSCU 402518-70	09/02/2023		50.40	
Bill	08/23/2023	SHS 082323	OSCU 402518-73	09/02/2023		80.00	
Bill	08/23/2023	SHS 082323 2	OSCU 402518-73	09/02/2023		140.00	
Bill	08/23/2023	BestPots A-511594	OSCU 402518-70	09/02/2023		390.00	
Bill	08/24/2023	C241128	MPTV, Inc.	09/03/2023		10.98	
Bill	08/28/2023	UPS 082523	OSCU 402518-71	09/07/2023		8.00	
Bill	08/28/2023	AMZ 5550653	OSCU 402518-71	09/07/2023		93.49	
Bill	08/30/2023	OFSOA Conf	OSCU 402518-71	09/09/2023		275.00	
Bill	08/30/2023	23-36148	Northwest Safety Cl...	09/09/2023		658.80	
Total Current						2,308.76	
1 - 30							
Bill	08/03/2023	B368112	MPTV, Inc.	08/13/2023	18	30.76	
Bill	08/03/2023	SHS 080323	OSCU 402518-73	08/13/2023	18	5.35	
Bill	08/05/2023	SW 1781407	OSCU 402518-71	08/15/2023	16	37.70	
Bill	08/05/2023	McD 178510	OSCU 402518-71	08/15/2023	16	29.32	
Bill	08/07/2023	Costco 665810	OSCU 402518-70	08/17/2023	14	232.60	
Bill	08/08/2023	USPS 150340	OSCU 402518-70	08/18/2023	13	132.00	
Bill	08/10/2023	Circ K 618220	OSCU 402518-70	08/20/2023	11	43.72	
Bill	08/11/2023	Salishan 372652	OSCU 402518-70	08/21/2023	10	324.98	
Bill	08/11/2023	FedEx 90908	OSCU 402518-70	08/21/2023	10	9.49	
Bill	08/11/2023	Amz 8962605	OSCU 402518-70	08/21/2023	10	48.89	
Bill	08/14/2023	FDC 435639	OSCU 402518-70	08/24/2023	7	79.79	
Bill	08/14/2023	B369327	MPTV, Inc.	08/24/2023	7	107.90	
Bill	08/14/2023	CFE 13384	OSCU 402518-70	08/24/2023	7	195.00	
Bill	08/15/2023	Wilco 386703	OSCU 402518-70	08/25/2023	6	86.95	
Bill	08/15/2023	AA242149	MPTV, Inc.	08/25/2023	6	12.98	
Bill	08/16/2023	B370428	MPTV, Inc.	08/26/2023	5	3.99	
Bill	08/17/2023	OSU A17871	OSCU 402518-71	08/27/2023	4	81.71	
Bill	08/18/2023	R3 79476	OSCU 402518-70	08/28/2023	3	19.50	
Total 1 - 30						1,482.63	
31 - 60							
Bill	07/01/2023	SHS 06272023	OSCU 402518-70	07/11/2023	51	160.00	
Total 31 - 60						160.00	
61 - 90							
Total 61 - 90							
> 90							
Credit	12/21/2016	23865	Rexel USA, Inc. dba ...			-26.51	
Credit	04/30/2018	023865	Platt Electric Supply			-10.97	
Gener...	06/30/2019	GF19.2	Adjustment			-189.30	
Credit	11/19/2019	13477-2	Corvallis Sewing & V...			-39.05	
Credit	12/16/2020	44623-1220	Republic Services			-114.40	
Bill P...	05/09/2022	33080	Oregon Volunteer Fi...			-250.00	
Total > 90						-630.23	
TOTAL						3,321.16	

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09/05/23

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

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Total Current									
1 - 30									
Invoice	08/23/2023	2015-...		Healing Motion		08/23/2023	General F...	8	385.00
Total 1 - 30									385.00
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
General Journal	06/30/2019	ER19		Adjustment'			General F ...		47,131.32
General Journal	06/30/2021	AJE21...		Adjustment'			General F ...		-47,131.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F ...		29,146.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F ...		8,637.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F ...		-1,197.57
Invoice	06/01/2022	2015-...		Metropolitan Reporti...		06/01/2022	General F ...	456	25.00
Total > 90									36,610.75
TOTAL									36,995.75

ORGANIZATIONAL MANUAL

Section C
GENERAL ADMINISTRATION
Procedure C-5

REIMBURSEMENT FOR TRAINING

I. PURPOSE:

- A. To provide a force of trained personnel to respond to emergency incidents.
- B. To provide guidelines for reimbursement of funds expended by personnel.
- C. To provide guidelines for repayment of funds expended by Philomath Fire & Rescue.

II. SCOPE:

The scope of this policy shall extend to all personnel of Philomath Fire & Rescue.

III. POLICY:

Eligibility:

Personnel wishing to attend outside training, classes, courses, conferences, and conventions must be in good standing at their present level of certification and must have met the District training attendance requirements for the previous quarter. Personnel must complete a Personnel Training/Conference Request Form and have it approved by the Fire Chief or their designee.

Responsibility:

All classes, courses, training, conferences and conventions, regardless of cost, must be attended or cancelled prior to any penalty date. Personnel are responsible for all fees, tuition, and related costs for classes, courses, training, conferences or conventions that are not attended or completed satisfactorily. The Fire Chief may waive this requirement when extenuating circumstances are present.

Active Status:

Personnel must maintain active status with Philomath Fire & Rescue and meet District residency / training attendance requirements for a period of one year from the date of any certification or course completion.

Medical Training:

The cost for EMS training through Emergency Medical Technician will be reimbursed by Philomath Fire & Rescue after satisfactory completion of the course providing the member is in good standing with District.

Fire, HazMat, Rescue Training:

The cost for training required for firefighters by Oregon OSHA will be provided by Philomath Fire & Rescue at no charge. Advanced or specialty training will be provided to members willing to abide by the terms of this policy.

Reimbursement:

ORGANIZATIONAL MANUAL

The expense detail form must be filled out and accompanied by receipts for all expenses reimbursement is being requested for. Reimbursement by Philomath Fire & Rescue for tuition, fees and materials required for EMS, fire, rescue, and hazardous materials classes is limited to out-of-pocket expense incurred by the individual. Scholarships and grants received by individuals will be deducted from any amounts paid by Philomath Fire & Rescue. Failure to disclose grants or scholarships obtained by the individual will result in a request for repayment for all expenses incurred by Philomath Fire & Rescue and possible disciplinary action.

Lodging Reimbursement:

When lodging is required, the individual will research room pricing and present it to the Fire Chief for approval. The charges may be paid by the District beforehand or be reimbursed by the District upon the individual's return. When more than one individual is attending the activity multiple occupancy is encouraged, though not required, with consent from all parties. All other lodging expenses incurred shall be the responsibility of the individual.

Fuel Reimbursement:

Reimbursement for fuel shall only be made when a District owned vehicle is not available for travel and only upon advance approval of the Fire Chief. Fuel reimbursement shall be for one round trip by the most direct line of travel to and from the training facility at the current General Service Administration (GSA) rate. Fuel expenses incurred for any personal purposes during the travel shall be the responsibility of the individual. District owned vehicles shall be used for official purposes only.

Meal Reimbursement:

Reimbursement for meal expenses when out of District for approved District training is limited to no more than \$50 per person, per day for meals. The Fire Chief must approve special conference or award banquet dinners in excess of amounts allowed in advance. Alcoholic beverages are not subject to reimbursement. Meal cost in excess of this limit is the responsibility of the individual.

IV. OBJECTIVE:

- A. To provide an economic means for the provision of training for the personnel of Philomath Fire & Rescue.
- B. To ensure understanding of the terms on which reimbursement or prepayment for training, conferences, and conventions will be made.
- C. To ensure understanding of terms on which repayment of funds expended by Philomath Fire & Rescue will be required.

TRAINING REIMBURSEMENT CONTRACT

This contract is between Philomath Fire & Rescue herein after referred to as District, and _____; hereinafter referred to as volunteer.

PURPOSE:

The District requires a well-trained volunteer force for response to emergency incident scenes. In order to alleviate the financial burden imposed on volunteers the District agrees to pay in advance all cost associated with these events for volunteers willing to abide by the terms listed herein.

THEREFORE, IT IS AGREED:

1. District agrees to pay the necessary expenses for EMS, fire, rescue, and hazardous materials training.
2. Volunteer agrees to abide by the terms of this contract, Philomath Fire & Rescue Policies for Volunteers, and Procedure C-5 of the Organizational Manual.
3. Volunteer agrees to reimburse District for all expenses incurred by the District:
 - A. Should the volunteer fail to attend or satisfactorily complete the required sessions, evaluations, or test required.
 - B. In the event the volunteer ceases for any reason to be a member in good standing with the District.
 - C. Payment for expenses incurred by the district shall be paid according to the following schedule:
 1. Date of course completion to six months = 100%
 2. Six to seven months = 80%
 3. Seven to eight months = 60%
 4. Eight to nine months = 50%
 5. Nine to ten months = 30%
 6. Ten to eleven months = 20%
 7. Eleven to twelve months = 10%
 8. Resident Volunteers following six months of certification shall have completed their obligation.
4. In order for volunteers to maintain membership in good standing with the District they must meet all requirements set forth in the Personnel Policies for Volunteers and training requirements.
5. In the event that it becomes necessary to enforce the terms of this contract the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in the trial and appellate courts, as well as the costs and disbursements.

DATED this _____ day of _____, _____.

PHILOMATH FIRE & RESCUE

VOLUNTEER

Board Member Code of Conduct

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