

# PHILOMATH FIRE & RESCUE

February 13, 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<br/>HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
  
- II. CONSENT AGENDA
  - a. Minutes – January 9, 2023
  - b. Bills – January
  - c. Chief Vacation Hours
  
- III. PUBLIC COMMENT
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar Draft
  2. Fire Chief Report – Ferguson
  3. Run Statistics- DC Saalsaa
  4. Board Secretary – Scott
    - Revenue/Expense Report
    - OSCU and Citizens Bank
    - Petty Cash
    - May Election

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa
2. Chief Goals- Corbin/ Phillips

VII. NEW BUSINESS

1. Job Description Bundle- Chief Ferguson
2. OFDDA- Oregon Fire Service Conference- Save the Date November 2-4, 2023
3. Vision & Value Statements- Converse
4. Appoint Budget Officer and Budget Committee
5. Set Budget Calendar
6. SDAO Conference Recap
7. Surplus Discussion regarding Contractor Trailer and 232
8. Annexation of 22463 Wells Creek Road
9. Civil Service Commission Appointment

VIII. ACTION ITEMS

IX. NEXT MEETING – March 13, 2023

X. ADJOURNMENT

Present personal criticisms of any Fire District operation directly to the Fire Chief rather than to lower-ranking personnel.

# PHILOMATH FIRE & RESCUE

January 9, 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 Vice President Rick Brand at 15:00. Board members present included: Treasurer Ken Corbin, and Doug Edmonds. Joe Brier and President Daphne Phillips were not present. Staff present included: Fire Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, Lieutenant Lindsay Taylor and Administrative Assistant Ashley Scott.  
Guests: Volunteer President Dan Eddy, Kori Sarrett from Accuity LLC, and Jeff Griffin from SDIS.
  
- II. **INSURANCE PRESENTATION**- Jeff Griffin from SDIS Insurance gave an update presentation. He bought two packets of materials that were included in the Board Packet. Discussion included updating a few of the apparatus replacement costs and property costs. Jeff recommended to have the apparatus replacement costs be reevaluated due to the short supply of replacement apparatus available currently. The District was also commended for having minimal claims and receiving discounts to keep the premiums at a reasonable rate.
  
- III. **AUDIT PRESENTATION**- Kori Sarrett from Accuity LLC
  - a. Report to the Board of Directors
  - b. Annual Financial Report
  - c. Summary of Revenues and Expenditures

Kori Sarrett gave an overview of the Audit findings including the documents that were included in the Board Packet. Answered a few questions from Board Members regarding best practices for the District and ways we can do better with a limited size of personnel. Items they focus on with the audit were also discussed.

Doug Edmonds created a motion to approve the Audit as presented. Seconded by Ken Corbin. The motion passed 3-0.
  
- IV. **CONSENT AGENDA**
  1. Minutes – December 12, 2022- Included in the Board Packet. Approved with no changes or recommendations.
  2. Bills – December- Included in the Board Packet. Administrative Assistant Scott highlighted a few expenditures such as Resident Volunteer Tuition Reimbursement checks written and District Doctor bill.
  3. Chief Vacation Hours- Included in the Board Packet. Reviewed and approved by the Board.

Doug Edmonds created a motion to approve Consent Agenda. Seconded by Ken Corbin. The motion passed 3-0.

V. PUBLIC COMMENT- None.

VI. STAFF REPORTS

- Board Report
  - Review Board Calendar- after detailed discussion on moving a variety of things, Administrative Assistant Scott and Doug Edmonds will be meeting to update the items needed for the calendar.
  - Discussion began regarding Budget Committee members and how to work to create the committee for next Fiscal Year. Scott needs to confirm with Rodriguez for amount of members and recruitment process.
- Fire Chief – Ferguson Report was included in the Board Packet. All the items in the Chief’s Report were discussed. Chief and Scott highlighted social media concerns with finding volunteers.
- DC Saalsaa – Run and Year End Statistics were included in the Board Packet. DC discussed the graphs and highlights of the statistics. Discussion also included demographics contributing factor to increase in calls and current health care situation causing more calls to get seen in the Emergency Department.
- Board Secretary – Scott
  - Revenue/Expense Report for December was included in the Board Packet and discussed.

VII. REPRESENTATIVE REPORTS

1. Volunteer Association – Eddy- Volunteer President Eddy took a moment to thank all last volunteer board members (Andy and Jessica). The report was brought to the meeting – included in the finalized Board Packet. Items discussed included updating bylaws regarding Chief membership status final complete and change reflecting membership only sessions. Discussions with Chief about policy change to protect Association Officers from retribution for actions taken on behalf of association. Volunteer Activity was also discussed (Wind/ Ice event additional coverage from volunteers, February Volunteer Academy, Annual Training Calendar, working with Chief on Volunteer/Firefighter position descriptions. There are 2 volunteers attending EMT class and an EMR class coming up. The association would like to discuss reimbursement options for trainings and classes. Two new volunteers were interviewed, there are still RV vacancies. February Business meeting will be attended by Rick Brand.
2. IAFF Local 4925 – Moser- No report submitted, absent from meeting.

VIII. OLD BUSINESS

1. Lieutenant Job Description – 2<sup>nd</sup> Reading- due to limited time, postponed for February Board Meeting.
2. Administrative Assistant Job Description – 2<sup>nd</sup> Reading- due to limited time, postponed for February Board Meeting.
3. Cyber Security – DC Saalsaa- Moving forward, next steps discussed. Board Member laptops will be updated after the meeting.

4. Levy Resolution Review- Edmonds/ Brand

Motion created by Ken Corbin for the Board Operating Levy Resolution to be approved as written. Seconded by Rick Brand. Motion passed 3-0.

5. HKV Revision Letter- Ferguson- Chief waiting on their board to discuss what training options they want to be involved in.
6. Chief Goals- Corbin/ Phillips- Goals reviewed by board members.
7. SDAO Board Attendance- Multiple Board Members (Phillips, Edmonds & Corbin), Chief Ferguson, Administrative Assistant Scott, will be in attendance.

IX. NEW BUSINESS

1. Support Volunteer Job Description- 1<sup>st</sup> Reading- due to limited time, postponed for February Board Meeting.
2. Staff Captain Job Description- 1<sup>st</sup> Reading- due to limited time, postponed for February Board Meeting.
3. Captain Job Description- 1<sup>st</sup> Reading- due to limited time, postponed for February Board Meeting.
4. Deputy Chief Job Description- 1<sup>st</sup> Reading- due to limited time, postponed for February Board Meeting.

X. ACTION ITEMS- None.

XI. NEXT MEETING – February 13, 2023

XII. ADJOURNMENT- Meeting adjourned at 17:04.

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Vice Board President- Rick Brand

## Philomath Fire and Rescue Transaction by Account January 2023

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6216 · Supplies - FA/CPR Education</b>					
Bill	01/06/2023	OSCU 402518-73	Colleen Bohannan Biennial Alignment ...	250.00	250.00
Bill	01/09/2023	Cheri Damitio	12/10/22 5.75 Hrs, 12/19/22 3.25 Hrs- ...	225.00	475.00
Bill	01/23/2023	Cheri Damitio	1/21/23 7.25 Hrs @ \$25/Hr	181.25	656.25
Bill	01/30/2023	OSCU 402518-73	First Aid CPR Cards (8)	160.00	816.25
Bill	01/31/2023	Cheri Damitio	1/30/23 7 Hrs @ \$25/Hr	175.00	991.25
Total 6216 · Supplies - FA/CPR Education				991.25	991.25
<b>6001 · Contracted Professional Service</b>					
Bill	01/01/2023	Local Government Law Group	Board Insight regarding unemployment...	78.00	78.00
Bill	01/04/2023	Accuity, LLC	Audit of the District's Financial Statem...	3,000.00	3,078.00
Bill	01/05/2023	Security Alarm Corp	Video Monitoring 2.1.23-4.30.23	795.51	3,873.51
Bill	01/08/2023	Kamind IT, Inc.	February Charges	195.84	4,069.35
Total 6001 · Contracted Professional Service				4,069.35	4,069.35
<b>6010 · Office Supplies</b>					
Bill	01/06/2023	OSCU 402518-71	Bookshelf	20.00	20.00
Bill	01/06/2023	OSCU 402518-71	Chairs	10.00	30.00
Bill	01/13/2023	ProPrint	Ashley Business Cards	99.95	129.95
Bill	01/23/2023	OSCU 402518-73	Power Supply	69.95	199.90
Bill	01/31/2023	OSCU 402518-70	Pens, Envelopes and Glue Stick	51.52	251.42
Total 6010 · Office Supplies				251.42	251.42
<b>6011 · Postage/Shipping</b>					
Bill	01/17/2023	OSCU 402518-70	Coil of Stamps	60.00	60.00
Total 6011 · Postage/Shipping				60.00	60.00
<b>6020 · Insurance and Bond</b>					
Bill	01/05/2023	Special Districts Insurance Se...	2023 Insuance Coverage	43,708.00	43,708.00
Total 6020 · Insurance and Bond				43,708.00	43,708.00
<b>6030 · Dues and Fees</b>					
Bill	01/01/2023	Active911, Inc.	Incident View App- Annual Fee	2,640.00	2,640.00
Bill	01/09/2023	Oregon Fire District Directors ...	OFDDA Membership Dues for 2023	1,250.00	3,890.00
Bill	01/12/2023	Secretary of State	Audit FY 2021-2022	250.00	4,140.00
Total 6030 · Dues and Fees				4,140.00	4,140.00

## Philomath Fire and Rescue Transaction by Account January 2023

Type	Date	Name	Memo	Amount	Balance
<b>6042 · Marketing Program New Recruits</b>					
Bill	01/17/2023	OSCU 402518-70	OSU 2023 Non-Profit & Public Service ...	50.00	50.00
Bill	01/18/2023	Oregon FFA Foundation	Oregon FFA Convention- RV Recruitm...	500.00	550.00
Bill	01/30/2023	Linn-Benton Community Colle...	2023 LBCC Career Fair	55.00	605.00
Total 6042 · Marketing Program New Recruits				605.00	605.00
<b>6050 · Utilities</b>					
Bill	01/01/2023	City of Philomath	Water	199.35	199.35
Bill	01/01/2023	City of Philomath	Water- Fire Line	15.20	214.55
Bill	01/04/2023	Culligan	201 Drinking Water	120.05	334.60
Bill	01/09/2023	Consumers Power Inc.	Priest Rd Pump Site	66.69	401.29
Bill	01/09/2023	Consumers Power Inc.	202 Power	168.14	569.43
Bill	01/09/2023	Consumers Power Inc.	Daisy St Pump Site	41.55	610.98
Bill	01/17/2023	NW Natural	Gas Bill	537.00	1,147.98
Total 6050 · Utilities				1,147.98	1,147.98
<b>6060 · Telephone, Pagers, Internet</b>					
Bill	01/01/2023	Pioneer Telephone Cooperative	December Phone Bill	245.34	245.34
Bill	01/01/2023	Alyrica	Station 201 Phones	592.86	838.20
Ch...	01/04/2023	AT&T Mobility	ESO Tablets	46.12	884.32
Ch...	01/07/2023	Comcast	Comcast	13.21	897.53
Bill	01/11/2023	Century Link	Phone	126.75	1,024.28
Ch...	01/16/2023	Verizon	Dec- January	72.17	1,096.45
Total 6060 · Telephone, Pagers, Internet				1,096.45	1,096.45
<b>6070 · Travel</b>					
Bill	01/04/2023	Figaros Pizza	Pizza for Blodgett Structure Fire	97.75	97.75
Bill	01/11/2023	OSCU 402518-71	Officer Meeting Snacks	10.50	108.25
Total 6070 · Travel				108.25	108.25
<b>6080 · Conference</b>					
Bill	01/23/2023	Special Districts Association	SDAO Annual Conference- CF Registr...	230.00	230.00
Bill	01/23/2023	Special Districts Association	SDAO Annual Conference- AS Registr...	315.00	545.00
Bill	01/26/2023	Special Districts Association	SDAO Annual Conference- Daphne Ph...	230.00	775.00
Bill	01/26/2023	Special Districts Association	SDAO Annual Conference- Ken Corbin...	315.00	1,090.00
Bill	01/27/2023	Special Districts Association	SDAO Annual Conference Registration...	315.00	1,405.00
Total 6080 · Conference				1,405.00	1,405.00
<b>6090 · Education/Training</b>					
Bill	01/06/2023	OSCU 402518-73	2023 EMS, Stroke and Heart Virtual C...	10.00	10.00
Bill	01/17/2023	OSCU 402518-71	Provport Brain-Spine CME	10.00	20.00
Bill	01/31/2023	Spaeth Lumber Co., Inc	Garden Stakes	13.24	33.24
Total 6090 · Education/Training				33.24	33.24



**Philomath Fire and Rescue**  
**Transaction by Account**  
**January 2023**

Type	Date	Name	Memo	Amount	Balance
<b>6100 · Equipment Maintenance Agreement</b>					
Ch...	01/17/2023	De Lage Landen Financial Se...	Printer Lease	152.50	152.50
Total 6100 · Equipment Maintenance Agreement				152.50	152.50
<b>6160 · Equipment Maintenance</b>					
Bill	01/03/2023	Zoll Medical Corporation	Zoll Maintenance	98.57	98.57
Bill	01/06/2023	OSCU 402518-70	Bleed Valve	27.95	126.52
Bill	01/09/2023	Zoll Medical Corporation	CPR Stat Padz Electrode	258.28	384.80
Bill	01/10/2023	IIA Lifting Services, Inc.	Ladder Inspections, 251 Annual Testing	2,051.35	2,436.15
Bill	01/12/2023	Zoll Medical Corporation	Thermal Paper	27.00	2,463.15
Bill	01/16/2023	ESO Solutions, Inc.	ESO Annual Inspection and Properties...	808.62	3,271.77
Bill	01/21/2023	OSCU 402518-73	Laptop Power Cord	26.99	3,298.76
Total 6160 · Equipment Maintenance				3,298.76	3,298.76
<b>6161 · Vehicle Maintenance</b>					
Bill	01/03/2023	MPTV, Inc.	291 Battery- Partial Warranty		0.00
Bill	01/03/2023	TWGW, Inc. dba Philomath N...	291 Battery Partial Warranty Replace...	86.40	86.40
Bill	01/19/2023	OSCU 402518-70	Plastic for Ladder Guides	50.30	136.70
Bill	01/25/2023	Nick's Auto Repair	F-450 PM	137.08	273.78
Bill	01/26/2023	Bimart Corporation	Engine Cleaner	11.98	285.76
Bill	01/31/2023	Hughes Fire Equipment, Inc.	PM for 241	584.43	870.19
Bill	01/31/2023	Hughes Fire Equipment, Inc.	PM for 241- NFPA and DOT Safety Ins...	292.10	1,162.29
Total 6161 · Vehicle Maintenance				1,162.29	1,162.29
<b>6170 · Building Maint and Improvements</b>					
Bill	01/13/2023	MPTV, Inc.	Chief Office Sand Paper, other engine ...	72.51	72.51
Bill	01/13/2023	OSCU 402518-71	Dry wall supplies	61.88	134.39
Bill	01/14/2023	MPTV, Inc.	Chief Office Supplies	22.15	156.54
Bill	01/18/2023	MPTV, Inc.	Drywall Supplies	6.99	163.53
Bill	01/20/2023	MPTV, Inc.	Drop Cloth for Chief Office	2.29	165.82
Bill	01/20/2023	Andy Louden`	Spray Texture	13.88	179.70
Cre...	01/20/2023	OSCU 402518-71	Return of Joint Compound	-13.88	165.82
Bill	01/21/2023	OSCU 402518-70	Ceiling Light for CF's Office	32.99	198.81
Bill	01/21/2023	Bimart Corporation	Primer and Sanding Disc	30.93	229.74
Bill	01/26/2023	OSCU 402518-70	Bulbs for CF Light Fixture	29.96	259.70
Cre...	01/30/2023	OSCU 402518-70	Return of Edison Bulbs	-29.96	229.74
Bill	01/30/2023	OSCU 402518-70	Lowes Bulbs for CF's Office	25.96	255.70
Total 6170 · Building Maint and Improvements				255.70	255.70
<b>6200 · Supplies - Department</b>					
Bill	01/05/2023	OSCU 402518-71	Flags	13.98	13.98
Total 6200 · Supplies - Department				13.98	13.98



**Philomath Fire and Rescue**  
**Transaction by Account**  
**January 2023**

Type	Date	Name	Memo	Amount	Balance
<b>6210 · Supplies - Medical</b>					
Bill	01/05/2023	Life Assist, Inc.	Epinephrine & Atropine Sulfate	65.50	65.50
Bill	01/06/2023	Life Assist, Inc.	Atropine Sulfate	59.36	124.86
Bill	01/09/2023	Industrial Welding Supply, Inc	Oxygen	30.00	154.86
Bill	01/10/2023	Medline Industries, Inc.	Needles	229.68	384.54
Bill	01/11/2023	Medline Industries, Inc.	I-Gel & Adenosine	167.26	551.80
Bill	01/12/2023	Medline Industries, Inc.	Atrophine Sulf	115.83	667.63
Bill	01/17/2023	Industrial Welding Supply, Inc	Oxygen, Cy Hydro Test	64.00	731.63
Total 6210 · Supplies - Medical				731.63	731.63
<b>6240 · Supplies - Consumables</b>					
Bill	01/06/2023	OSCU 402518-70	Paper Towels	35.00	35.00
Bill	01/06/2023	OSCU 402518-70	Disinfecting Wipes	79.98	114.98
Total 6240 · Supplies - Consumables				114.98	114.98
<b>6250 · Uniforms</b>					
Bill	01/06/2023	OSCU 402518-70	Oregon Parametic Patches	18.50	18.50
Bill	01/23/2023	SeaWestern	Four Shield- Leather front 2 panels	223.50	242.00
Total 6250 · Uniforms				242.00	242.00
<b>6270 · Volunteer - Activities</b>					
Bill	01/03/2023	OSCU 402518-71	American Dream Jan Bus Mtg Food	200.00	200.00
Bill	01/03/2023	OSCU 402518-71	Salad & Dessert for Jan Vol Bus Mtg	42.53	242.53
Bill	01/05/2023	Paula Anderson.	Volunteer Meeting Gift Cards- Human ...	175.00	417.53
Bill	01/16/2023	Oregon Volunteer Firefighters...	OVFA Annual Dues	295.00	712.53
Total 6270 · Volunteer - Activities				712.53	712.53
<b>6310 · Physical &amp; Immunizations</b>					
Bill	01/03/2023	Occupational Medicine Dept.	Injections	108.00	108.00
Total 6310 · Physical & Immunizations				108.00	108.00
Total 6000 · Materials and Services				64,408.31	64,408.31
Total Expense				64,408.31	64,408.31
Net Ordinary Income				-64,408.31	-64,408.31
<b>Net Income</b>				<b>-64,408.31</b>	<b>-64,408.31</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of February 6, 2023

	GO Bond 2016 - Capital Impro...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	0.00	-223,093.70	522,931.00	-226,122.00
1000 · Petty Cash	0.00	0.00	50.00	0.00
1050 · Local Government Investment Poo	5,938.00	549,768.78	94,412.95	397,393.68
1060 · OSU - Savings Account	0.00	0.00	11,081.83	0.00
<b>Total Checking/Savings</b>	<b>5,938.00</b>	<b>326,675.08</b>	<b>628,475.78</b>	<b>171,271.68</b>
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	38,661.31	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>38,661.31</b>	<b>0.00</b>
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	21,146.55	0.00
12100 · Inventory Asset	0.00	0.00	3,661.29	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>5,938.00</b>	<b>326,675.08</b>	<b>691,944.93</b>	<b>171,271.68</b>
<b>TOTAL ASSETS</b>	<b>5,938.00</b>	<b>326,675.08</b>	<b>691,944.93</b>	<b>171,271.68</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	16,081.97	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>16,081.97</b>	<b>0.00</b>
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	20,331.45	0.00
2400 · Payroll Liabilities				
2133 · OR- Paid Fam Med Leave	0.00	0.00	509.25	0.00
2132 · Oregon Transit Tax Withholding	0.00	0.00	584.88	0.00
2100 · Wages Payable	0.00	0.00	28,662.99	0.00
2110 · Federal Income Tax Payable	0.00	0.00	15,562.00	0.00
2120 · FICA Payable	0.00	0.00	11,073.98	0.00
2125 · Medicare Payable	0.00	0.00	2,602.27	0.00
2130 · State Income Tax Payable	0.00	0.00	9,852.48	0.00
2131 · Works Benefit Fund Payable(W...	0.00	0.00	61.43	0.00
2140 · PERS Payable	0.00	0.00	13,008.66	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	300.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-1,708.11	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	465.84	0.00

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02/06/23

Accrual Basis

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of February 6, 2023

	GO Bond 2016 - Capital Impro...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund
2230 · Flexible Spending Account	0.00	0.00	1,269.33	0.00
2232 · Union Dues	0.00	0.00	928.69	0.00
<b>Total 2400 · Payroll Liabilities</b>	0.00	0.00	83,173.69	0.00
<b>Total Other Current Liabilities</b>	0.00	0.00	103,505.14	0.00
<b>Total Current Liabilities</b>	0.00	0.00	119,587.11	0.00
<b>Total Liabilities</b>	0.00	0.00	119,587.11	0.00
<b>Equity</b>				
3010 · Fund Balance	0.00	-125,338.17	-845,174.57	-1,029,007.62
3200 · Unallocated Fund Balance	-299,453.00	123,643.59	1,149,411.03	1,030,551.60
Net Income	0.00	330,441.15	596,128.22	169,727.70
<b>Total Equity</b>	-299,453.00	328,746.57	900,364.68	171,271.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,453.00</b>	<b>328,746.57</b>	<b>1,019,951.79</b>	<b>171,271.68</b>
<b>UNBALANCED CLASSES</b>	305,391.00	-2,071.49	-328,006.86	0.00

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
 As of February 6, 2023

	Equipment Reserve Fund	Vehicle Reserve Fund	Unclassified	TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-48,241.00	-72,120.49	75,410.00	28,763.81
1000 · Petty Cash	0.00	0.00	0.00	50.00
1050 · Local Government Investment Poo	245,411.64	-31,642.00	-75,000.00	1,186,283.05
1060 · OSU - Savings Account	0.00	0.00	327.72	11,409.55
<b>Total Checking/Savings</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>737.72</b>	<b>1,226,506.41</b>
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	-25.00	38,636.31
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>-25.00</b>	<b>38,636.31</b>
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	0.00	3,661.29
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>
<b>Total Current Assets</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>712.72</b>	<b>1,289,950.56</b>
<b>TOTAL ASSETS</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>712.72</b>	<b>1,289,950.56</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	-250.00	15,831.97
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>15,831.97</b>
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	0.00	20,331.45
2400 · Payroll Liabilities				
2133 · OR- Paid Fam Med Leave	0.00	0.00	0.00	509.25
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00	584.88
2100 · Wages Payable	0.00	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	0.00	15,562.00
2120 · FICA Payable	0.00	0.00	0.00	11,073.98
2125 · Medicare Payable	0.00	0.00	0.00	2,602.27
2130 · State Income Tax Payable	0.00	0.00	0.00	9,852.48
2131 · Works Benefit Fund Payable(W...	0.00	0.00	0.00	61.43
2140 · PERS Payable	0.00	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00	-1,708.11
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	382.40	848.24

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
 As of February 6, 2023

	Equipment Reserve Fund	Vehicle Reserve Fund	Unclassified	TOTAL
2230 · Flexible Spending Account	0.00	0.00	380.00	1,649.33
2232 · Union Dues	0.00	0.00	65.25	993.94
<b>Total 2400 · Payroll Liabilities</b>	0.00	0.00	827.65	84,001.34
<b>Total Other Current Liabilities</b>	0.00	0.00	827.65	104,332.79
<b>Total Current Liabilities</b>	0.00	0.00	577.65	120,164.76
<b>Total Liabilities</b>	0.00	0.00	577.65	120,164.76
<b>Equity</b>				
3010 · Fund Balance	-672,916.10	-335,582.41	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	674,169.54	336,019.92	327.72	3,014,670.40
Net Income	66,202.20	0.00	635.00	1,163,134.27
<b>Total Equity</b>	67,455.64	437.51	962.72	1,169,785.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>67,455.64</b>	<b>437.51</b>	<b>1,540.37</b>	<b>1,289,950.56</b>
<b>UNBALANCED CLASSES</b>	129,715.00	-104,200.00	-827.65	-0.00

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

	GO Bond 2016 - Debt Services				General Fund				Building Re...
	Jul '22 - Jan ...	Budget	\$ Over Budget	% of B...	Jul '22 - Jan ...	Budget	\$ Over Budget	% of B...	Jul '22 - Jan ...
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
4043 · Bond Income - Bank Interest	-491.49				0.00				0.00
4042 · Bond Income - Prop Tax Inter...	1,669.84				0.00				0.00
4041 · Bond Income - Delinquent Ta...	2,734.00				0.00				0.00
4060 · Conflagration Income	0.00				86,967.84	170,000.00	-83,032.16	51.2%	0.00
4050 · Public Education Income	0.00				6,260.00	8,000.00	-1,740.00	78.3%	0.00
4040 · Bond Income	280,964.00	0.00	280,964.00	100.0%	0.00				0.00
4000 · Carryover Fund Balance	63,412.88				492,929.81	450,483.00	42,446.81	109.4%	183,175.01
4010 · Delinquent Property Taxes	0.00				9,063.47	16,000.00	-6,936.53	56.6%	0.00
4020 · Current Property Taxes	0.00				967,060.16	1,482,923.00	-515,862.84	65.2%	0.00
4025 · Interest - Property Tax	0.00				3,711.42	2,000.00	1,711.42	185.6%	0.00
4026 · Interest Income	245.84	0.00	245.84	100.0%	1,627.66	3,550.00	-1,922.34	45.8%	610.69
4900 · Miscellaneous Income	0.00				1,545.45	42,795.00	-41,249.55	3.6%	0.00
<b>Total Income</b>	<b>348,535.07</b>	<b>0.00</b>	<b>348,535.07</b>	<b>100.0%</b>	<b>1,569,165.81</b>	<b>2,175,751.00</b>	<b>-606,585.19</b>	<b>72.1%</b>	<b>183,785.70</b>
<b>Gross Profit</b>	<b>348,535.07</b>	<b>0.00</b>	<b>348,535.07</b>	<b>100.0%</b>	<b>1,569,165.81</b>	<b>2,175,751.00</b>	<b>-606,585.19</b>	<b>72.1%</b>	<b>183,785.70</b>
<b>Expense</b>									
9010 · Transfers	0.00				0.00	0.00	0.00	0.0%	0.00
9000 · Unappropriated Ending Fund ...	0.00				0.00	619,828.00	-619,828.00	0.0%	0.00
5000 · Personnel Expenses	0.00				641,815.45	1,208,470.00	-566,654.55	53.1%	0.00
6000 · Materials and Services	0.00				280,499.11	559,090.00	-278,590.89	50.2%	0.00
7000 · Capital Outlay	18,093.92	0.00	18,093.92	100.0%	5,000.00				14,058.00
<b>Total Expense</b>	<b>18,093.92</b>	<b>0.00</b>	<b>18,093.92</b>	<b>100.0%</b>	<b>927,314.56</b>	<b>2,387,388.00</b>	<b>-1,460,073.44</b>	<b>38.8%</b>	<b>14,058.00</b>
<b>Net Ordinary Income</b>	<b>330,441.15</b>	<b>0.00</b>	<b>330,441.15</b>	<b>100.0%</b>	<b>641,851.25</b>	<b>-211,637.00</b>	<b>853,488.25</b>	<b>-303.3%</b>	<b>169,727.70</b>
<b>Net Income</b>	<b>330,441.15</b>	<b>0.00</b>	<b>330,441.15</b>	<b>100.0%</b>	<b>641,851.25</b>	<b>-211,637.00</b>	<b>853,488.25</b>	<b>-303.3%</b>	<b>169,727.70</b>

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

	Building Reserve Fund			Equipment Reserve Fund			Vehicle Reserve Fund		
	Budget	\$ Over Budget	% of B...	Jul '22 - Jan ...	Budget	\$ Over Budget	% of B...	Jul '22...	Budget
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
4043 · Bond Income - Bank Interest				0.00				0.00	
4042 · Bond Income - Prop Tax Inter...				0.00				0.00	
4041 · Bond Income - Delinquent Ta...				0.00				0.00	
4060 · Conflagration Income				0.00				0.00	
4050 · Public Education Income				0.00				0.00	
4040 · Bond Income				0.00				0.00	
4000 · Carryover Fund Balance	182,825.00	350.01	100.2%	65,963.98	65,838.00	125.98	100.2%	0.00	
4010 · Delinquent Property Taxes				0.00				0.00	
4020 · Current Property Taxes				0.00				0.00	
4025 · Interest - Property Tax				0.00				0.00	
4026 · Interest Income	0.00	610.69	100.0%	238.22	0.00	238.22	100.0%	0.00	0.00
4900 · Miscellaneous Income				0.00				0.00	
<b>Total Income</b>	<b>182,825.00</b>	<b>960.70</b>	<b>100.5%</b>	<b>66,202.20</b>	<b>65,838.00</b>	<b>364.20</b>	<b>100.6%</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>182,825.00</b>	<b>960.70</b>	<b>100.5%</b>	<b>66,202.20</b>	<b>65,838.00</b>	<b>364.20</b>	<b>100.6%</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>									
9010 · Transfers	25,000.00	-25,000.00	0.0%	0.00				0.00	4,960.00
9000 · Unappropriated Ending Fund ...	825.00	-825.00	0.0%	0.00	1,281.00	-1,281.00	0.0%	0.00	4,960.00
5000 · Personnel Expenses				0.00				0.00	
6000 · Materials and Services				0.00				0.00	
7000 · Capital Outlay	0.00	14,058.00	100.0%	0.00	0.00	0.00	0.0%	0.00	
<b>Total Expense</b>	<b>25,825.00</b>	<b>-11,767.00</b>	<b>54.4%</b>	<b>0.00</b>	<b>1,281.00</b>	<b>-1,281.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>9,920.00</b>
<b>Net Ordinary Income</b>	<b>157,000.00</b>	<b>12,727.70</b>	<b>108.1%</b>	<b>66,202.20</b>	<b>64,557.00</b>	<b>1,645.20</b>	<b>102.5%</b>	<b>0.00</b>	<b>-9,920.00</b>
<b>Net Income</b>	<b>157,000.00</b>	<b>12,727.70</b>	<b>108.1%</b>	<b>66,202.20</b>	<b>64,557.00</b>	<b>1,645.20</b>	<b>102.5%</b>	<b>0.00</b>	<b>-9,920.00</b>



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

	Vehicle Reserve Fund		Total unclassified				TOTAL			
	\$ Over Budget	% of B...	Jul '22...	Budget	\$ Over...	% of B...	Jul '22 - Jan ...	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
4043 · Bond Income - Bank Interest			0.00	0.00	0.00	0.0%	-491.49	0.00	-491.49	100.0%
4042 · Bond Income - Prop Tax Inter...			0.00	0.00	0.00	0.0%	1,669.84	0.00	1,669.84	100.0%
4041 · Bond Income - Delinquent Ta...			0.00	0.00	0.00	0.0%	2,734.00	0.00	2,734.00	100.0%
4060 · Conflagration Income			0.00	0.00	0.00	0.0%	86,967.84	170,000.00	-83,032.16	51.2%
4050 · Public Education Income			635.00	0.00	635.00	100.0%	6,895.00	8,000.00	-1,105.00	86.2%
4040 · Bond Income			0.00	0.00	0.00	0.0%	280,964.00	0.00	280,964.00	100.0%
4000 · Carryover Fund Balance			0.00	0.00	0.00	0.0%	805,481.68	699,146.00	106,335.68	115.2%
4010 · Delinquent Property Taxes			0.00	0.00	0.00	0.0%	9,063.47	16,000.00	-6,936.53	56.6%
4020 · Current Property Taxes			0.00	0.00	0.00	0.0%	967,060.16	1,482,923.00	-515,862.84	65.2%
4025 · Interest - Property Tax			0.00	0.00	0.00	0.0%	3,711.42	2,000.00	1,711.42	185.6%
4026 · Interest Income	0.00	0.0%	0.00	0.00	0.00	0.0%	2,722.41	3,550.00	-827.59	76.7%
4900 · Miscellaneous Income			0.00	0.00	0.00	0.0%	1,545.45	42,795.00	-41,249.55	3.6%
<b>Total Income</b>	<b>0.00</b>	<b>0.0%</b>	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	<b>100.0%</b>	<b>2,168,323.78</b>	<b>2,424,414.00</b>	<b>-256,090.22</b>	<b>89.4%</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>0.0%</b>	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	<b>100.0%</b>	<b>2,168,323.78</b>	<b>2,424,414.00</b>	<b>-256,090.22</b>	<b>89.4%</b>
<b>Expense</b>										
9010 · Transfers	-4,960.00	0.0%	0.00	0.00	0.00	0.0%	0.00	29,960.00	-29,960.00	0.0%
9000 · Unappropriated Ending Fund ...	-4,960.00	0.0%	0.00	0.00	0.00	0.0%	0.00	626,894.00	-626,894.00	0.0%
5000 · Personnel Expenses			0.00	0.00	0.00	0.0%	641,815.45	1,208,470.00	-566,654.55	53.1%
6000 · Materials and Services			0.00	0.00	0.00	0.0%	280,499.11	559,090.00	-278,590.89	50.2%
7000 · Capital Outlay			0.00	0.00	0.00	0.0%	37,151.92	0.00	37,151.92	100.0%
<b>Total Expense</b>	<b>-9,920.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>959,466.48</b>	<b>2,424,414.00</b>	<b>-1,464,947.52</b>	<b>39.6%</b>
<b>Net Ordinary Income</b>	<b>9,920.00</b>	<b>0.0%</b>	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	<b>100.0%</b>	<b>1,208,857.30</b>	<b>0.00</b>	<b>1,208,857.30</b>	<b>100.0%</b>
<b>Net Income</b>	<b>9,920.00</b>	<b>0.0%</b>	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	<b>100.0%</b>	<b>1,208,857.30</b>	<b>0.00</b>	<b>1,208,857.30</b>	<b>100.0%</b>

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

	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4043 · Bond Income - Bank Interest	-491.49	0.00	0.00	0.00	0.00	-491.49
4042 · Bond Income - Prop Tax Interest	1,669.84	0.00	0.00	0.00	0.00	1,669.84
4041 · Bond Income - Delinquent Taxes	2,734.00	0.00	0.00	0.00	0.00	2,734.00
4060 · Conflagration Income	0.00	86,967.84	0.00	0.00	0.00	86,967.84
4050 · Public Education Income	0.00	6,260.00	0.00	0.00	635.00	6,895.00
4040 · Bond Income	280,964.00	0.00	0.00	0.00	0.00	280,964.00
4000 · Carryover Fund Balance	63,412.88	492,929.81	183,175.01	65,963.98	0.00	805,481.68
4010 · Delinquent Property Taxes	0.00	9,063.47	0.00	0.00	0.00	9,063.47
4020 · Current Property Taxes	0.00	967,060.16	0.00	0.00	0.00	967,060.16
4025 · Interest - Property Tax	0.00	3,711.42	0.00	0.00	0.00	3,711.42
4026 · Interest Income						
4027 · Interest - Citizens Bank & OSU	0.00	27.56	0.00	0.00	0.00	27.56
4030 · Investments - LGIP	245.84	1,461.48	610.69	238.22	0.00	2,556.23
4026 · Interest Income - Other	0.00	138.62	0.00	0.00	0.00	138.62
<b>Total 4026 · Interest Income</b>	<b>245.84</b>	<b>1,627.66</b>	<b>610.69</b>	<b>238.22</b>	<b>0.00</b>	<b>2,722.41</b>
4900 · Miscellaneous Income	0.00	1,545.45	0.00	0.00	0.00	1,545.45
<b>Total Income</b>	<b>348,535.07</b>	<b>1,569,165.81</b>	<b>183,785.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>2,168,323.78</b>
<b>Gross Profit</b>	<b>348,535.07</b>	<b>1,569,165.81</b>	<b>183,785.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>2,168,323.78</b>
<b>Expense</b>						
<b>5000 · Personnel Expenses</b>						
5131 · Non-Union Overtime Wages	0.00	37.08	0.00	0.00	0.00	37.08
5136 · Conflagration Wages	0.00	36,803.30	0.00	0.00	0.00	36,803.30
5100 · Fire Chief Wages	0.00	93,095.04	0.00	0.00	0.00	93,095.04
5105 · Deputy Chief Wages	0.00	44,638.75	0.00	0.00	0.00	44,638.75
5110 · Admin Asst Wages	0.00	33,316.80	0.00	0.00	0.00	33,316.80
5120 · Fire & Life Safety Officer Wage	0.00	25,774.64	0.00	0.00	0.00	25,774.64
5125 · Firefighter Wages	0.00	131,248.03	0.00	0.00	0.00	131,248.03
5130 · Overtime Wages	0.00	29,398.49	0.00	0.00	0.00	29,398.49
5135 · Extra Hire	0.00	16,672.30	0.00	0.00	0.00	16,672.30
5405 · Employers FICA	0.00	19,217.00	0.00	0.00	0.00	19,217.00
5410 · Employers Medicare	0.00	4,494.30	0.00	0.00	0.00	4,494.30
5421 · Workers Compensation	0.00	38,297.41	0.00	0.00	0.00	38,297.41
5430 · PERS - Employe	0.00	81,820.10	0.00	0.00	0.00	81,820.10
5431 · PERS - Pickup 6%	0.00	20,228.06	0.00	0.00	0.00	20,228.06
5440 · Health Insurance	0.00	66,774.15	0.00	0.00	0.00	66,774.15
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>	<b>641,815.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>641,815.45</b>
<b>6000 · Materials and Services</b>						
6205 · Supplies - Residences						
6205-3 · Supplies - Residence - 203	0.00	11.94	0.00	0.00	0.00	11.94
6205-1 · Supplies - Residence - 201	0.00	272.79	0.00	0.00	0.00	272.79
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>	<b>284.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>284.73</b>
6901 · Cost of Goods Sold	0.00	7.10	0.00	0.00	0.00	7.10
6216 · Supplies - FA/CPR Education	0.00	6,204.95	0.00	0.00	0.00	6,204.95
6091 · Tuition Reimbursement	0.00	23,698.70	0.00	0.00	0.00	23,698.70
6001 · Contracted Professional Service	0.00	62,448.62	0.00	0.00	0.00	62,448.62
6010 · Office Supplies	0.00	2,817.69	0.00	0.00	0.00	2,817.69
6011 · Postage/Shipping	0.00	610.17	0.00	0.00	0.00	610.17
6020 · Insurance and Bond	0.00	45,924.00	0.00	0.00	0.00	45,924.00
6030 · Dues and Fees	0.00	11,019.20	0.00	0.00	0.00	11,019.20
6040 · Publications and Elections	0.00	645.60	0.00	0.00	0.00	645.60
6042 · Marketing Program New Recruits	0.00	790.30	0.00	0.00	0.00	790.30
6050 · Utilities	0.00	15,979.03	0.00	0.00	0.00	15,979.03
6060 · Telephone, Pagers, Internet	0.00	11,377.66	0.00	0.00	0.00	11,377.66
6070 · Travel	0.00	2,444.27	0.00	0.00	0.00	2,444.27

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

	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Unclassified	TOTAL
6080 · Conference	0.00	2,023.67	0.00	0.00	0.00	2,023.67
6090 · Education/Training	0.00	2,152.18	0.00	0.00	0.00	2,152.18
6100 · Equipment Maintenance Agreem...	0.00	1,518.13	0.00	0.00	0.00	1,518.13
6130 · Gas & Oil	0.00	14,569.74	0.00	0.00	0.00	14,569.74
6150 · Radio Maintenance	0.00	8.50	0.00	0.00	0.00	8.50
6160 · Equipment Maintenance	0.00	7,752.13	0.00	0.00	0.00	7,752.13
6161 · Vehicle Maintenance	0.00	17,583.95	0.00	0.00	0.00	17,583.95
6170 · Building Maint and Improvements	0.00	11,081.27	0.00	0.00	0.00	11,081.27
6180 · Grounds Maintenance	0.00	170.67	0.00	0.00	0.00	170.67
6190 · Small Tools & Equipment	0.00	311.87	0.00	0.00	0.00	311.87
6200 · Supplies - Department	0.00	2,717.04	0.00	0.00	0.00	2,717.04
6210 · Supplies - Medical	0.00	8,177.58	0.00	0.00	0.00	8,177.58
6215 · Supplies - Prevention	0.00	809.34	0.00	0.00	0.00	809.34
6220 · Supplies - Suppression	0.00	957.37	0.00	0.00	0.00	957.37
6240 · Supplies - Consumables	0.00	469.30	0.00	0.00	0.00	469.30
6250 · Uniforms	0.00	15,117.34	0.00	0.00	0.00	15,117.34
6270 · Volunteer - Activities	0.00	3,421.79	0.00	0.00	0.00	3,421.79
6310 · Physical & Immunizations	0.00	3,574.50	0.00	0.00	0.00	3,574.50
6320 · Community Involvement	0.00	717.99	0.00	0.00	0.00	717.99
6900 · Miscellaneous Expense	0.00	3,112.73	0.00	0.00	0.00	3,112.73
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>	<b>280,499.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>280,499.11</b>
<b>7000 · Capital Outlay</b>						
7130 · Capital Outlay - Bond						
7133 · Facilities	0.00	5,000.00	0.00	0.00	0.00	5,000.00
7130 · Capital Outlay - Bond - Other	18,093.92	0.00	0.00	0.00	0.00	18,093.92
<b>Total 7130 · Capital Outlay - Bond</b>	<b>18,093.92</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,093.92</b>
7110 · Capital Outlay - Building	0.00	0.00	14,058.00	0.00	0.00	14,058.00
<b>Total 7000 · Capital Outlay</b>	<b>18,093.92</b>	<b>5,000.00</b>	<b>14,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,151.92</b>
<b>Total Expense</b>	<b>18,093.92</b>	<b>927,314.56</b>	<b>14,058.00</b>	<b>0.00</b>	<b>0.00</b>	<b>959,466.48</b>
<b>Net Ordinary Income</b>	<b>330,441.15</b>	<b>641,851.25</b>	<b>169,727.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>1,208,857.30</b>
<b>Net Income</b>	<b>330,441.15</b>	<b>641,851.25</b>	<b>169,727.70</b>	<b>66,202.20</b>	<b>635.00</b>	<b>1,208,857.30</b>

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

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

<b>August</b>		

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

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

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

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

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

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

	Sick Leave	Vacation
<b>March</b>		
accrual	8	10
taken		
balance	275.5	189.69

<b>April</b>		
accrual	8	10
taken		
balance	283.5	199.69

<b>May</b>		
accrual	8	10
taken		
balance	291.5	209.69

<b>June</b>		
accrual	8	10
taken		
balance	299.5	219.69

Philomath Fire & Rescue  
Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer	Appoint Budget Committee	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Civil Service Appointment
	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting		Budget Adoption
	SDAO Conference	Chief Check In			
July	August	September	October	November	December
Election of Board Officers			Open House	OFDDA & OFCA Conferences	
				Insurance Presentation	
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



# Philomath Fire & Rescue

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

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## PHILOMATH FIRE & RESCUE

### CHIEF'S REPORT

February 6, 2023

#### **Personnel:**

We continue to Work toward recruitment and retention of firefighters. We have hired 2 volunteer firefighters, and One Resident Volunteer Who will join the department in June post-graduation. We are interviewing 2 additional volunteer firefighters on February 7.

#### **Union Communications:**

We worked with Union Leadership to create the current Job descriptions.

#### **Training Activities:**

- Dan Eddy taught a wildland Firefighter Type I class with 2 students from Philomath Fire and Rescue.
- We currently have 3 students in the EMT basic program hosted at CFD
- Deputy Chief Saalsaa has 11 students enrolled in his EMR class. 3 students are Philomath volunteer members.
- Ashley and I are attending public budgeting class on February 7.

#### **Apparatus/Equipment:**

Yearly maintenance on the Apparatus has been completed. We have had multiple ongoing maintenance issues with apparatus. Staff have tenaciously gone after those issues, and we have able to correct most in house.

#### **Building Update:**

- No report



# Philomath Fire & Rescue

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

## Community Involvement/Meetings:

I attended the Benton County Fire Defense Board Meeting. A motion was made and approved to move forward with the second tone response plan. This will provide an Automatic Response from CFD if we have not responded to an incident within 4 minutes of an initial tone.

## **Major Incidents:**

Philomath Fire Provided Mutual aid to East Lincoln Fire District, with an Engine company and Water tender, for a structure fire that was imminently threatening a neighboring residence. The district was staffed with paid personnel while the crew was out of District. Crews have responded to multiple car accidents and C shift was able to assist in the successful resuscitation of a fentanyl overdose that was in cardiac arrest.



Respectfully submitted,

Chief Ferguson



## Ashley Scott

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**From:** Jens Jensen <jjensen@sdao.com>  
**Sent:** Thursday, February 9, 2023 2:35 PM  
**To:** Ashley Scott; Jeff Griffin  
**Cc:** Spencer Rockwell  
**Subject:** [EXTERNAL] RE: Severance Event

Hello Ashley,

My apologies for the delay in getting back to you here. I have had a chance to review all of the billings. Under the coverage agreement, there usually has to be a trigger for coverage such as a lawsuit, or a notice of tort claim. Absent those items, the matters are more of an HR department. I am not seeing any reference to any notice of claim, it appears this was a peaceful resolution, if there can be such a thing. Having said all that, we are willing to reimburse for the investigations from HR answers as it appears the investigations probably had a positive effect on the resolution. IF you can forward to me copies of the invoices from HR answers related to the severance, I will add them up and reimburse the district that amount.

Let me know if you have any questions,

Jens Jensen, ARM-P. AIC  
Property Casualty Manager  
SDAO and PACE  
971-777-5177

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**From:** Ashley Scott <Ashley.Scott@philomathfire.com>  
**Sent:** Tuesday, January 31, 2023 9:01 AM  
**To:** Jeff Griffin <JGriffin@whainsurance.com>; Jens Jensen <jjensen@sdao.com>  
**Subject:** FW: Severance Event

**EXTERNAL EMAIL:** This email originated from outside of SDAO's email system. Maintain caution when opening external links/attachments

Hello Gentlemen,

Any chance someone can give me an update on this situation?

~*Ashley*

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**From:** Ashley Scott  
**Sent:** Thursday, January 5, 2023 2:34 PM  
**To:** [claims@sdao.com](mailto:claims@sdao.com)  
**Subject:** Severance Event

Hello,

Local Government Law Group P.C. Billing Records							
Date	Staff	Description	Dur/Qty	Billed Amt	Bill Date	Rate/Price	Matter
2/8/2022	MAW	Call with Doug Edmonds regarding Board review of Chief's 360 review; review initial options regarding same.	0.40	\$ 98.00	2/8/2022	\$245.00	Philomath F/R - General
2/8/2022	CHC	Return telephone call to Board member Doug Edmonds regarding Board decision. Office conference with Attorney Mark Wolf.	0.20	\$ 49.00	2/8/2022	\$245.00	Philomath F/R - General
2/9/2022	MAW	Review options regarding Board review of Chief's 360 review; outline options and process regarding same; call with Doug Edmonds regarding same.	0.80	\$ 196.00	2/9/2022	\$245.00	Philomath F/R - General
2/10/2022	MAW	Call with Doug Edmonds regarding communication with Board Chair regarding Chief's 360 evaluation.	0.20	\$ 49.00	2/10/2022	\$245.00	Philomath F/R - General
2/28/2022	MAW	Call with Doug Edmonds regarding Chief's 360 review.	0.30	\$ 73.50	2/28/2022	\$245.00	Philomath F/R - Personnel
3/1/2022	MAW	Call with Board Members regarding Chief's evaluation and process for Board regarding public and executive session meetings; draft email and send regarding same.	1.30	\$ 318.50	3/1/2022	\$245.00	Philomath F/R - Personnel
3/1/2022	RMW	Consult with Attorney Wolf regarding options for Board regarding outcome of staff survey.	0.20	\$ 49.00	3/1/2022	\$245.00	Philomath F/R - Personnel
3/2/2022	MAW	Begin review of evaluation docs and prepare memo to Board.	0.20	\$ 49.00	3/2/2022	\$245.00	Philomath F/R - Personnel
3/3/2022	MAW	Draft memo to Board regarding Chief performance evaluations and process.	1.20	\$ 294.00	3/3/2022	\$245.00	Philomath F/R - Personnel
3/7/2022	MAW	Finalize memo regarding Chief evaluation process and Board options; send email to Board President regarding same.	0.50	\$ 122.50	3/7/2022	\$245.00	Philomath F/R - General
3/10/2022	MAW	Call with Robyn Jones regarding upcoming executive session; draft legal memo to Board regarding same.	1.80	\$ 441.00	3/10/2022	\$245.00	Philomath F/R - Personnel
3/14/2022	MAW	Prepare for and attend executive session regarding memo to Board on performance evaluation and employment contract options.	0.90	\$ 220.50	3/14/2022	\$245.00	Philomath F/R - Personnel
3/17/2022	MAW	Review and reply to Board member regarding Union demand to bargain over staffing of station 202.	0.30	\$ 73.50	3/17/2022	\$245.00	Philomath F/R - General
3/18/2022	MAW	Call with Board Members regarding Fire Chief evaluation process.	0.30	\$ 73.50	3/18/2022	\$245.00	Philomath F/R - General
3/21/2022	MAW	Call from Union attorney J. Reading regarding potential issue; email to Chief Miller regarding same and review responses.	0.40	\$ 98.00	3/21/2022	\$245.00	Philomath F/R - Labor
3/22/2022	MAW	Call from Chief regarding performance review process; review District policy regarding same.	0.30	\$ 73.50	3/22/2022	\$245.00	Philomath F/R - Personnel
3/23/2022	MAW	Reply to Chief regarding performance eval process.	0.20	\$ 49.00	3/23/2022	\$245.00	Philomath F/R - General
5/12/2022	MAW	Call from Union Attorney regarding potential issue with Board Members not allowed on bargaining team; email to Chief regarding same.	0.30	\$ 73.50	5/12/2022	\$245.00	Philomath F/R - Labor
5/18/2022	MAW	Review email from union attorney and forward to Chief.	0.20	\$ 49.00	5/18/2022	\$245.00	Philomath F/R - Labor
5/19/2022	MAW	Call with Chief regarding update to personnel complaint; email to Union Attorney regarding same.	0.30	\$ 73.50	5/19/2022	\$245.00	Philomath F/R - Labor
5/23/2022	MAW	Review email from Union Attorney regarding prior complaint; email to Chief Miller regarding same and review of Collective Bargaining Agreement and District policies on anti-harassment.	0.40	\$ 98.00	5/23/2022	\$245.00	Philomath F/R - Labor
5/24/2022	MAW	Review emails and related documents and policies regarding Union request for information on investigation.	0.50	\$ 122.50	5/24/2022	\$245.00	Philomath F/R - Labor
5/25/2022	MAW	Call with Chief Miller regarding Union request for information.	0.30	\$ 73.50	5/25/2022	\$245.00	Philomath F/R - Labor
5/26/2022	MAW	Review documentation on personnel investigation in response to union demanding action.	0.30	\$ 73.50	5/26/2022	\$245.00	Philomath F/R - Labor
5/27/2022	MAW	Review underlying documentation regarding sexist comment investigation and Union involvement; confer with Attorney Moffat regarding same; review and revise letter from Chief and email to Union Attorney.	0.80	\$ 196.00	5/27/2022	\$245.00	Philomath F/R - Labor
6/15/2022	MAW	Conference call with Board Chair and SDAO regarding Fire Chief and Board dynamics.	0.50	\$ 122.50	6/15/2022	\$245.00	Philomath F/R - General
6/28/2022	MAW	Prepare for and attend conference call regarding Volunteer Association and Union vote of no confidence.	0.70	\$ 171.50	6/28/2022	\$245.00	Philomath F/R - General
6/29/2022	MAW	Review email from Board Chair regarding news article on Union vote of no confidence; review underlying letters regarding same; call from Union Attorney regarding alleged retaliation and call with Board Chair regarding same.	0.90	\$ 220.50	6/29/2022	\$245.00	Philomath F/R - General
6/29/2022	RMW	Consult with Attorney Wolf regarding options for Board related to personnel matter.	0.20	\$ 49.00	6/29/2022	\$245.00	Philomath F/R - Personnel
6/30/2022	MAW	Call with Board Chair regarding Union attorney allegations; call with Attorney Moffat regarding analysis on Union issues; call with Chief Miller regarding same; email to Union Attorney.	0.70	\$ 171.50	6/30/2022	\$245.00	Philomath F/R - Personnel
7/5/2022	MAW	Prepare for and attend executive session regarding potential review of complaints and SDAO consultant review of operations.	2.20	\$ 572.00	7/5/2022	\$260.00	Philomath F/R - Personnel
7/6/2022	MAW	Call from Union Attorney Green regarding potential UPL.	0.20	\$ 52.00	7/6/2022	\$260.00	Philomath F/R - Personnel
7/11/2022	MAW	Prepare for and Zoom call with Board Chair Phillips and HR Answers regarding personnel review of staff complaints; review follow-up emails from Chair Phillips regarding same.	1.00	\$ 260.00	7/11/2022	\$260.00	Philomath F/R - Personnel
7/13/2022	MAW	Review emails from Daphne regarding HR review of staff complaints; compile docs in preparation to send to HR Answers.	0.30	\$ 78.00	7/13/2022	\$260.00	Philomath F/R - Personnel
7/18/2022	MAW	Review and reply to email regarding Union demand to bargain over job description.	0.30	\$ 78.00	7/18/2022	\$260.00	Philomath F/R - Personnel
7/20/2022	MAW	Review ULP, research ERB cases on similar types of claims to build defense; call with Chief Miller regarding same.	1.60	\$ 416.00	7/20/2022	\$260.00	Philomath F/R - Labor
7/25/2022	MAW	Call with HR Answers regarding investigation; review ULP and send to Attorney Moffat for review.	1.20	\$ 312.00	7/25/2022	\$260.00	Philomath F/R - Labor
7/27/2022	MAW	Review ULP and confer with Attorney Moffat regarding same; review ERB case law on similar fact patterns; prepare email to Chief regarding same.	0.40	\$ 104.00	7/27/2022	\$260.00	Philomath F/R - Labor
7/28/2022	MAW	Call with HR Answers regarding ongoing investigation of retaliation claims; call with Chief Miller regarding ULP; confer with Attorney Guilmont regarding ULP analysis.	1.20	\$ 312.00	7/28/2022	\$260.00	Philomath F/R - Labor
7/29/2022	EBG	Perform research regarding the Union's unfair labor practice claims in violation of ORS 143.672(1)(a) and (c); review caselaw and Employment Relations Board decisions.	1.10	\$ 286.00	7/29/2022	\$260.00	Philomath F/R - Labor
7/29/2022	MAW	Call with DC Ferguson regarding processing ULP; continue outlining defense and informal response to ULP.	0.50	\$ 130.00	7/29/2022	\$260.00	Philomath F/R - Labor
8/1/2022	CHC	Office conference with Attorney Wolf and Attorney Guilmont regarding recorded staff meeting.	0.20	\$ 52.00	8/1/2022	\$260.00	Philomath F/R - Labor
8/1/2022	MAW	Call with Chief regarding Union ULP and fact finding regarding the basis for the complaint; begin drafting informal response regarding same.	2.20	\$ 572.00	8/1/2022	\$260.00	Philomath F/R - Labor
8/2/2022	MAW	Draft informal response to ULP.	1.50	\$ 390.00	8/2/2022	\$260.00	Philomath F/R - Labor
8/3/2022	MAW	Finalize informal response to ULP and instructions to Paralegal; send email to Chair Phillips regarding same.	0.60	\$ 156.00	8/3/2022	\$260.00	Philomath F/R - Labor
8/4/2022	MAW	Call with SDAO regarding ongoing personnel issues; email to Chief and Chair Phillips regarding ULP options.	0.50	\$ 130.00	8/4/2022	\$260.00	Philomath F/R - General
8/8/2022	MAW	Send email to Chief Miller and Board President regarding ULP; review email from Board President regarding single Board Member action.	0.50	\$ 130.00	8/8/2022	\$260.00	Philomath F/R - General
8/8/2022	MAW	Payment made to HR Answers regarding Board investigation.	3900.00	\$ 3,900.00	8/8/2022	\$1.00	Philomath F/R - Labor
8/9/2022	MAW	Prepare for and attend conference call with Chair Phillips and SDAO regarding issue with Chief Miller.	0.40	\$ 104.00	8/9/2022	\$260.00	Philomath F/R - General
8/10/2022	MAW	Prepare for and participate in call with Chief Miller and Board Chair regarding ULP and potential settlement.	0.40	\$ 104.00	8/10/2022	\$260.00	Philomath F/R - General
8/11/2022	MAW	Emails with Board Chair and HR Answers regarding review; call with Attorney Green regarding ULP and potential settlement.	0.50	\$ 130.00	8/11/2022	\$260.00	Philomath F/R - Labor
8/12/2022	MAW	Call with HR Answers regarding review of HR matters.	0.40	\$ 104.00	8/12/2022	\$260.00	Philomath F/R - Personnel
8/15/2022	RMW	Consult with Attorney Wolf regarding options related to ongoing personnel matter.	0.30	\$ 78.00	8/15/2022	\$260.00	Philomath F/R - Personnel
8/16/2022	MAW	Calls with Chief and Union Attorney regarding ULP and potential settlement.	0.50	\$ 130.00	8/16/2022	\$260.00	Philomath F/R - Labor
8/17/2022	MAW	Call with Union Attorney regarding ULP; send email update to Chief regarding same.	0.50	\$ 130.00	8/17/2022	\$260.00	Philomath F/R - Labor
8/18/2022	MAW	Calls and emails with Chief Miller and Union Attorney Green regarding ULP and potential settlement options.	1.00	\$ 260.00	8/18/2022	\$260.00	Philomath F/R - Labor
8/18/2022	MAW	Review HR Answers email and send to Board Chair.	0.70	\$ 182.00	8/18/2022	\$260.00	Philomath F/R - General
8/19/2022	MAW	Calls with Chief and Union Attorney regarding ULP settlement; draft settlement agreement and send to Union Attorney.	1.10	\$ 286.00	8/19/2022	\$260.00	Philomath F/R - Labor
8/24/2022	MAW	Review draft notice of disciplinary action regarding volunteer firefighters; email to Chief Miller regarding same.	0.40	\$ 104.00	8/24/2022	\$260.00	Philomath F/R - Personnel
8/26/2022	MAW	Lengthy call with Chief Miller regarding potential discipline of volunteer firefighters; begin edits to notices on Review HR Answers Draft report; send report to HR Answers and lengthy call with HR Answers; send email to Chair Phillips.	1.00	\$ 260.00	8/26/2022	\$260.00	Philomath F/R - General
8/29/2022	MAW	Review emails from Chair Phillips and call regarding HR Answers report; review updated report and share with Chair Phillips; review additional email from HR Answers with modified report.	1.80	\$ 468.00	8/29/2022	\$260.00	Philomath F/R - General
8/30/2022	MAW	Draft memo to Board regarding fire chief issues.	0.80	\$ 208.00	8/30/2022	\$260.00	Philomath F/R - General
9/6/2022	MAW	Finalize memo to Board regarding fire chief issues and send email to Board Chair.	0.80	\$ 208.00	9/6/2022	\$260.00	Philomath F/R - General
9/7/2022	MAW	Payments made to HR Answers regarding Board investigation.	1.00	\$ 5,640.00	9/7/2022	\$5,640.00	Philomath F/R - General
9/7/2022	RMW	Consult with Attorney Wolf regarding options for next steps for Board related to personnel matter.	0.10	\$ 26.00	9/7/2022	\$260.00	Philomath F/R - Personnel
9/8/2022	MAW	Prepare for and attend executive session regarding memo to Board.	1.50	\$ 390.00	9/8/2022	\$260.00	Philomath F/R - General
9/8/2022	RMW	Consult with Attorney Wolf regarding options for Board on personnel matter.	0.10	\$ 26.00	9/8/2022	\$260.00	Philomath F/R - Personnel
9/12/2022	MAW	Calls and emails with Daphne regarding executive session options and considerations.	0.60	\$ 156.00	9/12/2022	\$260.00	Philomath F/R - Personnel
9/12/2022	CHC	Office conference with Attorney Wolf regarding interim chief executive sessions.	0.20	\$ 52.00	9/12/2022	\$260.00	Philomath F/R - General
TOTAL				\$ 21,006.00			

**Report to the Board of Directors  
13 February 2023  
DC Rich Saalsaa**

**Statistics for January 2023**

Total calls: 96  
Fire calls: 17 (18%)  
EMS Calls: 79 (82%)  
Calls as of Jan 2022: 96 – Last year at this time: 60

**Significant calls:**

1/20 Residential Fire – Corvallis, apartment fire. We responded with a truck (two personnel) and an officer (Chief). Assisted in salvage operations at the fire.

1/21 MVC – Monroe, we responded with a truck (four personnel) and an officer (Chief) to assist in bringing a patient up the side of a steep embankment.

1/24 MVC – Car off the side of Fern Rd between the two Powder House Rd intersections. Car on its top, we extricated the patient and brought up the steep embankment. Transported to GCRMC by Corvallis FD with non-life-threatening injuries.

1/27 Residential Structure Fire in Eddyville; we responded with 231 (4 personnel), 241 (one personnel), and 210 to the incident. We had a crew of three persons at Station 201 for standby.

1/27 MVC; Car over the embankment on Hwy 20 – mother, toddler, and infant.

**Breakdown of calls for the year by area:**

Station 201 RURAL	27
Station 201 W. City	32
Station 201 E. City	12
Station 202	4
Station 203	9
Adair	0
Alsea	0
Blodgett	3
CFD	3
Conflagration	0
Kings Valley	3
Lincoln Co	0
Marys Peak	1
Misc Mutual Aid	1
Monroe	1
Total	96



Philomath Fire and Rescue

2/6/2023 4:50 PM

Register: 1015 · Citizens Bank Checking

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

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2023		LexusNexis	11000 · Accounts Receivable	Records Request sup...			25.00	-32,565.63
01/03/2023		Knife River	11000 · Accounts Receivable				570.00	-31,995.63
01/04/2023	EFT	AT&T Mobility	6000 · Materials and Services:6...		46.12			-32,041.75
01/04/2023	33538	Accuity, LLC	2010 · Accounts Payable		3,000.00			-35,041.75
01/04/2023	33539	City of Philomath	2010 · Accounts Payable		214.55			-35,256.30
01/04/2023	33540	Culligan	2010 · Accounts Payable		120.05			-35,376.35
01/04/2023	33541	Good Earth Pest Company	2010 · Accounts Payable		71.00			-35,447.35
01/04/2023	33542	Pioneer Telephone Cooperati...	2010 · Accounts Payable		245.34			-35,692.69
01/04/2023	33543	Valley Fire Control	2010 · Accounts Payable		434.00			-36,126.69
01/05/2023	33544	Security Alarm Corp	2010 · Accounts Payable		795.51			-36,922.20
01/05/2023	33545	Special Districts Insurance S...	2010 · Accounts Payable		43,708.00			-80,630.20
01/05/2023	33546	Paula Anderson.	2010 · Accounts Payable		175.00			-80,805.20
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Converse	2,575.67			-83,380.87
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Ferguson	5,530.43			-88,911.30
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Moser	4,328.14			-93,239.44
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Saalsaa	5,329.54			-98,568.98
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Schell	3,686.81			-102,255.79
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Scott	3,918.16			-106,173.95
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Taylor	3,978.19			-110,152.14
01/05/2023	PR 1222		5000 · Personnel Expenses:512...	Rodriguez	457.20			-110,609.34
01/05/2023			1050 · Local Government Inves...	Deposit			75,000.00	-35,609.34
01/06/2023	33547	MPTV, Inc.	2010 · Accounts Payable		223.89			-35,833.23
01/06/2023	33548	OSCU 402518-72	2010 · Accounts Payable		3.49			-35,836.72
01/06/2023	33549	OSCU 402518-73	2010 · Accounts Payable		498.09			-36,334.81
01/06/2023	33551	OSCU 402518-71	2010 · Accounts Payable		1,021.25			-37,356.06
01/07/2023	EFT	Comcast	6000 · Materials and Services:6...		13.21			-37,369.27
01/09/2023		Girl Scout Troop 10005	11000 · Accounts Receivable				405.00	-36,964.27
01/09/2023	33571	Consumers Power Inc.	2010 · Accounts Payable		276.38			-37,240.65

Philomath Fire and Rescue

2/6/2023 4:50 PM

Register: 1015 · Citizens Bank Checking

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

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/09/2023	33572	Medline Industries, Inc.	2010 · Accounts Payable		512.77			-37,753.42
01/09/2023	33573	Oregon Volunteer Firefighter...	2010 · Accounts Payable		295.00			-38,048.42
01/09/2023	33574	Philomath Fire District Empl...	2010 · Accounts Payable		236.05			-38,284.47
01/09/2023	33575	Zoll Medical Corporation	2010 · Accounts Payable		258.28			-38,542.75
01/09/2023	33576	Andy Louden`	2010 · Accounts Payable		13.88			-38,556.63
01/09/2023	33577	Cheri Damitio	2010 · Accounts Payable		225.00			-38,781.63
01/10/2023		Oregon State - Conflag	11000 · Accounts Receivable				37,825.61	-956.02
01/12/2023	33588	Secretary of State	2010 · Accounts Payable		250.00			-1,206.02
01/13/2023	33552	Alyrica	2010 · Accounts Payable		592.86			-1,798.88
01/13/2023	33553	Carson Oil	2010 · Accounts Payable		825.79			-2,624.67
01/13/2023	33554	Consumers Power Inc.	2010 · Accounts Payable		533.18			-3,157.85
01/13/2023	33555	Figaros Pizza	2010 · Accounts Payable		97.75			-3,255.60
01/13/2023	33556	Kamind IT, Inc.	2010 · Accounts Payable		195.84			-3,451.44
01/13/2023	33557	Life Assist, Inc.	2010 · Accounts Payable		232.48			-3,683.92
01/13/2023	33558	Medline Industries, Inc.	2010 · Accounts Payable		154.50			-3,838.42
01/13/2023	33559	Occupational Medicine Dept.	2010 · Accounts Payable		108.00			-3,946.42
01/13/2023	33560	ProPrint	2010 · Accounts Payable		99.95			-4,046.37
01/13/2023	33561	Republic Services	2010 · Accounts Payable		274.86			-4,321.23
01/13/2023	33562	Zoll Medical Corporation	2010 · Accounts Payable		98.57			-4,419.80
01/16/2023	EFT	Verizon	6000 · Materials and Services:6...	9924603682	72.17			-4,491.97
01/17/2023	EFT	De Lage Landen Financial S...	6000 · Materials and Services:6...		152.50			-4,644.47
01/20/2023			1050 · Local Government Inves...	Deposit			75,000.00	70,355.53
01/20/2023	EFT	AsiFlex	2400 · Payroll Liabilities:2230 ...		100.00			70,255.53
01/24/2023		Oregon State - Conflag	11000 · Accounts Receivable				9,871.04	80,126.57
01/24/2023		Oregon State - Conflag	11000 · Accounts Receivable				3,292.02	83,418.59
01/27/2023	33578	Bimart Corporation	2010 · Accounts Payable		42.91			83,375.68
01/27/2023	33579	Century Link	2010 · Accounts Payable		126.75			83,248.93
01/27/2023	33580	Industrial Welding Supply, Inc	2010 · Accounts Payable		64.00			83,184.93

Philomath Fire and Rescue

2/6/2023 4:50 PM

Register: 1015 · Citizens Bank Checking

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

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/27/2023	33581	Local Government Law Group	2010 · Accounts Payable		78.00			83,106.93
01/27/2023	33582	Nick's Auto Repair	2010 · Accounts Payable		137.08			82,969.85
01/27/2023	33583	NW Natural	2010 · Accounts Payable		537.00			82,432.85
01/27/2023	33584	SeaWestern	2010 · Accounts Payable		761.58			81,671.27
01/27/2023	33585	Special Districts Association	2010 · Accounts Payable		1,405.00			80,266.27
01/27/2023	33586	TWGW, Inc. dba Philomath ...	2010 · Accounts Payable		86.40			80,179.87
01/27/2023	33587	Zoll Medical Corporation	2010 · Accounts Payable		27.00			80,152.87
01/31/2023	33589	Cheri Damitio	2010 · Accounts Payable		356.25			79,796.62
01/31/2023	33590	Hughes Fire Equipment, Inc.	2010 · Accounts Payable		876.53			78,920.09
01/31/2023	33591	Linn-Benton Community Col...	2010 · Accounts Payable		55.00			78,865.09

# BUSINESS/ORGANIZATION ACCOUNT APPLICATION



ACCOUNT NUMBER: ACTION:

402518

- New  
 Change Update Authorized Signers

PO Box 306, Corvallis, OR 97339-0306 • 800-732-0173 oregonstatecu.com

## ACCOUNT INFORMATION

Organization Name: Philomath Fire and Rescue TIN/SSN: 936116295

Assumed Business Name(s) or Full Name of Entity (If Any): \_\_\_\_\_

Address: 1035 Main St City, State & Zip: Philomath, OR 97370

Physical Address if PO Box Used: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Account:  Association  Business  Contribution  Estate  Organization  Trust  Public Funds

## TIN/BACKUP WITHHOLDING CERTIFICATION

By signing on the reverse side, under penalties of perjury, the signers certify (1) that the number shown on this form is the correct tax identification number for the named organization, and (2) that the organization is not subject to backup withholding as a result of a failure to report all interest or the IRS has notified that I/we are no longer subject to backup withholding.

## CERTIFICATE OF AUTHORITY

### 1. Account Owner:

The Organization (Account Owner) name shown on the first page is the complete and correct name of the Account Owner. If applicable, all registered assumed names under which the Account Owner does business are shown on this Agreement. Each corporate officer, partner or trustee, whomever is applicable, warrants that the organization has been duly formed, currently exists, and is eligible for membership in Oregon State Credit Union.

### 2. Authorized Signers:

All Authorized Signers presently shown on this card, are authorized to transact business on behalf of the Account Owner, and warrant that all are eligible for membership in Oregon State Credit Union. Each signer agrees to notify the Credit Union in writing of any change in authority. The Credit Union may request evidence of a signer's authority at any time.

### 3. Authority:

- Each Authorized Signer certifies and agrees that the Account Owner's accounts will be governed by the terms set forth in the **Business Membership Agreement** and the **Certificate of Authority**, as amended from time to time.
- The Credit Union is directed to accept and pay, without further inquiry, any item bearing an authorized signature that is drawn against any of the Account Owner's accounts. Unless otherwise indicated, any one Authorized Signer is expressly authorized to endorse all items payable to or owned by the Account Owner for deposit with, or collection by, the Credit Union. An Authorized Signer is also authorized to execute other such agreements and to perform any other transaction under the agreement.
- The authority given to the Authorized Signer(s) shall remain in full force until written notice of revocation is delivered to and received by the Credit Union. Any such notice shall not affect items in process at the time notice is given. An Authorized Signer will notify the Credit Union in writing of any change in the Account Owner's composition, assumed business names or any aspect of the entity affecting the deposit relationship between the Account Owner and the Credit Union, before any such change occurs. The Credit Union shall have no duty to inquire as to the powers and duties of any Signer and shall have no notice of any breach of fiduciary duties by an Authorized Signer unless the Credit Union has actual notice of wrong doing.

### 4. Liability:

The Account Owner agrees that the Credit Union shall not be liable for any loss due to the Account Owner's failure to notify the Credit Union of such changes. The Account Owner and each Authorized Signer agree to indemnify and hold the Credit Union harmless of any claim or liability as a result of unauthorized acts by any Authorized Signer or former Signer, or acts by any Authorized Signer upon which the Credit Union relies prior to written notification of any account change or change of Account Owner.

## AGREEMENT & AUTHORIZATION

By signing on the reverse side, I (we) certify that all individuals listed on this Business/Organizational Account Card as Authorized Signers are authorized to transact business for the Account Owner in the manner specified in the **Certificate of Authority**. I (we) understand that the Authorized Signers on this card are replacing all existing Authorized Signers, and that this change is effective immediately and supersedes all previous Agreements. I (we) authorize Oregon State Credit Union to verify and use any information on the above named Business, Organization, or Trust, or its signers, including requests for reports from credit reporting agencies, or otherwise verify the information on this card. I (we) have received an Oregon State Credit Union **Business Membership Agreement** and agree to the terms and conditions for all accounts held at Oregon State Credit Union. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid back-up withholding.





# Business Credit Card Benefits

## Business Card Benefits

Business credit cardholders receive a variety of exceptional benefits including:

Business Benefit	Mastercard	Visa
Preferred Point Rewards	Optional	Optional
Mobile Payments	★	★
Identity Theft Protection	★	
Rental Car Insurance	★	★
Global Service	★	
Intuit QuickBooks/Turbo Tax Discount	★	
Mobile Receipt Management	★	
Mastercard Easy Savings Program	★	

### Preferred Points Rewards

Earn one point for each dollar spent, up to 10,000 points per month. Redeem anytime for a wide variety of options including cash back, travel, merchandise, retail gift cards, and much more.

### Mobile Payments

Use your compatible Apple or Samsung device to shop and check out wherever mobile payment logos are displayed. All Mastercard and Visa cards can now be easily linked to an Apple or Samsung device to pay at retailers everywhere.

### Identity Theft Protection

Be protected with ID Theft Resolution Services including online identity monitoring, resolution services, credit bureau monitoring and more.

### Rental Car Insurance

Pays for covered damages (physical damage and theft) to a rental vehicle when your eligible card is used to initiate and pay for the entire rental transaction.

### Global Service

Provides 24-hour global assistance with lost or stolen card replacement and emergency cash. Toll-free numbers for assistance can be found at [www.mastercard.com](http://www.mastercard.com) or call 636-722-7111.

### Intuit QuickBooks/TurboTax Discount

Take advantage of a free trial of Intuit QuickBooks Online and a discount on QuickBooks online products. Save on Intuit TurboTax tax preparation software for businesses.

### Mobile Receipt Management

Free mobile receipt management for business cardholders. Snap photos of your Mastercard receipts and store them securely in the cloud.

**Mastercard Easy Savings Program**

Take advantage of automatic rebates on eligible purchases using your business credit card from participating US merchants.

*Certain restrictions apply to each benefit listed. Benefits are detailed in the applicable benefits brochure provided with new and reissued credit cards or call us at 800-443-2819.*

**Questions / Inquiries**

If you have questions concerning card benefits, please feel free to contact us at **800-443-2819** or [banksupport@tib.bank](mailto:banksupport@tib.bank).

## District Update Information Form

Contact Information - update as needed

Phone (541) 360-0030  
Fax  
Email ASHLEY.SCOTT@PHILOMATHFIRE.COM

**PHILOMATH FIRE AND RESCUE DISTRICT**  
ATTN: ASHLEY SCOTT  
PO BOX 247  
PHILOMATH, OR 97370

**Very Important! If a vacancy has occurred the position will appear at the next election.**

**Next Election :**

**This form must be received by the election officer by :** \_\_\_\_\_

**Send completed, signed form to :** BENTON COUNTY ELECTIONS  
120 NW 4TH ST ROOM 13  
CORVALLIS, OR 97330

PHONE (541) 766-6756  
EMAIL  
ELECTIONS@CO.BENTON.OR.US

The information below is correct as given

Additions or corrections to the information below should be made as indicated

All appointments have been verified as qualified to hold the office

**Signature & Title of Contact Person**

*Ashley Scott*

**Date**

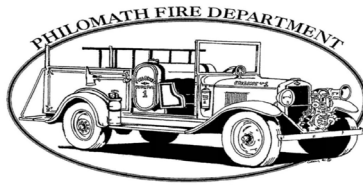
*1-5-23*

### Part I: Current Position Holder

Position	Name	Start Date	Status	Term Expires	Next Election
DIRECTOR, POSITION 1	JOSEPH PAUL BRIER JR PO BOX 698 PHILOMATH, OR 97370	04/11/2022	A	06/30/2023	2023*
DIRECTOR, POSITION 2	KEN CORBIN 35136 KINGS VALLEY HWY PHILOMATH, OR 97370	07/01/2021	E	06/30/2025	2025
DIRECTOR POSITION 3	DOUG EDMONDS 3425 SOUTHWOOD DR PHILOMATH, OR 97370	07/01/2021	E	06/30/2025	2025
DIRECTOR POSITION 4	RICK RAY BRAND 3000 SOUTHWOOD DR PHILOMATH, OR 97370-9381	07/01/2019	E	06/30/2023	2023
DIRECTOR POSITION 5	DAPHNE PHILLIPS 3233 CHAPEL DR CORVALLIS, OR 97333	07/01/2019	E	06/30/2023	2023

### Part II: Complete the following for appointments or vacancies only

Name of Replaced Position Holder and/or Position Number	Name of Appointee	Appointment Date
--	-------------------	------------------



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

9 Jan 2023

Association Business

- Reviewing Current account balances and working with Committee's to ensure proper spend down.

Volunteer Activity

- Participated in Vision and Value statement exercise.
- Responded to numerous calls.
- Eddyville Structure Fire 2 Volunteers and 1 RV
- 7 volunteers for standby at 201 for Washington St Apartment Fire CFD
- Continue to assist in the organization and teaching drills.
  - Volunteer academy in February
  - Annual training calendar
  - Instructed S 131 class
  - Assisting with Building and Equipment maintenance.
  - Volunteers helping with upcoming EMR class

Recruitment and retention

- Two new volunteers interviewing
- Two new volunteers in onboarding process

Volunteer status

- RV vacancies losing one at spring break for an exchange program
- 25 Volunteers and 5 Resident Volunteers

Respectfully submitted.

Dan Eddy  
President

Paula Andersson  
Vice President

Jean Goul  
Treasurer

Stephanie Vallancey  
Secretary

## **Cyber Security project**

Riverstrong has been meeting with me weekly through the process of implementing a managed network infrastructure. All department-owned devices now have Bitdefender Endpoint Security, and Datto network management and business continuity services including malware and ransomware detection. Azure (Active Directory) has been set up and Group management has been started. There will be a content filtering system set up to prevent unauthorized emails and access to websites this month. Group and Organization policies will be set up this month. Volunteers will be added to access and all accounts migrated to Azure. RVs will obtain philomathfire.net passwords in the coming week. Next steps will be looking at the physical switch hardware and begin analysis of guest access (Volunteer, Training, other devices that allow access, including mobile phones).

Things should be wrapping up by the end of this month or beginning of March. We will move on to periodic management meetings through the year.

Respectfully submitted,

DC Rich Saalsaa

# Chief Ferguson 2022-23 Goals

- 1. Chief Ferguson will manage full review of all job descriptions, to be updated to legal standards and accurate reflection of current positions.**
  - a. Completed when: All (approximately) 12 job descriptions updated, reviewed and approved by leadership and Board of Directors.
  
- 2. As part of the multistep process to a full, approved Strategic Plan, Chief Ferguson will complete a vision statement and ethics statement in conjunction with staff and the Board of Directors.**
  - a. Completed when: Vision Statement and Ethics Statement have been finalized with staff and leadership, and reviewed and approved by the Board of Directors.

## Philomath Job Description by Class

Firefighter <ul style="list-style-type: none"><li>• Entry Level</li><li>• Firefighter</li></ul>
Engineer
Senior Firefighter
Lieutenant
Captain <ul style="list-style-type: none"><li>• Staff Captain</li><li>• Operations Captain</li></ul>
Assistant Chief
Deputy Chief
Chief

The Job descriptions found within the Philomath Fire and Rescue's operational manual were examined and found to be outdated with many positions non-existent. The fire service is a para-military type organization that must have an accurate and defined chain of command. Staff members must have a clear understanding of the roles and responsibilities of their position, and those of their supervisors to safely and efficiently operate both in emergency scenes, and at the station.





*Save the Date*

**Oregon Fire Service  
Conference**

**November 2-4, 2023  
Seaside, OR**

Fire service partners and providers are invited to join us for the annual Oregon Fire Service Conference, hosted by OFDDA on November 2-4 at the Seaside Convention Center.



**OREGON FIRE DISTRICT  
DIRECTORS ASSOCIATION**  
EDUCATION • COORDINATION • LEGISLATION

## Value Statement

### Philomath Fire and Rescue

“How we measure ourselves.”

We honor each other and our community by demonstrating professionalism, excellence, and integrity in everything we do. Our members exhibit a commitment to self-improvement focused on community service. By working as a team, we create an inclusive, respectful, and just environment that incorporates compassion and dignity for ourselves and the people who depend on us. As a continual process, we adapt and persevere to accomplish solutions to daily and emergent situations.

## Value Statement

### Philomath Fire and Rescue

“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.

## Vision Statement

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.

# PHILOMATH FIRE & RESCUE

Philomath, Oregon

## BUDGET CALENDAR FOR FISCAL YEAR 2023- 2024

Monday, February 13, 2023	Appoint Budget Officer. (Was March)
Monday, February 13, 2023	Appoint Budget Committee. (Was March)
Friday, March 10, 2023	Department draft budgets due. (Was April)
Monday, March 27, 2023	Publication of public notice of Budget Committee Meeting – Newspaper publication and online posting.
Thursday, March 30, 2023	Final Draft Budget for Production.
Thursday, April 20, 2023	Budget Committee Meeting: Present Proposed Budget and Budget Message.
Tuesday, April 25, 2023	Publication of Financial Summary and Notice of Budget Hearing – Newspaper publication and online posting.
Monday, May 8, 2023	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.
Monday, June 12, 2023	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations. (If needed)

# ORGANIZATIONAL MANUAL

Section C  
General Administration  
Procedure C-25

## DISPOSAL OF SURPLUS PROPERTY POLICY

### I. **PURPOSE:**

The purpose of this policy is to outline the process for disposing of property owned by the Fire District that has been deemed to have no value, is expired, or is to be removed from service due to safety concerns.

### II. **DEFINITION:**

Surplus Property is defined as any personal property of the District that has been determined by the Fire Chief or designee as being of no use or value to the District.

### III. **POLICY:**

The Fire Chief or designee will submit a request to the Board of Directors for a declaration that the indicated property is of no further use or value to the District. The Board of Directors will, by motion, declare such property "surplus" and authorize the means by which the Fire Chief or designee may dispose of the property, including granting the Fire Chief or designee discretion to dispose of the property in any appropriate manner. The Board of Directors may require the Fire Chief or designee to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- A. **Public Auction** - Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
- B. **Donation** - Surplus property may be donated or sold to any nonprofit organization, any other local government, or any state or federal program created to dispose of surplus property.
- C. **Disposal** - Surplus property determined to be of insufficient value to merit auction or donation, or determined to be a safety hazard, may be disposed of in any appropriate manner.

# Monroe

## Rural Fire Protection District

680 Commercial Street

P.O. Box 411 Monroe, Oregon 97456

Phone (541) 847-5170

Fax (541) 847-6091



To: Chief Chancy Ferguson  
Philomath Fire and Rescue

Re: Sleeper trailer offer

Chief, I have had the opportunity to speak with our Board of Directors. They have approved the purchase of your sleeper trailer.

In our attempt to understand each other's positions on what the Philomath district was looking to get out of the trailer and what we were prepared to offer. I've come to offer this. \$8,500.00 for the trailer and contents as discussed. Including the stairs, jacks, and furniture inside (beds, end tables, dressers, desk etc.). We would like to get the recliners also but understand if that's not available.

This would be deliverable by check in full no later than February 15<sup>th</sup>.

I'll await your reply.

Respectfully,

Chris Barnes  
Fire Chief  
Monroe RFPD

Attached is a rough quote for the Pierce BX pumper. This quote is a dealer net cost which assumes they buy the truck from you. They offer a consignment option as well which could net a higher value if you have the time to wait for a buyer. I hope this information is helpful to the board and to you. Please let me know if there is anything else that I/we can do to help you. Best regards

Nick

Nick Hendricks | NW Oregon Sales Representative



Hughes Fire Equipment, Inc. Headquarters  
910 Shelley Street | Springfield, OR 97477  
Phone: 541-747-0072  
Website: www.hughesfire.com

Cell: 503-961-4749 | Email: [nhendricks@hughesfire.com](mailto:nhendricks@hughesfire.com)



Follow us on:



**From:** Fire Truck Finder <[bclaunch@firetruckfinder.com](mailto:bclaunch@firetruckfinder.com)>  
**Sent:** Wednesday, February 1, 2023 2:12 PM  
**To:** Nick Hendricks <[nhendricks@hughesfire.com](mailto:nhendricks@hughesfire.com)>  
**Subject:** Purchase Quote from Brindlee Mountain Fire Apparatus

\*\* EXTERNAL EMAIL \*\* Use caution when choosing to open links or attachments.



Reference: 2021 Pierce International Commercial Pumper from Philomath Fire & Rescue - OR (the "Apparatus")  
Date Quoted: 2/1/2023

Nick Hendricks,

Thank you for allowing Brindlee Mountain Fire Apparatus, LLC ("BMFA") the opportunity to provide an offer to purchase the Apparatus. We are pleased to offer Hughes Fire Equipment - OR ("Seller") \$300,000 for the purchase of the Apparatus, subject to the terms and conditions set forth herein.

The offer is valid for acceptance by Seller until 2/28/2023. **Seller must communicate acceptance of this offer to BMFA via email or otherwise in writing on or before 2/28/2023.** If Seller accepts this offer on or before the date set forth above, this offer becomes a contract of purchase and sale of the Apparatus.

Seller shall release the Apparatus to BMFA on or before 3/31/2023. All ground ladders, discharge caps, intake plugs, generators (permanently mounted and portable), cascade systems and cascade bottles, and permanently mounted items such as light towers, shall remain with the Apparatus and shall be released to BMFA.; The apparatus tires shall not be older than 7 years, and shall have a minimum tread



depth of 4/32 on steering axles, 2/32 on non-steering axles, and no punctures, cuts to the cord, bulges or sidewall separation.

BMFA shall pay Seller the full purchase price via Check or Wire Transfer at the time of or prior to the release of the Apparatus.

Seller shall provide a pump test certificate for the Apparatus dated within 30 days prior to the release date with results satisfactory to BMFA, including proper operation of the pressure governor, relief valve, primer, and foam system if applicable.

Seller represents and warrants that the description, condition, and specifications of the Apparatus provided to BMFA are true and correct. Any Apparatus with a light tower must be fully functional unless other provisions are agreed upon with BMFA.

Seller represents and warrants that all prior damage of any type (including but not limited to collision, fire, and flood) has been disclosed to BMFA prior to Seller's acceptance of this offer. Seller shall immediately disclose to BMFA any damage to the Apparatus occurring after Seller's acceptance of this offer. In the event of such damage, at BMFA's option the purchase price of the Apparatus shall be adjusted downward to account for such damage and Seller and BMFA shall negotiate in good faith to determine the amount of such purchase price adjustment.

Prior to payment of the purchase price by BMFA, Seller shall provide BMFA with a copy of the title (or in the circumstance set forth below the manufacturer's statement of origin or certificate of origin ("MSO or MCO") of the Apparatus reflecting the Seller as the owner of the Apparatus. Seller represents and warrants that the Apparatus will be sold to BMFA free and clear of any liens or other encumbrances. Seller shall deliver the vehicle title for the Apparatus, free of all liens, to BMFA within ten (10) days after final payment by BMFA. An MSO or MCO is acceptable only from original vehicle manufacturer and is not considered as proof of ownership from the Seller except when the state in which the purchaser is located does not require registration or title on emergency vehicles and a copy of that state's current law or statute clearly stating the exemption is provided by Seller with the MSO or MCO.

The apparatus must be completely drained of water prior to shipment or being stored outside prior to shipment. To effectively drain the truck of water, remove all caps and plugs (store on the truck in a compartment), open all intake/discharge valves halfway, and open all drain valves to include the pump cooler and auxiliary cooler. Failure to drain all water from the truck prior to shipment could result in damage to the fire apparatus and corresponding repairs will be performed at the expense of the seller.

BMFA's obligation to purchase the Apparatus is contingent upon Seller's representations and warranties hereunder being true and correct and Seller's performance of its obligations hereunder. In the event Seller's representations and warranties hereunder are not true and correct or Seller does not perform its obligations hereunder, at BMFA's option the purchase price of the Apparatus shall be adjusted downward to account for such matters and Seller and BMFA shall negotiate in good faith to determine the amount of such purchase price adjustment. BMFA's remedies set forth herein are in addition to any and all other rights and remedies that may be available to BMFA at law, at equity or otherwise.

This offer shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR BENTON COUNTY, OREGON**

IN THE MATTER OF A PETITION FOR            )  
ANNEXATION OF PROPERTY TO THE            )  
PHILOMATH FIRE AND RESCUE                )  
DISTRICT   )

Pursuant to ORS 198.857, we, being the landowners of the property described on Exhibit "A", petition the Benton County Board of Commissioners to begin proceedings to annex our real property described on Exhibit "A" to the Philomath Fire and Rescue District.

In accordance with the provisions of Oregon Revised Statutes Chapter 198, the following information is provided:

1. The district affected by this petition is the Philomath Fire and Rescue District and the only county affected is Benton County, of which Benton County is the principal county.
2. The principal act concerning the affected district is Oregon Revised Statutes Chapter 478, Rural Fire Protection Districts.
3. The change of organization proposed is annexation of the above described property into the District.
4. As indicated opposite each signature, the signers of the petition are landowners within the annexation.
5. Petitioners do represent all the landowners within the area sought to be annexed to the district.
6. It is proposed that the change of organization be subject to the following terms and conditions:

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IN WITNESS WHEREOF, we have signed this Petition on the date indicated after our names. UNLESS OTHERWISE INDICATED, ACRES INDICATED AS OWNED ARE IN BENTON COUNTY AND IN THE TERRITORY SUBJECT TO THIS PETITION.

NAME - Sign above printed line	Residence	Date	Acres Owned
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<u><i>Rex P. Burnett</i></u>	<u>22463 Wells Creek Rd</u>	<u>2-3-23</u>	<u>1.85</u>
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Rex P. Burnett	<u>Philomath, OR 97370</u>		
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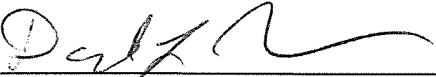
<u><i>Karen A. Burnett</i></u>	<u>22463 Wells Creek Rd</u>	<u>2-3-23</u>	<u>1.85</u>
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Karen A. Burnett	<u>Philomath, OR 97370</u>		
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Exhibit A

A description of the boundaries of the territory to be annexed must be attached and marked Exhibit "A" along with a map.

I, David L. Malone, being a certified surveyor, Oregon PLS 51523, do certify that the boundaries described in Exhibit "A" do accurately reflect the map attached.

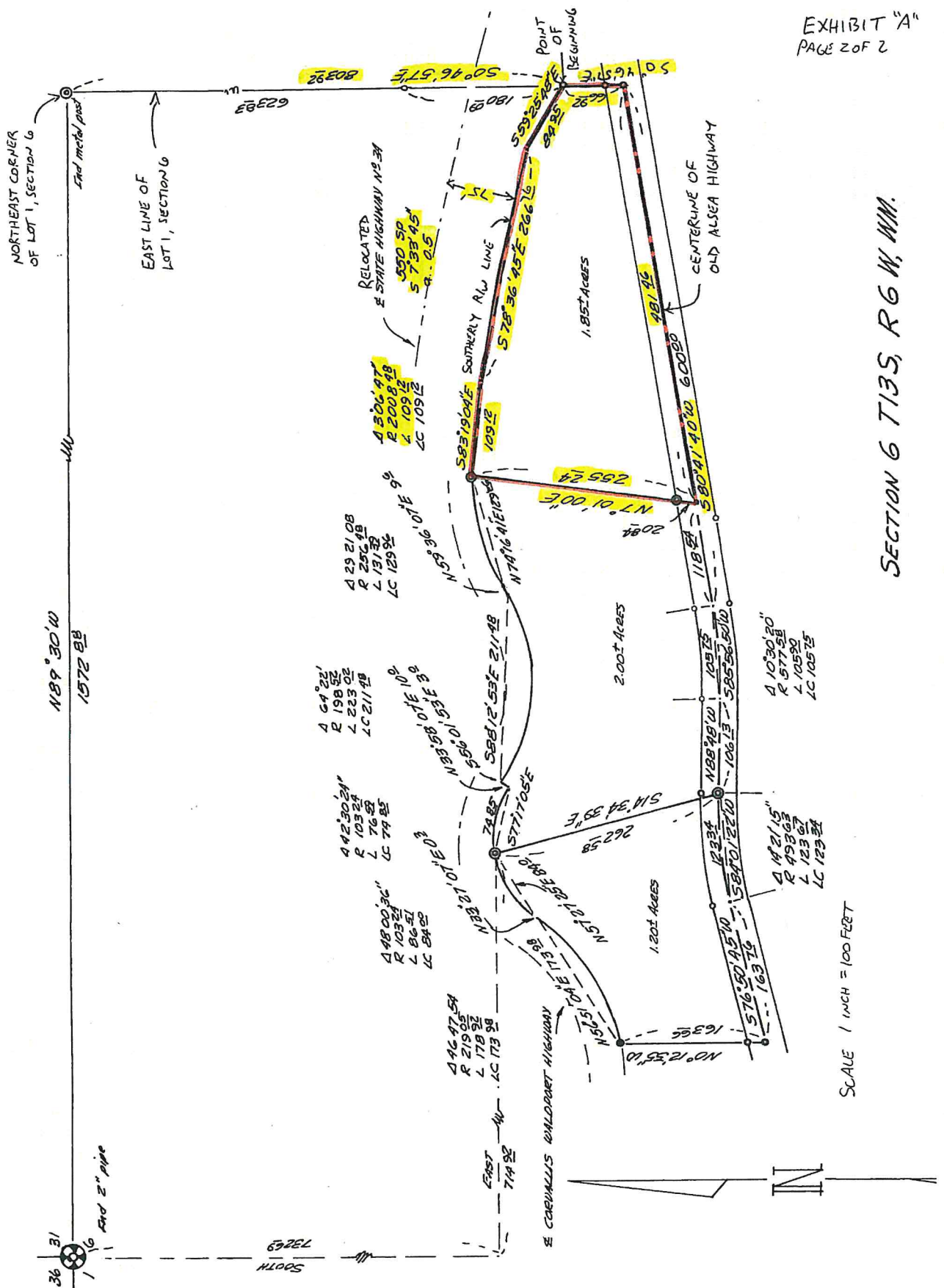
  
\_\_\_\_\_

**EXHIBIT "A"**  
**Legal Description**

PAGE 1 OF 2

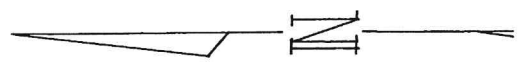
Beginning at a point on the East line of Lot 1, Section 6, Township 13 South, Range 6 West, Willamette Meridian, 803.92 feet South 0° 46' 57" East of the Northeast corner thereof, said beginning point being on the Southerly right of way line of relocated State Highway No. 34; and running thence South 00° 46' 57" East 66.92 feet along said East line of Lot 1 to a point in the center of the old Alsea Highway; thence following said old highway center South 80° 41' 40" West 481.46 feet to a point; thence North 7° 01' East 255.24 feet to a point on the said Southerly right of way line of Highway No. 34; thence following said right of way line along a 2008.48 foot radius curve to the right having a central angle of 3° 06' 47", an arc length of 109.12 feet by a long chord that bears South 83° 19' 04" East 109.12 feet to a point of spiral; thence along a spiral curve to the right being concentric with and 75 feet distant from a 550 foot centerline spiral having a central angle of 7° 33' 45" and an "a" factor of 0.5 by a long chord that bears South 78° 36' 45" East 266.76 feet to a point; thence South 59° 25' 48" East 84.95 feet to the point of beginning.

All in said Lot 1, Section 6, Township 13 South, Range 6 West, Willamette Meridian, Benton County, Oregon.



SECTION 6 T13S, R6W, WM.

SCALE 1 INCH = 100 FEET



Pursuant to a resolution of the Board of Directors of the Philomath Fire and Rescue District, the property described in this Petition is hereby endorsed and approved for annexation to the Philomath Fire and Rescue District.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# EXHIBIT C VICINITY MAP

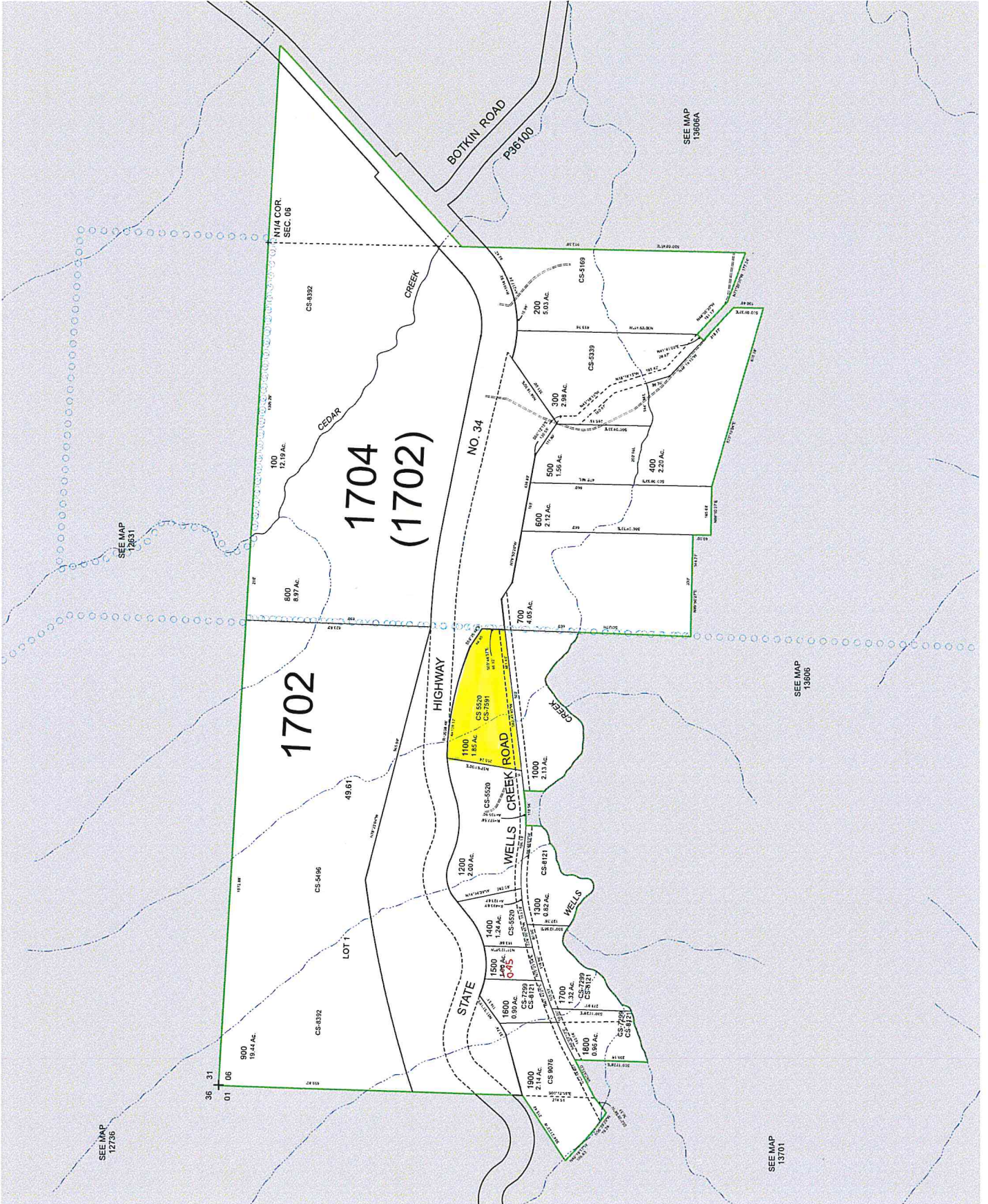
13 06 06B  
12/2/2015

N.W. 1/4 SEC. 6 T. 13S. R. 6W. W.M.  
BENTON COUNTY

1" = 200'

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

13 06 06B







## Civil Service Commission

<b>Application for Civil Service Commissioner:</b>	
<b>Name::</b>	Jerry Wolcott
<b>Phone Number::</b>	541-760-1224
<b>Email::</b>	<a href="mailto:jwallycott@gmail.com">jwallycott@gmail.com</a>
<b>Length of Full-Time Residency in Philomath Fire District::</b>	21 years
<b>Occupation::</b>	Retired
<b>Able to meet::</b>	Either/Both
<b>Why do you wish to serve in this position?:</b>	I volunteered at PF&R a few years ago, and really enjoyed the organization and it's mission. I retired about five years ago and am now looking for ways that I can help PF&R again.
<b>By submitting your application you attest that the above information is correct and you release the included information to be reviewed and evaluated by the Philomath Fire &amp; Rescue Board of Directors. Initials here::</b>	Jerry Wolcott

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