

# PHILOMATH FIRE & RESCUE

March 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=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA

- a. Minutes – February 13, 2023
- b. Minutes- February 23, 2023 Special Session
- c. Minutes- March 10, 2023 Executive Session
- d. Bills – February
- e. Chief Vacation Hours

*Staff recommended motion: Move to approve Consent Agenda as presented.*

III. PUBLIC COMMENT

IV. STAFF REPORTS

1. Board Report
  - Review Board Calendar
2. Fire Chief Report – Ferguson
3. Run Statistics- DC Saalsaa
4. Board Secretary – Scott

- Revenue/Expense Report
- New Financial Report Options
- OSCU and Citizens Bank Credit Cards Update
- Petty Cash Update
- May Election Reminder for Board Members
  - i. March 16<sup>th</sup>- Filing Deadline

V. REPRESENTATIVE REPORTS

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

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa
2. Job Description Bundle- Second Reading- Ferguson
  - a. *Staff recommended action: Move Job Description Bundle to Final Reading.*
3. Vision & Value Statements- Second Reading- Converse
  - a. *Staff recommended action: Move to approve Vision & Value Statements with consensus.*
4. Review Budget Calendar- Set Budget Meeting Time- Scott
5. Contractor Trailer and 232 Payments Allocation- Ferguson/Scott
  - a. *Staff recommended motion: For Contractor Trailer- Move to keep the payment for the Contractor Trailer in the amount of \$8,500 to be used as Miscellaneous Income for this fiscal year (FY 22-23).*
  - b. *Staff recommended motion: For Engine 232- Move to keep the payment for Engine 232 in the amount of \$300,000 as carryover for next fiscal year (FY 23-24).*

VII. NEW BUSINESS

1. Appoint Budget Committee- Scott
  - a. *Staff recommended motion: Move to appoint following District Residents for the 2023-2024 Budget Committee: Van Hunsaker, Anton Grube, Christopher McMorran?, Teresa Boss?, and Jerry Wolcott.*
2. Wage, Benefits, COLA recommendations- Chief Ferguson
  - a. *Staff recommended motion: Move to accept wage, benefits, and COLA recommendations as presented.*
3. Chief Check In- Phillips
4. Identify Board Rep for next Volunteer Business Meeting- Scott
5. Board Member Recruiting- Phillips

6. Board Member Orientation and Mentoring- Phillips
7. Emails to Board Members- Ferguson

VIII. ACTION ITEMS

IX. NEXT MEETING – April 10, 2023

X. ADJOURNMENT

Insist that all business transactions be on an ethical and above-board basis.

# PHILOMATH FIRE & RESCUE

**February 13, 2023**

**Location: Philomath Fire & Rescue**

**3:00 pm**

**Regular Session Board Meeting**

I. **CALL TO ORDER/ROLL CALL**- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Daphne Phillips at 15:00. Board members present included: Treasurer Ken Corbin, Joe Brier and Doug Edmonds. Board members not present included Vice President Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Daytime Firefighter Layne Converse and Administrative Assistant Ashley Scott. Guests included: Volunteer President Dan Eddy.

II. **CONSENT AGENDA**

- a. Minutes – January 9, 2023- Included in the Board Packet.
- b. Bills – January- Included in the Board Packet. Scott highlighted a few expenditures including 2023 Insurance Coverage, Marketing Program New Recruits, SDAO Annual Conference Registrations, and Ladder Inspections Annual Testing. Discussed by Administrative Assistant Ashley Scott.
- c. Chief Vacation Hours- Included in the Board Packet. Chief was encouraged to take vacation.

Daphne Phillips created a motion to approve the Consent Agenda as submitted. Seconded by Doug Edmonds. Motion passed without discussion 4-0.

III. **PUBLIC COMMENT**- None.

IV. **STAFF REPORTS**

1. Board Report
  - Review Board Calendar Draft- Included in the Board Packet. Edmonds and Scott met to minimize the items listed on the Board Calendar to only Actionable or Mandated items.
2. Fire Chief Report – Ferguson- Included in the Board Packet. All items of the Chief's Report were discussed. Additional items included: Personnel, Union Communications, Training Activities, Apparatus/Equipment, Building Update, Community Involvement and Major Incidents. Discussion of Severance Event Reimbursement from SDAO- due to the Board taking the correct action we can request reimbursement.

3. Run Statistics- DC Saalsaa- Included in the Board Packet, discussed by Ferguson and Scott. The Board would like to know of items that will be covered by the media.
4. Board Secretary – Scott
  - Revenue/Expense Report- Included in the Board Packet, discussed by Scott. Scott will bring different reports to the next meeting for the Board to decide which reports they wish to see consistently.
  - OSCU and Citizens Bank- Included in the Board Packet, discussed by Scott. Discussion included necessity of OSCU accounts. Moved to New Business.
  - Petty Cash- Discussed by Scott. Moved to New Business.
  - May Election- Board Positions up for Election in 2023 (Position 1- Brier, Position 4- Brand, Position 5- Phillips) Recruiting options discussed, Phillips will be reaching out to each of the Board Members individually regarding her future involvement with the Board. The recommendation was made for Board Members to begin recruiting future Board Members. Discussion was recommended to have a article in the Philomath News.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Included in the Board Packet, discussed by Eddy. Topics included Association Business, Volunteer Activity, Recruitment and Retention, and Volunteer status.
2. IAFF Local 4925 – President Moser- No report submitted, no Union representative in attendance.

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa- Included in the Board Packet, discussed by Scott. Edmonds requested that an Executive Session be scheduled to discuss Cyber Security. President Daphne Phillips will be coordinating a time with Board Members.
2. Chief Goals- Corbin/ Phillips- Phillips read the goals. Consensus of the Board was reached that these goals are appropriate and adopted for Chief Ferguson 2022-2023 Review Process.

VII. NEW BUSINESS

1. Job Description Bundle- Chief Ferguson – Discussed overview with the Board. Foundational step to understand the organization of the District. All the Job Descriptions have been reviewed by Staff, HR Answers, and our Board. Chief Ferguson described the organization flow chart. Turn in Job Description insights to Scott to compile for next meeting's Final Review.

2. OFDDA- Oregon Fire Service Conference- Save the Date November 2-4, 2023: Edmonds RSVP'd for the event.
3. Vision & Value Statements- Converse- Included in the Board Packet, discussed by Converse. He discussed the entire process to collaborate and create these statements. Board Discussion included: Commending for including nearly 30 people to give insight and ownership to these documents. Per the Board: The Value Statement should be in bullet format and Vision Statement in paragraph format. Moved to Second Reading for March Meeting.
4. Appoint Budget Officer and Budget Committee
  - Budget Officer- Doug Edmonds moved to appoint Chief Ferguson as the Budget Officer Daphne Phillips Seconded. Approved 4-0.
  - Past Budget Committee will be contacted by Scott and see if they have interest in continuing this year. If not, we need to find more members of our community to be involved with this process. Scott will report back at next meeting with findings.
5. Set Budget Calendar- Included in Budget Packet, draft calendar to begin in February. The calendar was approved by the Board.
6. SDAO Conference Recap- Resource Library, Cyber Security discussion, Public Meeting and Executive Session, Board Member Orientation, and Expectations of Board Members and Staff, Legislative Update. Edmonds, Phillips, Corbin, Ferguson and Scott attended.
7. Surplus discussion regarding Contractor Trailer from Station 202 and Apparatus 232- Surplus District Policy and Monroe FD's Offer for Contractor Trailer are included in the Board Packet and discussed by Chief Ferguson.
  - Daphne Phillips motioned to approve the surplus and sale of the Contractor Trailer located at 202 for the price of \$8,500 to Monroe Rural Fire District. Seconded by Doug Edmonds. Motion passed 4-0.

A quote for 232 from Brindlee Mountain Fire Apparatus was brought and presented to the Board. This quote for 232 has been added to the Board Packet and discussed in depth by Chief Ferguson.

- Daphne Phillips motioned to approve the surplus and sale of Engine 232 for the price of \$300,000 to Brindlee Mountain Fire Apparatus. Seconded by Joe Brier. Motion passed 4-0.

President Daphne Phillips wanted to publicly express that the Board relies on the expertise and integrity of Staff to give recommendations that will move the District forward and encouraged staff and volunteers to give missing key information directly to the Board to help aid their decisions when needed.

At the March Meeting, Staff will make a recommendation for where the monies should be allocated.

8. Annexation of 22463 Wells Creek Road- documentation included in the Board Packet. Ken Corbin motioned to approve the annexation request of 22463 Wells Creek Road. Seconded by Daphne Phillips. Approved 4-0.
9. Civil Service Commission Appointment- Scott- Brought application for Civil Service Commission to the Board Meeting, it has been added to the Board Packet. Ken Corbin moved to appoint Jerry Wolcott to our Civil Service Commission. Appointment passes 4-0.
10. OSCU and Citizens Bank- Included in the Board Packet, discussed by Scott. Discussion included necessity of OSCU accounts.
  - Doug Edmonds motioned to consolidate banks to Citizen’s bank if possible. Seconded by Ken Corbin. Doug Edmonds rescinded the motion.
  - Doug Edmonds motioned to instruct staff to investigate consolidation of accounts from Oregon State Credit Union to Citizens Bank. Seconded by Daphne Phillips. Motion passed 4-0.
  - Daphne Phillips moved to authorize Ashley Scott as the Administrative Assistant for Philomath Fire & Rescue to have access given by Oregon State Credit Union to Credit Cards online to make payments and monitor all accounts. Seconded by Doug Edmonds. Motion passed 4-0.
11. Petty Cash- Daphne Phillips moved to discontinue the practice of Petty Cash on site. Seconded Joe Brier. Motion passed 4-0.

VIII. ACTION ITEMS

- a. Executive Meeting Scheduling on Cyber Security
- b. Board Orientation and Expectations
- c. Attend Volunteer Business Meeting- Daphne Phillips to Attend in March- add to Board Calendar for future meetings.
- d. Recruit Board Members
- e. Suggested names to Scott for Budget Committee
- f. Job Description Bundle to Scott for revisions.

IX. NEXT MEETING – March 13, 2023

X. ADJOURNMENT at 16:51.

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Board President- Daphne Phillips

# PHILOMATH FIRE & RESCUE

**February 23, 2023**

**Location: Zoom at 5:00 pm**

## **Special Session Board Meeting**

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Special Session meeting was called to order by President Daphne Phillips at 17:00. Board members present included: Doug Edmonds. Vice President Rick Brand and Treasurer Ken Corbin arrived later in the meeting and were brought up to speed by President Daphne Phillips. Board members not present included Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, and Administrative Assistant Ashley Scott. Guests included Darrell Hinchberger. This meeting due to weather conditions was held entirely on Zoom.
- II. PUBLIC COMMENT- None.
- III. NEW BUSINESS
  - a. Discuss Board's involvement with SAFER Grant
    - i. Chief Ferguson discussed the Historical Significance with this specific grant and the evolution at Philomath Fire & Rescue. It is Staff's intention for Philomath Fire & Rescue to apply for this grant requesting two paid firefighter positions. This grant would be fully funded for three years. Currently, Philomath Fire & Rescue is meeting NFPA Standard 0% of the time. By adding these two paid positions Philomath Fire & Rescue would be meeting NFPA 50% of the time. Chief Ferguson is looking for prior approval from the Board to go out for the grant.
    - ii. Questions from the Board included future planning, funding, Union agreement and future volunteer involvement. All questions were appropriately answered by staff.
- IV. ACTION ITEMS- President Daphne Phillips will draft a letter of support from the Board to apply for the SAFER Grant.
- V. NEXT MEETING – Board Meeting Scheduled March 13, 2023



VI. ADJOURNMENT- The Special Session meeting of the Philomath Fire & Rescue Board was adjourned at 17:20.

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Board President- Daphne Phillips

Philomath Fire and Rescue

Balance Sheet by Class

03/03/23

As of February 28, 2023

Accrual Basis

|   | GO Bond 2016 - Capital Improvem | GO Bond 2016 - Debt Services | General Fund        | Building Reserve Fund | Equipment Reserve Fund | Vehicle Reserve Fund | Unclassified   | TOTAL               |
|---|---------------------------------|------------------------------|---------------------|-----------------------|------------------------|----------------------|----------------|---------------------|
| <b>ASSETS</b>                           |                                 |                              |                     |                       |                        |                      |                |                     |
| Current Assets                          |                                 |                              |                     |                       |                        |                      |                |                     |
| Checking/Savings                        |                                 |                              |                     |                       |                        |                      |                |                     |
| 1015 - Citizens Bank Checking           | 0.00                            | -223,093.70                  | 882,774.55          | -226,122.00           | -48,241.00             | -72,120.49           | 75,232.50      | 388,429.86          |
| 1000 - Petty Cash                       | 0.00                            | 0.00                         | 50.00               | 0.00                  | 0.00                   | 0.00                 | 0.00           | 50.00               |
| 1050 - Local Government Investment Pool | 5,938.00                        | 549,768.78                   | 94,412.95           | 397,393.68            | 245,411.64             | -31,642.00           | -75,000.00     | 1,186,283.05        |
| 1060 - OSU - Savings Account            | 0.00                            | 0.00                         | 11,085.67           | 0.00                  | 0.00                   | 0.00                 | 327.72         | 11,413.39           |
| <b>Total Checking/Savings</b>           | <b>5,938.00</b>                 | <b>326,675.08</b>            | <b>988,323.17</b>   | <b>171,271.68</b>     | <b>197,170.64</b>      | <b>-103,762.49</b>   | <b>560.22</b>  | <b>1,586,176.30</b> |
| Accounts Receivable                     |                                 |                              |                     |                       |                        |                      |                |                     |
| 11000 - Accounts Receivable             | 0.00                            | 0.00                         | 37,835.75           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 37,835.75           |
| <b>Total Accounts Receivable</b>        | <b>0.00</b>                     | <b>0.00</b>                  | <b>37,835.75</b>    | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>0.00</b>    | <b>37,835.75</b>    |
| Other Current Assets                    |                                 |                              |                     |                       |                        |                      |                |                     |
| 1250 - Prepaid Assets                   | 0.00                            | 0.00                         | 21,146.55           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 21,146.55           |
| 12100 - Inventory Asset                 | 0.00                            | 0.00                         | 3,661.29            | 0.00                  | 0.00                   | 0.00                 | 0.00           | 3,661.29            |
| <b>Total Other Current Assets</b>       | <b>0.00</b>                     | <b>0.00</b>                  | <b>24,807.84</b>    | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>0.00</b>    | <b>24,807.84</b>    |
| <b>Total Current Assets</b>             | <b>5,938.00</b>                 | <b>326,675.08</b>            | <b>1,050,966.76</b> | <b>171,271.68</b>     | <b>197,170.64</b>      | <b>-103,762.49</b>   | <b>560.22</b>  | <b>1,648,819.89</b> |
| <b>TOTAL ASSETS</b>                     | <b>5,938.00</b>                 | <b>326,675.08</b>            | <b>1,050,966.76</b> | <b>171,271.68</b>     | <b>197,170.64</b>      | <b>-103,762.49</b>   | <b>560.22</b>  | <b>1,648,819.89</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                                 |                              |                     |                       |                        |                      |                |                     |
| Liabilities                             |                                 |                              |                     |                       |                        |                      |                |                     |
| Current Liabilities                     |                                 |                              |                     |                       |                        |                      |                |                     |
| Accounts Payable                        |                                 |                              |                     |                       |                        |                      |                |                     |
| 2010 - Accounts Payable                 | 0.00                            | 0.00                         | 5,412.09            | 0.00                  | 0.00                   | 0.00                 | -250.00        | 5,162.09            |
| <b>Total Accounts Payable</b>           | <b>0.00</b>                     | <b>0.00</b>                  | <b>5,412.09</b>     | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>-250.00</b> | <b>5,162.09</b>     |
| Other Current Liabilities               |                                 |                              |                     |                       |                        |                      |                |                     |
| 2070 - Deferred Taxes                   | 0.00                            | 0.00                         | 20,331.45           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 20,331.45           |
| 2400 - Payroll Liabilities              |                                 |                              |                     |                       |                        |                      |                |                     |
| 2133 - OR- Paid Fam Med Leave           | 0.00                            | 0.00                         | 509.25              | 0.00                  | 0.00                   | 0.00                 | 0.00           | 509.25              |
| 2132 - Oregon Transit Tax Withholding   | 0.00                            | 0.00                         | 584.88              | 0.00                  | 0.00                   | 0.00                 | 0.00           | 584.88              |
| 2100 - Wages Payable                    | 0.00                            | 0.00                         | 28,662.99           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 28,662.99           |
| 2110 - Federal Income Tax Payable       | 0.00                            | 0.00                         | 15,562.00           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 15,562.00           |
| 2120 - FICA Payable                     | 0.00                            | 0.00                         | 11,073.98           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 11,073.98           |
| 2125 - Medicare Payable                 | 0.00                            | 0.00                         | 2,602.27            | 0.00                  | 0.00                   | 0.00                 | 0.00           | 2,602.27            |
| 2130 - State Income Tax Payable         | 0.00                            | 0.00                         | 9,852.48            | 0.00                  | 0.00                   | 0.00                 | 0.00           | 9,852.48            |
| 2131 - Works Benefit Fund Payable(WBF)  | 0.00                            | 0.00                         | 61.43               | 0.00                  | 0.00                   | 0.00                 | 0.00           | 61.43               |
| 2140 - PERS Payable                     | 0.00                            | 0.00                         | 13,008.66           | 0.00                  | 0.00                   | 0.00                 | 0.00           | 13,008.66           |
| 2145 - OR Saving Growth 457 Payable     | 0.00                            | 0.00                         | 300.00              | 0.00                  | 0.00                   | 0.00                 | 0.00           | 300.00              |
| 2150 - Health Insurance Prem. Payable   | 0.00                            | 0.00                         | -1,708.11           | 0.00                  | 0.00                   | 0.00                 | 0.00           | -1,708.11           |
| 2210 - Health Ins Prem Ded Pre Tax      | 0.00                            | 0.00                         | 848.24              | 0.00                  | 0.00                   | 0.00                 | 0.00           | 848.24              |
| 2230 - Flexible Spending Account        | 0.00                            | 0.00                         | 1,649.33            | 0.00                  | 0.00                   | 0.00                 | 0.00           | 1,649.33            |
| 2232 - Union Dues                       | 0.00                            | 0.00                         | 692.64              | 0.00                  | 0.00                   | 0.00                 | 0.00           | 692.64              |
| <b>Total 2400 - Payroll Liabilities</b> | <b>0.00</b>                     | <b>0.00</b>                  | <b>83,700.04</b>    | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>0.00</b>    | <b>83,700.04</b>    |
| <b>Total Other Current Liabilities</b>  | <b>0.00</b>                     | <b>0.00</b>                  | <b>104,031.49</b>   | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>0.00</b>    | <b>104,031.49</b>   |
| <b>Total Current Liabilities</b>        | <b>0.00</b>                     | <b>0.00</b>                  | <b>109,443.58</b>   | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>-250.00</b> | <b>109,193.58</b>   |
| <b>Total Liabilities</b>                | <b>0.00</b>                     | <b>0.00</b>                  | <b>109,443.58</b>   | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>          | <b>-250.00</b> | <b>109,193.58</b>   |
| Equity                                  |                                 |                              |                     |                       |                        |                      |                |                     |
| 3010 - Fund Balance                     |                                 |                              |                     |                       |                        |                      |                |                     |
| 3200 - Unallocated Fund Balance         | -299,453.00                     | -125,338.17                  | -845,174.57         | -1,029,007.62         | -672,916.10            | -335,582.41          | 0.00           | -3,008,018.87       |
| <b>Net Income</b>                       | <b>0.00</b>                     | <b>330,441.15</b>            | <b>966,121.23</b>   | <b>169,727.70</b>     | <b>66,202.20</b>       | <b>0.00</b>          | <b>482.50</b>  | <b>1,532,974.78</b> |
| <b>Total Equity</b>                     | <b>-299,453.00</b>              | <b>328,746.57</b>            | <b>1,270,357.69</b> | <b>171,271.68</b>     | <b>67,455.64</b>       | <b>437.51</b>        | <b>810.22</b>  | <b>1,539,626.31</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>-299,453.00</b>              | <b>328,746.57</b>            | <b>1,379,801.27</b> | <b>171,271.68</b>     | <b>67,455.64</b>       | <b>437.51</b>        | <b>560.22</b>  | <b>1,648,819.89</b> |
| <b>UNBALANCED CLASSES</b>               | <b>305,391.00</b>               | <b>-2,071.49</b>             | <b>-328,834.51</b>  | <b>0.00</b>           | <b>129,715.00</b>      | <b>-104,200.00</b>   | <b>0.00</b>    | <b>-0.00</b>        |

# Philomath Fire and Rescue

## Transaction by Account

### February 2023

| Type  | Date       | Name                          | Memo  | Amount   | Balance  |
|---|------------|-------------------------------|---|----------|----------|
| <b>Ordinary Income/Expense</b>                |            |                               |   |          |          |
| <b>Expense</b>                                |            |                               |   |          |          |
| <b>6000 · Materials and Services</b>          |            |                               |   |          |          |
| <b>6217 · Supplies - EMR Classes</b>          |            |                               |   |          |          |
| Bill  | 02/02/2023 | Jones & Bartlett Learning     | EMR Books                                     | 1,732.91 | 1,732.91 |
| Bill  | 02/07/2023 | OSCU 402518-73                | Bandages                                      | 17.96    | 1,750.87 |
| Bill  | 02/07/2023 | OSCU 402518-73                | EMR Supplies                                  | 106.95   | 1,857.82 |
| Bill  | 02/07/2023 | OSCU 402518-73                | EMR Supplies                                  | 89.83    | 1,947.65 |
| Total 6217 · Supplies - EMR Classes           |            |                               |   | 1,947.65 | 1,947.65 |
| <b>6216 · Supplies - FA/CPR Education</b>     |            |                               |   |          |          |
| Bill  | 02/13/2023 | Cheri Damitio                 | 2/13/2023 Instructor for Heartsaver First ... | 156.25   | 156.25   |
| Bill  | 02/14/2023 | OSCU 402518-73                | 8 Heartsaver FA/CPR Cards                     | 160.00   | 316.25   |
| Bill  | 02/23/2023 | OSCU 402518-73                | BLS Provider Manuals (26)                     | 475.58   | 791.83   |
| Total 6216 · Supplies - FA/CPR Education      |            |                               |   | 791.83   | 791.83   |
| <b>6001 · Contracted Professional Service</b> |            |                               |   |          |          |
| Bill  | 02/06/2023 | Security Alarm Corp           | 203- Fire Alarm Monitoring                    | 391.88   | 391.88   |
| Bill  | 02/06/2023 | Security Alarm Corp           | 202- Fire Alarm Monitoring                    | 391.88   | 783.76   |
| Bill  | 02/08/2023 | Kamind IT, Inc.               | Monthly Software Licenses                     | 195.84   | 979.60   |
| Bill  | 02/15/2023 | Riverstrong                   | Premier Network and Workstation Manag...      | 1,555.00 | 2,534.60 |
| Bill  | 02/15/2023 | Good Earth Pest Company       | Every Other Month Service                     | 71.00    | 2,605.60 |
| Total 6001 · Contracted Professional Service  |            |                               |   | 2,605.60 | 2,605.60 |
| <b>6010 · Office Supplies</b>                 |            |                               |   |          |          |
| Bill  | 02/13/2023 | OSCU 402518-70                | Paper   | 79.98    | 79.98    |
| Total 6010 · Office Supplies                  |            |                               |   | 79.98    | 79.98    |
| <b>6050 · Utilities</b>                       |            |                               |   |          |          |
| Bill  | 02/01/2023 | City of Philomath             | 201 Water                                     | 231.90   | 231.90   |
| Bill  | 02/01/2023 | Culligan                      | Water Delivery                                | 158.90   | 390.80   |
| Bill  | 02/07/2023 | City of Philomath             | Water   | 15.20    | 406.00   |
| Bill  | 02/08/2023 | Consumers Power Inc.          | Daisy Dr Pump                                 | 39.71    | 445.71   |
| Bill  | 02/08/2023 | Consumers Power Inc.          | Priest Road Pump                              | 66.52    | 512.23   |
| Bill  | 02/08/2023 | Consumers Power Inc.          | 202 Power                                     | 143.58   | 655.81   |
| Bill  | 02/12/2023 | Republic Services             | 201 Sharps Waste Disposal                     | 61.70    | 717.51   |
| Bill  | 02/22/2023 | Pacific Power                 | Power   | 699.94   | 1,417.45 |
| Bill  | 02/27/2023 | NW Natural                    | Gas   | 633.80   | 2,051.25 |
| Bill  | 02/28/2023 | Culligan                      | Water   | 136.55   | 2,187.80 |
| Total 6050 · Utilities                        |            |                               |   | 2,187.80 | 2,187.80 |
| <b>6060 · Telephone, Pagers, Internet</b>     |            |                               |   |          |          |
| Bill  | 02/01/2023 | Pioneer Telephone Cooperative | Telephone Service                             | 245.34   | 245.34   |
| Bill  | 02/02/2023 | Alyrica                       | Internet                                      | 592.86   | 838.20   |
| Check   | 02/04/2023 | AT&T Mobility                 | ESO Tablets                                   | 45.57    | 883.77   |
| Check   | 02/05/2023 | Verizon                       | Verizon Service                               | 349.20   | 1,232.97 |
| Check   | 02/06/2023 | Comcast                       | Cable   | 14.77    | 1,247.74 |
| Bill  | 02/11/2023 | Century Link                  | Phone   | 126.75   | 1,374.49 |
| Total 6060 · Telephone, Pagers, Internet      |            |                               |   | 1,374.49 | 1,374.49 |
| <b>6080 · Conference</b>                      |            |                               |   |          |          |
| Bill  | 02/02/2023 | OSCU 402518-73                | Runriver Hotel Stay for Conference            | 115.00   | 115.00   |
| Bill  | 02/09/2023 | OSCU 402518-71                | CF Meal for 2023 SDAO Conference- Ang...      | 17.00    | 132.00   |
| Bill  | 02/11/2023 | OSCU 402518-71                | La Pine Travel Center Fuel                    | 36.00    | 168.00   |
| Bill  | 02/11/2023 | OSCU 402518-70                | AS Hotel Room for 2023 SDAO Conference        | 373.95   | 541.95   |
| Bill  | 02/11/2023 | OSCU 402518-70                | Ken Corbin Hotel Room for 2023 SDAO C...      | 373.96   | 915.91   |
| Bill  | 02/11/2023 | OSCU 402518-70                | Doug Edmonds Hotel Room for 2023 SD...        | 375.03   | 1,290.94 |
| Bill  | 02/11/2023 | OSCU 402518-71                | CF Hotel Room for 2023 SDAO Conference        | 278.87   | 1,569.81 |
| Bill  | 02/13/2023 | Ken Corbin                    | Meal Reimbursement for 2023 SDAO Con...       | 20.99    | 1,590.80 |
| Bill  | 02/13/2023 | Doug Edmonds                  | Meals and Mileage Reimbursement for 20...     | 330.75   | 1,921.55 |
| Bill  | 02/17/2023 | OSCU 402518-73                | PIO Conference in Sunriver                    | 144.48   | 2,066.03 |
| Bill  | 02/21/2023 | OSCU 402518-70                | Daphne Phillips Hotel Room for 2023 SD...     | 279.93   | 2,345.96 |
| Total 6080 · Conference                       |            |                               |   | 2,345.96 | 2,345.96 |
| <b>6090 · Education/Training</b>              |            |                               |   |          |          |
| Bill  | 02/07/2023 | OSCU 402518-73                | Riverfront Inn Roseburg- RS Hotel for FO ...  | 222.06   | 222.06   |
| Bill  | 02/07/2023 | OSCU 402518-73                | RS Meal while at FO II Training               | 14.00    | 236.06   |
| Bill  | 02/08/2023 | OSCU 402518-73                | RS Meal while at FO II Class                  | 24.00    | 260.06   |
| Bill  | 02/08/2023 | OSCU 402518-73                | RS Meal while at FO II Training               | 22.48    | 282.54   |
| Bill  | 02/09/2023 | OSCU 402518-73                | RS Meal while at FO II Training               | 12.58    | 295.12   |
| Total 6090 · Education/Training               |            |                               |   | 295.12   | 295.12   |

# Philomath Fire and Rescue

## Transaction by Account

### February 2023

| Type  | Date       | Name                                | Memo                                      | Amount   | Balance  |
|---|------------|-------------------------------------|---|----------|----------|
| <b>6100 · Equipment Maintenance Agreement</b> |            |                                     |   |          |          |
| Check   | 02/15/2023 | De Lage Landen Financial Service... | Printer Maint Agmt                        | 0.00     | 0.00     |
| Check   | 02/15/2023 | De Lage Landen Financial Service... | Printer Lease Payment                     | 152.50   | 152.50   |
| Gener...                                      | 02/15/2023 | De Lage Landen Financial Service... | For CHK EFT voided on 03/01/2023          | 152.50   | 305.00   |
| Total 6100 · Equipment Maintenance Agreement  |            |                                     |   | 305.00   | 305.00   |
| <b>6130 · Gas &amp; Oil</b>                   |            |                                     |   |          |          |
| Bill  | 02/01/2023 | Carson Oil                          | January 2023 Fuel                         | 1,163.56 | 1,163.56 |
| Bill  | 02/16/2023 | Carson Oil                          | Fuel                                      | 505.00   | 1,668.56 |
| Bill  | 02/28/2023 | Carson Oil                          | Fuel                                      | 447.88   | 2,116.44 |
| Bill  | 02/28/2023 | OSCU 402518-71                      | Fuel for Small Engines                    | 7.03     | 2,123.47 |
| Total 6130 · Gas & Oil                        |            |                                     |   | 2,123.47 | 2,123.47 |
| <b>6160 · Equipment Maintenance</b>           |            |                                     |   |          |          |
| Bill  | 02/22/2023 | OSCU 402518-73                      | Replacement Battery for Tablet            | 144.97   | 144.97   |
| Total 6160 · Equipment Maintenance            |            |                                     |   | 144.97   | 144.97   |
| <b>6161 · Vehicle Maintenance</b>             |            |                                     |   |          |          |
| Bill  | 02/03/2023 | Fire Rescue Equipment NW, LLC       | PM for 251                                | 2,575.00 | 2,575.00 |
| Bill  | 02/06/2023 | OSCU 402518-73                      | 231 Seat Repair                           | 3.98     | 2,578.98 |
| Bill  | 02/07/2023 | TWGW, Inc. dba Philomath Napa       | Hose Clamp for 231                        | 17.99    | 2,596.97 |
| Bill  | 02/07/2023 | Andy Louden`                        | Lightbar Gasket                           | 14.91    | 2,611.88 |
| Bill  | 02/14/2023 | TWGW, Inc. dba Philomath Napa       | Connectors for 231                        | 8.73     | 2,620.61 |
| Credit  | 02/14/2023 | TWGW, Inc. dba Philomath Napa       | Connector from 231 Purchased on Invoic... | -5.22    | 2,615.39 |
| Bill  | 02/14/2023 | TWGW, Inc. dba Philomath Napa       | Straight Connector and Hose Clamp         | 31.60    | 2,646.99 |
| Bill  | 02/14/2023 | TWGW, Inc. dba Philomath Napa       | Hose Clamp                                | 4.58     | 2,651.57 |
| Bill  | 02/16/2023 | TWGW, Inc. dba Philomath Napa       | Wipers for 221                            | 46.98    | 2,698.55 |
| Bill  | 02/16/2023 | TWGW, Inc. dba Philomath Napa       | Connector for 231                         | 6.64     | 2,705.19 |
| Bill  | 02/17/2023 | TWGW, Inc. dba Philomath Napa       |   | 2.37     | 2,707.56 |
| Bill  | 02/17/2023 | TWGW, Inc. dba Philomath Napa       | Connector                                 | 3.51     | 2,711.07 |
| Credit  | 02/17/2023 | TWGW, Inc. dba Philomath Napa       | Hose Clamp Return                         | -13.28   | 2,697.79 |
| Bill  | 02/21/2023 | TWGW, Inc. dba Philomath Napa       | 231 Fuse                                  | 4.69     | 2,702.48 |
| Total 6161 · Vehicle Maintenance              |            |                                     |   | 2,702.48 | 2,702.48 |
| <b>6170 · Building Maint and Improvements</b> |            |                                     |   |          |          |
| Bill  | 02/06/2023 | Spaeth Lumber Co., Inc              | Window Trim                               | 35.60    | 35.60    |
| Bill  | 02/22/2023 | MPTV, Inc.                          | Snow Melt for 203                         | 21.98    | 57.58    |
| Bill  | 02/23/2023 | MPTV, Inc.                          | Fastener for CF's Office                  | 2.69     | 60.27    |
| Total 6170 · Building Maint and Improvements  |            |                                     |   | 60.27    | 60.27    |
| <b>6190 · Small Tools &amp; Equipment</b>     |            |                                     |   |          |          |
| Bill  | 02/28/2023 | MPTV, Inc.                          | Gas Can and 2 Cycle Oil                   | 34.57    | 34.57    |
| Total 6190 · Small Tools & Equipment          |            |                                     |   | 34.57    | 34.57    |
| <b>6200 · Supplies - Department</b>           |            |                                     |   |          |          |
| Bill  | 02/17/2023 | OSCU 402518-70                      | Coffee for FF                             | 79.79    | 79.79    |
| Bill  | 02/25/2023 | OSCU 402518-70                      | Garbage Bags                              | 33.99    | 113.78   |
| Total 6200 · Supplies - Department            |            |                                     |   | 113.78   | 113.78   |
| <b>6210 · Supplies - Medical</b>              |            |                                     |   |          |          |
| Bill  | 02/14/2023 | Industrial Welding Supply, Inc      | Oxygen                                    | 30.00    | 30.00    |
| Bill  | 02/15/2023 | Medline Industries, Inc.            | Resuscitator and Bag                      | 136.70   | 166.70   |
| Total 6210 · Supplies - Medical               |            |                                     |   | 166.70   | 166.70   |
| <b>6220 · Supplies - Suppression</b>          |            |                                     |   |          |          |
| Bill  | 02/09/2023 | OSCU 402518-71                      | Recip Blade                               | 12.97    | 12.97    |
| Bill  | 02/27/2023 | OSCU 402518-71                      | Metal Cut Off Blade                       | 19.74    | 32.71    |
| Total 6220 · Supplies - Suppression           |            |                                     |   | 32.71    | 32.71    |
| <b>6240 · Supplies - Consumables</b>          |            |                                     |   |          |          |
| Bill  | 02/02/2023 | OSCU 402518-70                      | Glass Cleaner                             | 15.54    | 15.54    |
| Total 6240 · Supplies - Consumables           |            |                                     |   | 15.54    | 15.54    |
| <b>6250 · Uniforms</b>                        |            |                                     |   |          |          |
| Bill  | 02/28/2023 | OSCU 402518-73                      | Uniforms for RS                           | 225.80   | 225.80   |
| Total 6250 · Uniforms                         |            |                                     |   | 225.80   | 225.80   |

## Philomath Fire and Rescue Transaction by Account February 2023

| Type                                 | Date       | Name            | Memo                                     | Amount            | Balance           |
|--------------------------------------|------------|-----------------|--|-------------------|-------------------|
| <b>6270 · Volunteer - Activities</b> |            |                 |  |                   |                   |
| Bill                                 | 02/07/2023 | Paula Anderson. | Gift Card Door Prizes for Vol Bus Mtg    | 175.00            | 175.00            |
| Bill                                 | 02/15/2023 | OSCU 402518-71  | Philomath News "Pillar" Support          | 350.00            | 525.00            |
| Bill                                 | 02/16/2023 | Jessica Olsen   | Winco Food Receipt Reimbursement- Feb... | 39.67             | 564.67            |
| Bill                                 | 02/16/2023 | Jessica Olsen   | Costco Food Receipt Reimbursement- Fe... | 99.80             | 664.47            |
| Total 6270 · Volunteer - Activities  |            |                 |  | 664.47            | 664.47            |
| Total 6000 · Materials and Services  |            |                 |  | 18,218.19         | 18,218.19         |
| Total Expense                        |            |                 |  | 18,218.19         | 18,218.19         |
| Net Ordinary Income                  |            |                 |  | -18,218.19        | -18,218.19        |
| <b>Net Income</b>                    |            |                 |  | <b>-18,218.19</b> | <b>-18,218.19</b> |

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through February 2023

|  | GO Bond 2016 - Debt Services |                    |                          |                      | General Fund             |                           |                            |
|--|------------------------------|--------------------|--------------------------|----------------------|--------------------------|---------------------------|----------------------------|
|  | Jul '22 - Fe...              | Budget             | \$ Over Bud...           | % of Budget          | Jul '22 - Fe...          | Budget                    | \$ Over Budget             |
| <b>Ordinary Income/Expense</b>         |                              |                    |                          |                      |                          |                           |                            |
| <b>Income</b>                          |                              |                    |                          |                      |                          |                           |                            |
| 4043 · Bond Income - Bank Interest     | -491.49                      |                    |                          |                      | 0.00                     |                           |                            |
| 4042 · Bond Income - Prop Tax Interest | 1,669.84                     |                    |                          |                      | 0.00                     |                           |                            |
| 4041 · Bond Income - Delinquent Taxes  | 2,734.00                     |                    |                          |                      | 0.00                     |                           |                            |
| 4060 · Conflagration Income            | 0.00                         |                    |                          |                      | 86,967.84                | 170,000.00                | -83,032.16                 |
| 4050 · Public Education Income         | 0.00                         |                    |                          |                      | 7,070.00                 | 8,000.00                  | -930.00                    |
| 4040 · Bond Income                     | 280,964.00                   | 0.00               | 280,964.00               | 100.0%               | 0.00                     |                           |                            |
| 4000 · Carryover Fund Balance          | 63,412.88                    |                    |                          |                      | 492,929.81               | 450,483.00                | 42,446.81                  |
| 4010 · Delinquent Property Taxes       | 0.00                         |                    |                          |                      | 9,063.47                 | 16,000.00                 | -6,936.53                  |
| 4020 · Current Property Taxes          | 0.00                         |                    |                          |                      | 967,060.16               | 1,482,923.00              | -515,862.84                |
| 4025 · Interest - Property Tax         | 0.00                         |                    |                          |                      | 3,711.42                 | 2,000.00                  | 1,711.42                   |
| 4026 · Interest Income                 | 245.84                       | 0.00               | 245.84                   | 100.0%               | 76,631.50                | 3,550.00                  | 73,081.50                  |
| 4900 · Miscellaneous Income            | 0.00                         |                    |                          |                      | 312,996.70               | 42,795.00                 | 270,201.70                 |
| <b>Total Income</b>                    | <u>348,535.07</u>            | <u>0.00</u>        | <u>348,535.07</u>        | <u>100.0%</u>        | <u>1,956,430.90</u>      | <u>2,175,751.00</u>       | <u>-219,320.10</u>         |
| <b>Gross Profit</b>                    | <u>348,535.07</u>            | <u>0.00</u>        | <u>348,535.07</u>        | <u>100.0%</u>        | <u>1,956,430.90</u>      | <u>2,175,751.00</u>       | <u>-219,320.10</u>         |
| <b>Expense</b>                         |                              |                    |                          |                      |                          |                           |                            |
| 9010 · Transfers                       | 0.00                         |                    |                          |                      | 0.00                     | 0.00                      | 0.00                       |
| 9000 · Unappropriated Ending Fund Bal  | 0.00                         |                    |                          |                      | 0.00                     | 619,828.00                | -619,828.00                |
| 5000 · Personnel Expenses              | 0.00                         |                    |                          |                      | 699,094.14               | 1,208,470.00              | -509,375.86                |
| 6000 · Materials and Services          | 0.00                         |                    |                          |                      | 286,215.53               | 559,090.00                | -272,874.47                |
| 7000 · Capital Outlay                  | 18,093.92                    | 0.00               | 18,093.92                | 100.0%               | 5,000.00                 |                           |                            |
| <b>Total Expense</b>                   | <u>18,093.92</u>             | <u>0.00</u>        | <u>18,093.92</u>         | <u>100.0%</u>        | <u>990,309.67</u>        | <u>2,387,388.00</u>       | <u>-1,397,078.33</u>       |
| <b>Net Ordinary Income</b>             | <u>330,441.15</u>            | <u>0.00</u>        | <u>330,441.15</u>        | <u>100.0%</u>        | <u>966,121.23</u>        | <u>-211,637.00</u>        | <u>1,177,758.23</u>        |
| <b>Net Income</b>                      | <u><b>330,441.15</b></u>     | <u><b>0.00</b></u> | <u><b>330,441.15</b></u> | <u><b>100.0%</b></u> | <u><b>966,121.23</b></u> | <u><b>-211,637.00</b></u> | <u><b>1,177,758.23</b></u> |

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through February 2023

|  | General Fu...  | Building Reserve Fund |                   |                  | Equipment Reserve Fund |                  |                  |                 |
|--|----------------|-----------------------|-------------------|------------------|------------------------|------------------|------------------|-----------------|
|  | % of Budget    | Jul '22 - Fe...       | Budget            | \$ Over Bud...   | % of Budget            | Jul '22 - Fe...  | Budget           | \$ Over Bud...  |
| <b>Ordinary Income/Expense</b>         |                |                       |                   |                  |                        |                  |                  |                 |
| <b>Income</b>                          |                |                       |                   |                  |                        |                  |                  |                 |
| 4043 · Bond Income - Bank Interest     |                | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4042 · Bond Income - Prop Tax Interest |                | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4041 · Bond Income - Delinquent Taxes  |                | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4060 · Conflagration Income            | 51.2%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4050 · Public Education Income         | 88.4%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4040 · Bond Income                     |                | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4000 · Carryover Fund Balance          | 109.4%         | 183,175.01            | 182,825.00        | 350.01           | 100.2%                 | 65,963.98        | 65,838.00        | 125.98          |
| 4010 · Delinquent Property Taxes       | 56.6%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4020 · Current Property Taxes          | 65.2%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4025 · Interest - Property Tax         | 185.6%         | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 4026 · Interest Income                 | 2,158.6%       | 610.69                | 0.00              | 610.69           | 100.0%                 | 238.22           | 0.00             | 238.22          |
| 4900 · Miscellaneous Income            | 731.4%         | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| <b>Total Income</b>                    | 89.9%          | 183,785.70            | 182,825.00        | 960.70           | 100.5%                 | 66,202.20        | 65,838.00        | 364.20          |
| <b>Gross Profit</b>                    | 89.9%          | 183,785.70            | 182,825.00        | 960.70           | 100.5%                 | 66,202.20        | 65,838.00        | 364.20          |
| <b>Expense</b>                         |                |                       |                   |                  |                        |                  |                  |                 |
| 9010 · Transfers                       | 0.0%           | 0.00                  | 25,000.00         | -25,000.00       | 0.0%                   | 0.00             |                  |                 |
| 9000 · Unappropriated Ending Fund Bal  | 0.0%           | 0.00                  | 825.00            | -825.00          | 0.0%                   | 0.00             | 1,281.00         | -1,281.00       |
| 5000 · Personnel Expenses              | 57.8%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 6000 · Materials and Services          | 51.2%          | 0.00                  |                   |                  |                        | 0.00             |                  |                 |
| 7000 · Capital Outlay                  |                | 14,058.00             | 0.00              | 14,058.00        | 100.0%                 | 0.00             | 0.00             | 0.00            |
| <b>Total Expense</b>                   | 41.5%          | 14,058.00             | 25,825.00         | -11,767.00       | 54.4%                  | 0.00             | 1,281.00         | -1,281.00       |
| <b>Net Ordinary Income</b>             | -456.5%        | 169,727.70            | 157,000.00        | 12,727.70        | 108.1%                 | 66,202.20        | 64,557.00        | 1,645.20        |
| <b>Net Income</b>                      | <b>-456.5%</b> | <b>169,727.70</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> |

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through February 2023

|  | Equipment ... | Vehicle Reserve Fund |                  |                 | Total unclassified |                 |             |                |
|--|---------------|----------------------|------------------|-----------------|--------------------|-----------------|-------------|----------------|
|  | % of Budget   | Jul '22 - Fe...      | Budget           | \$ Over Bud...  | % of Budget        | Jul '22 - Fe... | Budget      | \$ Over Bud... |
| <b>Ordinary Income/Expense</b>         |               |                      |                  |                 |                    |                 |             |                |
| <b>Income</b>                          |               |                      |                  |                 |                    |                 |             |                |
| 4043 · Bond Income - Bank Interest     |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4042 · Bond Income - Prop Tax Interest |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4041 · Bond Income - Delinquent Taxes  |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4060 · Conflagration Income            |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4050 · Public Education Income         |               | 0.00                 |                  |                 |                    | 635.00          | 0.00        | 635.00         |
| 4040 · Bond Income                     |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4000 · Carryover Fund Balance          | 100.2%        | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4010 · Delinquent Property Taxes       |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4020 · Current Property Taxes          |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4025 · Interest - Property Tax         |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 4026 · Interest Income                 | 100.0%        | 0.00                 | 0.00             | 0.00            | 0.0%               | 0.00            | 0.00        | 0.00           |
| 4900 · Miscellaneous Income            |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| <b>Total Income</b>                    | 100.6%        | 0.00                 | 0.00             | 0.00            | 0.0%               | 635.00          | 0.00        | 635.00         |
| <b>Gross Profit</b>                    | 100.6%        | 0.00                 | 0.00             | 0.00            | 0.0%               | 635.00          | 0.00        | 635.00         |
| <b>Expense</b>                         |               |                      |                  |                 |                    |                 |             |                |
| 9010 · Transfers                       |               | 0.00                 | 4,960.00         | -4,960.00       | 0.0%               | 0.00            | 0.00        | 0.00           |
| 9000 · Unappropriated Ending Fund Bal  | 0.0%          | 0.00                 | 4,960.00         | -4,960.00       | 0.0%               | 0.00            | 0.00        | 0.00           |
| 5000 · Personnel Expenses              |               | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| 6000 · Materials and Services          |               | 0.00                 |                  |                 |                    | 152.50          | 0.00        | 152.50         |
| 7000 · Capital Outlay                  | 0.0%          | 0.00                 |                  |                 |                    | 0.00            | 0.00        | 0.00           |
| <b>Total Expense</b>                   | 0.0%          | 0.00                 | 9,920.00         | -9,920.00       | 0.0%               | 152.50          | 0.00        | 152.50         |
| <b>Net Ordinary Income</b>             | 102.5%        | 0.00                 | -9,920.00        | 9,920.00        | 0.0%               | 482.50          | 0.00        | 482.50         |
| <b>Net Income</b>                      | <b>102.5%</b> | <b>0.00</b>          | <b>-9,920.00</b> | <b>9,920.00</b> | <b>0.0%</b>        | <b>482.50</b>   | <b>0.00</b> | <b>482.50</b>  |



## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through February 2023

|  | Total uncla... | TOTAL               |              |                     |               |
|--|----------------|---------------------|--------------|---------------------|---------------|
|  | % of Budget    | Jul '22 - Fe...     | Budget       | \$ Over Budget      | % of Budget   |
| <b>Ordinary Income/Expense</b>         |                |                     |              |                     |               |
| <b>Income</b>                          |                |                     |              |                     |               |
| 4043 · Bond Income - Bank Interest     | 0.0%           | -491.49             | 0.00         | -491.49             | 100.0%        |
| 4042 · Bond Income - Prop Tax Interest | 0.0%           | 1,669.84            | 0.00         | 1,669.84            | 100.0%        |
| 4041 · Bond Income - Delinquent Taxes  | 0.0%           | 2,734.00            | 0.00         | 2,734.00            | 100.0%        |
| 4060 · Conflagration Income            | 0.0%           | 86,967.84           | 170,000.00   | -83,032.16          | 51.2%         |
| 4050 · Public Education Income         | 100.0%         | 7,705.00            | 8,000.00     | -295.00             | 96.3%         |
| 4040 · Bond Income                     | 0.0%           | 280,964.00          | 0.00         | 280,964.00          | 100.0%        |
| 4000 · Carryover Fund Balance          | 0.0%           | 805,481.68          | 699,146.00   | 106,335.68          | 115.2%        |
| 4010 · Delinquent Property Taxes       | 0.0%           | 9,063.47            | 16,000.00    | -6,936.53           | 56.6%         |
| 4020 · Current Property Taxes          | 0.0%           | 967,060.16          | 1,482,923.00 | -515,862.84         | 65.2%         |
| 4025 · Interest - Property Tax         | 0.0%           | 3,711.42            | 2,000.00     | 1,711.42            | 185.6%        |
| 4026 · Interest Income                 | 0.0%           | 77,726.25           | 3,550.00     | 74,176.25           | 2,189.5%      |
| 4900 · Miscellaneous Income            | 0.0%           | 312,996.70          | 42,795.00    | 270,201.70          | 731.4%        |
| <b>Total Income</b>                    | 100.0%         | 2,555,588.87        | 2,424,414.00 | 131,174.87          | 105.4%        |
| <b>Gross Profit</b>                    | 100.0%         | 2,555,588.87        | 2,424,414.00 | 131,174.87          | 105.4%        |
| <b>Expense</b>                         |                |                     |              |                     |               |
| 9010 · Transfers                       | 0.0%           | 0.00                | 29,960.00    | -29,960.00          | 0.0%          |
| 9000 · Unappropriated Ending Fund Bal  | 0.0%           | 0.00                | 626,894.00   | -626,894.00         | 0.0%          |
| 5000 · Personnel Expenses              | 0.0%           | 699,094.14          | 1,208,470.00 | -509,375.86         | 57.8%         |
| 6000 · Materials and Services          | 100.0%         | 286,368.03          | 559,090.00   | -272,721.97         | 51.2%         |
| 7000 · Capital Outlay                  | 0.0%           | 37,151.92           | 0.00         | 37,151.92           | 100.0%        |
| <b>Total Expense</b>                   | 100.0%         | 1,022,614.09        | 2,424,414.00 | -1,401,799.91       | 42.2%         |
| <b>Net Ordinary Income</b>             | 100.0%         | 1,532,974.78        | 0.00         | 1,532,974.78        | 100.0%        |
| <b>Net Income</b>                      | <b>100.0%</b>  | <b>1,532,974.78</b> | <b>0.00</b>  | <b>1,532,974.78</b> | <b>100.0%</b> |

**Philomath Fire and Rescue  
Profit & Loss by Class  
July 2022 through February 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                         | 7,070.00            | 0.00                  | 0.00                   | 635.00        | 7,705.00            |
| 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                         | 31.40               | 0.00                  | 0.00                   | 0.00          | 31.40               |
| 4030 · Investments - LGIP                 | 245.84                       | 76,461.48           | 610.69                | 238.22                 | 0.00          | 77,556.23           |
| 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>76,631.50</b>    | <b>610.69</b>         | <b>238.22</b>          | <b>0.00</b>   | <b>77,726.25</b>    |
| 4900 · Miscellaneous Income               | 0.00                         | 312,996.70          | 0.00                  | 0.00                   | 0.00          | 312,996.70          |
| <b>Total Income</b>                       | <b>348,535.07</b>            | <b>1,956,430.90</b> | <b>183,785.70</b>     | <b>66,202.20</b>       | <b>635.00</b> | <b>2,555,588.87</b> |
| <b>Gross Profit</b>                       | <b>348,535.07</b>            | <b>1,956,430.90</b> | <b>183,785.70</b>     | <b>66,202.20</b>       | <b>635.00</b> | <b>2,555,588.87</b> |
| <b>Expense</b>                            |                              |                     |                       |                        |               |                     |
| 5000 · Personnel Expenses                 |                              |                     |                       |                        |               |                     |
| 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                         | 100,904.04          | 0.00                  | 0.00                   | 0.00          | 100,904.04          |
| 5105 · Deputy Chief Wages                 | 0.00                         | 52,370.00           | 0.00                  | 0.00                   | 0.00          | 52,370.00           |
| 5110 · Admin Asst Wages                   | 0.00                         | 37,954.80           | 0.00                  | 0.00                   | 0.00          | 37,954.80           |
| 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                         | 151,334.33          | 0.00                  | 0.00                   | 0.00          | 151,334.33          |
| 5130 · Overtime Wages                     | 0.00                         | 34,796.63           | 0.00                  | 0.00                   | 0.00          | 34,796.63           |
| 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                         | 78,390.15           | 0.00                  | 0.00                   | 0.00          | 78,390.15           |
| <b>Total 5000 · Personnel Expenses</b>    | <b>0.00</b>                  | <b>699,094.14</b>   | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>   | <b>699,094.14</b>   |
| 6000 · Materials and Services             |                              |                     |                       |                        |               |                     |
| 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                         | 284.68              | 0.00                  | 0.00                   | 0.00          | 284.68              |
| <b>Total 6205 · Supplies - Residences</b> | <b>0.00</b>                  | <b>296.62</b>       | <b>0.00</b>           | <b>0.00</b>            | <b>0.00</b>   | <b>296.62</b>       |
| 6901 · Cost of Goods Sold                 | 0.00                         | 7.10                | 0.00                  | 0.00                   | 0.00          | 7.10                |
| 6217 · Supplies - EMR Classes             | 0.00                         | 2,197.65            | 0.00                  | 0.00                   | 0.00          | 2,197.65            |
| 6216 · Supplies - FA/CPR Education        | 0.00                         | 6,996.78            | 0.00                  | 0.00                   | 0.00          | 6,996.78            |
| 6091 · Tuition Reimbursement              | 0.00                         | 23,698.70           | 0.00                  | 0.00                   | 0.00          | 23,698.70           |
| 6001 · Contracted Professional Service    | 0.00                         | 50,253.22           | 0.00                  | 0.00                   | 0.00          | 50,253.22           |
| 6010 · Office Supplies                    | 0.00                         | 3,089.62            | 0.00                  | 0.00                   | 0.00          | 3,089.62            |
| 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                         | 697.65              | 0.00                  | 0.00                   | 0.00          | 697.65              |
| 6050 · Utilities                          | 0.00                         | 19,657.12           | 0.00                  | 0.00                   | 0.00          | 19,657.12           |
| 6060 · Telephone, Pagers, Internet        | 0.00                         | 12,752.15           | 0.00                  | 0.00                   | 0.00          | 12,752.15           |
| 6070 · Travel                             | 0.00                         | 2,545.62            | 0.00                  | 0.00                   | 0.00          | 2,545.62            |
| 6080 · Conference                         | 0.00                         | 4,369.63            | 0.00                  | 0.00                   | 0.00          | 4,369.63            |
| 6090 · Education/Training                 | 0.00                         | 2,457.30            | 0.00                  | 0.00                   | 0.00          | 2,457.30            |
| 6100 · Equipment Maintenance Agreement    | 0.00                         | 1,670.63            | 0.00                  | 0.00                   | 152.50        | 1,823.13            |
| 6130 · Gas & Oil                          | 0.00                         | 16,693.21           | 0.00                  | 0.00                   | 0.00          | 16,693.21           |
| 6150 · Radio Maintenance                  | 0.00                         | 8.50                | 0.00                  | 0.00                   | 0.00          | 8.50                |
| 6160 · Equipment Maintenance              | 0.00                         | 7,897.10            | 0.00                  | 0.00                   | 0.00          | 7,897.10            |
| 6161 · Vehicle Maintenance                | 0.00                         | 20,720.65           | 0.00                  | 0.00                   | 0.00          | 20,720.65           |
| 6170 · Building Maint and Improvements    | 0.00                         | 11,172.47           | 0.00                  | 0.00                   | 0.00          | 11,172.47           |
| 6180 · Grounds Maintenance                | 0.00                         | 170.67              | 0.00                  | 0.00                   | 0.00          | 170.67              |
| 6190 · Small Tools & Equipment            | 0.00                         | 346.44              | 0.00                  | 0.00                   | 0.00          | 346.44              |
| 6200 · Supplies - Department              | 0.00                         | 2,830.82            | 0.00                  | 0.00                   | 0.00          | 2,830.82            |
| 6210 · Supplies - Medical                 | 0.00                         | 8,344.28            | 0.00                  | 0.00                   | 0.00          | 8,344.28            |
| 6215 · Supplies - Prevention              | 0.00                         | 809.34              | 0.00                  | 0.00                   | 0.00          | 809.34              |
| 6220 · Supplies - Suppression             | 0.00                         | 971.65              | 0.00                  | 0.00                   | 0.00          | 971.65              |

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

|  | GO Bond 2016 - Debt Services | General Fund      | Building Reserve Fund | Equipment Reserve Fund | Unclassified  | TOTAL               |
|--|------------------------------|-------------------|-----------------------|------------------------|---------------|---------------------|
| 6240 · Supplies - Consumables              | 0.00                         | 527.02            | 0.00                  | 0.00                   | 0.00          | 527.02              |
| 6250 · Uniforms                            | 0.00                         | 15,343.14         | 0.00                  | 0.00                   | 0.00          | 15,343.14           |
| 6270 · Volunteer - Activities              | 0.00                         | 4,086.26          | 0.00                  | 0.00                   | 0.00          | 4,086.26            |
| 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>286,215.53</b> | <b>0.00</b>           | <b>0.00</b>            | <b>152.50</b> | <b>286,368.03</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>990,309.67</b> | <b>14,058.00</b>      | <b>0.00</b>            | <b>152.50</b> | <b>1,022,614.09</b> |
| <b>Net Ordinary Income</b>                 | <b>330,441.15</b>            | <b>966,121.23</b> | <b>169,727.70</b>     | <b>66,202.20</b>       | <b>482.50</b> | <b>1,532,974.78</b> |
| <b>Net Income</b>                          | <b>330,441.15</b>            | <b>966,121.23</b> | <b>169,727.70</b>     | <b>66,202.20</b>       | <b>482.50</b> | <b>1,532,974.78</b> |

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

|  |       |        |
|--|-------|--------|
| Beginning Balance<br>as of September 1, 2022 | 219.5 | 121.69 |
|--|-------|--------|

|             | Sick Leave | Vacation |
|-------------|------------|----------|
| <b>July</b> |            |          |
|             |            |          |

|               | Sick Leave | Vacation |
|---------------|------------|----------|
| <b>August</b> |            |          |
|               |            |          |

|                  | Sick Leave | Vacation |
|------------------|------------|----------|
| <b>September</b> |            |          |
| accrual          | 8          | 8        |
| taken            | 0          | 0        |
| balance          | 227.5      | 129.69   |

|                | Sick Leave | Vacation |
|----------------|------------|----------|
| <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   |

|                 | Sick Leave | Vacation |
|-----------------|------------|----------|
| <b>December</b> |            |          |
| accrual         | 8          | 10       |
| taken           | 0          | 0        |
| balance         | 251.5      | 159.69   |

|                | Sick Leave | Vacation |
|----------------|------------|----------|
| <b>January</b> |            |          |
| accrual        | 8          | 10       |
| taken          | 0          | 0        |
| balance        | 259.5      | 169.69   |

|                 | Sick Leave | Vacation |
|-----------------|------------|----------|
| <b>February</b> |            |          |
| accrual         | 8          | 10       |
| taken           | 0          | 0        |
| balance         | 267.5      | 179.69   |

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

|              | Sick Leave | Vacation |
|--------------|------------|----------|
| <b>April</b> |            |          |
| accrual      | 8          | 10       |
| taken        |            |          |
| balance      | 283.5      | 199.69   |

|            | Sick Leave | Vacation |
|------------|------------|----------|
| <b>May</b> |            |          |
| accrual    | 8          | 10       |
| taken      |            |          |
| balance    | 291.5      | 209.69   |

|             | Sick Leave | Vacation |
|-------------|------------|----------|
| <b>June</b> |            |          |
| accrual     | 8          | 10       |
| taken       |            |          |
| balance     | 299.5      | 219.69   |

**Philomath Fire & Rescue**  
Annual Board Calendar

| <b>January</b>                | <b>February</b>        | <b>March</b>   | <b>April</b>                | <b>May</b>                          | <b>June</b>               |
|-------------------------------|------------------------|--|-----------------------------|-------------------------------------|---------------------------|
| Audit Presentation            | Appoint Budget Officer | Appoint Budget Committee                                 | Annual Board Self Appraisal | Budget Hearing- Review Draft Budget | Civil Service Appointment |
| Board Member Elections Coming | Set Budget Calendar    | Wage, Benefits, COLA Recommendations- Motion to Accept   | Budget Committee Meeting    |                                     | Budget Adoption           |
|                               | SDAO Conference        | Chief Check In   |                             |                                     |                           |
|                               |                        | Decide Board Member attending Volunteer Business Meeting |                             |                                     |                           |
|                               |                        |  |                             |                                     |                           |
|                               |                        |  |                             |                                     |                           |
| <b>July</b>                   | <b>August</b>          | <b>September</b>   | <b>October</b>              | <b>November</b>                     | <b>December</b>           |
| 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

March 6, 2023

#### **Personnel:**

We have hired an additional RV firefighter who will start in June as a resident. Both RV positions we hired in the last 2 months have started taking their Emergency Medical Responder training which will greatly speed up their onboarding process. In addition we had a volunteer firefighter ask to become an RV. They are fully trained and certified as an EMT Basic. Their projected move date is 4-20-23.

Past Chief Miller Separation Legal Fee reimbursement update: Jens Jenson has informed us that we may receive around \$10,000 in reimbursement.

At the Chamber Samaritan Awards, Volunteer Captain Louden received the Volunteer of the Year award for Philomath Fire & Rescue.

#### **Union Communications:**

Union Members, Volunteers, and Administration are all working together to complete the FEMA SAFER grant.

Union Members and Administration have confirmed COLA raises for the 2023/2024 budget, as per contract.

#### **Training Activities:**

The department received their bi-annual DPSST audit to maintain accreditation through the state. The department was complemented as having an extremely well put together training program, with no recommendations for areas to improve.

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

Engine 232 sale, we received a \$300,000 check for the sale of 232. 232 is being transported by a 3<sup>rd</sup> party to the purchaser.

Brush 263's water tank and pump were removed from service about a year ago. Staff Members have been searching for a used tank and pump to put the engine back in service at station 203. We have found 2 possibilities for replacement; both will require elbow grease and a small budget to complete.



# Philomath Fire & Rescue

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

## Building Update:

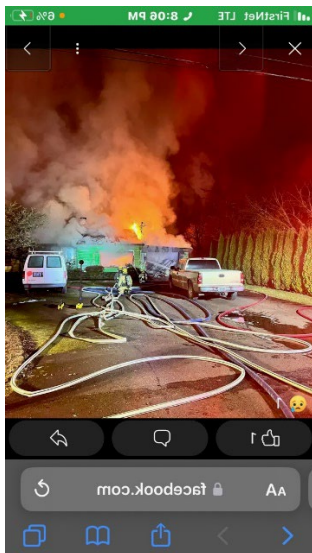
- No report

## Community Involvement/Meetings:

- Benton County Fire Defense Board Meeting
- Chamber Samaritan Awards Banquet

## **Major Incidents:**

Philomath Fire Provided Mutual aid to the City of Corvallis for a second alarm residential fire. Philomath Provided an Engine company, and Chief Officer. During the incident Philomath was staffed with 6 firefighters, a company officer and duty chief. Snow and Ice conditions have lead to several minor injury Motor Vehicle collisions



Respectfully submitted, Chief Ferguson

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

**Statistics for February 2023**

Total calls: 74  
Fire calls: 13 (18%)  
EMS Calls: 61 (82%)  
Yearly calls as of 28 Feb 2022: 154 – Last year at this time: 131

**Significant calls:**

2/16 Structure fire CFD – Sent 251 with 3 personnel and Chief Ferguson  
2/24 MVC in Blodgett – panel van spun out, on its side – driver trapped and extricated. We responded with BCSO to the scene with an Engine with 3 personnel, a duty officer (me), and were assisted by Blodgett Fire with 2 personnel. This was the day that the section of Hwy 20 between Blodgett and the Lincoln County line was extremely icy. Hwy 20 shut down for 20 minutes while patient was extricated and transported to GSRMC with non-life-threatening, but serious injuries. BCSO officer first on scene climbed into the panel van to stabilize the patient and assisted with extrication.  
2/26 Medical Code 3 assist law enforcement on person arrested/tazed at Newton Creek and Applegate St. bridge.

**Breakdown of calls for the year by area (as of 5 Mar 23):**

|                     |     |
|---------------------|-----|
| Station 201 RURAL   | 42  |
| Station 201 W. City | 51  |
| Station 201 E. City | 35  |
| Station 202         | 6   |
| Station 203         | 12  |
| Adair               | 0   |
| Alsea               | 1   |
| Blodgett            | 8   |
| CFD                 | 5   |
| Conflagration       | 0   |
| Kings Valley        | 6   |
| Lincoln Co          | 1   |
| Marys Peak          | 1   |
| Misc Mutual Aid     | 0   |
| Monroe              | 1   |
| Total               | 169 |



Philomath Fire and Rescue

3/3/2023 4:45 PM

Register: 1015 · Citizens Bank Checking

From 02/01/2023 through 02/28/2023

Sorted by: Date, Type, Number/Ref

| Date       | Number  | Payee                     | Account                    | Memo      | Payment   | C | Deposit   | Balance   |
|------------|---------|---------------------------|----------------------------|-----------|-----------|---|-----------|-----------|
| 02/02/2023 |         | Knife River               | 11000 · Accounts Rece...   |           |           |   | 505.00    | 80,475.65 |
| 02/02/2023 | 33592   | MPTV, Inc.                | 2010 · Accounts Payable    |           | 103.94    |   |           | 80,371.71 |
| 02/02/2023 | 33593   | OSCU 402518-70            | 2010 · Accounts Payable    |           | 918.44    |   |           | 79,453.27 |
| 02/02/2023 | 33594   | OSCU 402518-71            | 2010 · Accounts Payable    |           | 420.17    |   |           | 79,033.10 |
| 02/02/2023 | 33595   | OSCU 402518-73            | 2010 · Accounts Payable    |           | 521.94    |   |           | 78,511.16 |
| 02/02/2023 | 33596   | Alyrica                   | 2010 · Accounts Payable    |           | 592.86    |   |           | 77,918.30 |
| 02/02/2023 | 33597   | Andy Louden`              | 2010 · Accounts Payable    |           | 264.91    |   |           | 77,653.39 |
| 02/02/2023 | 33598   | Carson Oil                | 2010 · Accounts Payable    |           | 1,163.56  |   |           | 76,489.83 |
| 02/02/2023 | 33599   | City of Philomath         | 2010 · Accounts Payable    |           | 247.10    |   |           | 76,242.73 |
| 02/02/2023 | 33600   | Consumers Power Inc.      | 2010 · Accounts Payable    |           | 533.18    |   |           | 75,709.55 |
| 02/02/2023 | 33601   | Culligan                  | 2010 · Accounts Payable    |           | 158.90    |   |           | 75,550.65 |
| 02/02/2023 | 33602   | Figaros Pizza             | 2010 · Accounts Payable    |           | 101.35    |   |           | 75,449.30 |
| 02/02/2023 | 33603   | Fire Rescue Equipme...    | 2010 · Accounts Payable    |           | 2,575.00  |   |           | 72,874.30 |
| 02/02/2023 | 33604   | Good Earth Pest Co...     | 2010 · Accounts Payable    |           | 95.00     |   |           | 72,779.30 |
| 02/02/2023 | 33605   | Jones & Bartlett Lear...  | 2010 · Accounts Payable    |           | 1,732.91  |   |           | 71,046.39 |
| 02/02/2023 | 33606   | Pacific Power             | 2010 · Accounts Payable    |           | 675.45    |   |           | 70,370.94 |
| 02/02/2023 | 33607   | Paula Anderson.           | 2010 · Accounts Payable    |           | 175.00    |   |           | 70,195.94 |
| 02/02/2023 | 33608   | Philomath Fire Distri...  | 2010 · Accounts Payable    |           | 301.30    |   |           | 69,894.64 |
| 02/02/2023 | 33609   | Pioneer Telephone C...    | 2010 · Accounts Payable    |           | 245.34    |   |           | 69,649.30 |
| 02/02/2023 | 33610   | Republic Services         | 2010 · Accounts Payable    |           | 281.66    |   |           | 69,367.64 |
| 02/02/2023 | 33611   | Spaeth Lumber Co., I...   | 2010 · Accounts Payable    |           | 48.84     |   |           | 69,318.80 |
| 02/04/2023 | EFT     | AT&T Mobility             | 6000 · Materials and S...  |           | 45.57     |   |           | 69,273.23 |
| 02/05/2023 | EFT     | Verizon                   | 6000 · Materials and S...  |           | 349.20    |   |           | 68,924.03 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Converse  | 3,740.99  |   |           | 65,183.04 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Ferguson  | 5,530.57  |   |           | 59,652.47 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Moser     | 4,234.62  |   |           | 55,417.85 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Saalsaa   | 5,330.52  |   |           | 50,087.33 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Schell    | 4,477.48  |   |           | 45,609.85 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Scott     | 3,436.38  |   |           | 42,173.47 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Taylor    | 5,330.79  |   |           | 36,842.68 |
| 02/05/2023 | PR 0123 |                           | 5000 · Personnel Expe...   | Rodriguez | 137.45    |   |           | 36,705.23 |
| 02/06/2023 | EFT     | Comcast                   | 6000 · Materials and S...  |           | 14.77     |   |           | 36,690.46 |
| 02/06/2023 | 33563   | Active911, Inc.           | 2010 · Accounts Payable    |           | 2,640.00  |   |           | 34,050.46 |
| 02/06/2023 | 33564   | CIS Trust                 | 2010 · Accounts Payable    |           | 10,542.17 |   |           | 23,508.29 |
| 02/06/2023 | 33565   | ESO Solutions, Inc.       | 2010 · Accounts Payable    |           | 808.62    |   |           | 22,699.67 |
| 02/06/2023 | 33566   | IIA Lifting Services, ... | 2010 · Accounts Payable    |           | 2,051.35  |   |           | 20,648.32 |
| 02/06/2023 | 33567   | Industrial Welding S...   | 2010 · Accounts Payable    |           | 30.00     |   |           | 20,618.32 |
| 02/06/2023 | 33568   | Oregon FFA Foundat...     | 2010 · Accounts Payable    |           | 500.00    |   |           | 20,118.32 |
| 02/06/2023 | 33569   | Oregon Fire District ...  | 2010 · Accounts Payable    |           | 1,250.00  |   |           | 18,868.32 |
| 02/09/2023 |         |                           | 4026 · Interest Income:... | Deposit   |           |   | 75,000.00 | 93,868.32 |

Philomath Fire and Rescue

3/3/2023 4:45 PM

Register: 1015 · Citizens Bank Checking

From 02/01/2023 through 02/28/2023

Sorted by: Date, Type, Number/Ref

| Date       | Number      | Payee                   | Account                   | Memo             | Payment   | C | Deposit    | Balance    |
|------------|-------------|-------------------------|---------------------------|------------------|-----------|---|------------|------------|
| 02/15/2023 | EFT         | De Lage Landen Fin...   | 6000 · Materials and S... | VOID: Duplica... |           | X |            | 93,868.32  |
| 02/15/2023 | EFT         | De Lage Landen Fin...   | 6000 · Materials and S... |                  | 152.50    |   |            | 93,715.82  |
| 02/15/2023 | 33612       | Carson Oil              | 2010 · Accounts Payable   |                  | 505.00    |   |            | 93,210.82  |
| 02/15/2023 | 33613       | Cheri Damitio           | 2010 · Accounts Payable   |                  | 156.25    |   |            | 93,054.57  |
| 02/15/2023 | 33614       | CIS Trust               | 2010 · Accounts Payable   |                  | 11,616.00 |   |            | 81,438.57  |
| 02/15/2023 | 33615       | Consumers Power Inc.    | 2010 · Accounts Payable   |                  | 249.81    |   |            | 81,188.76  |
| 02/15/2023 | 33616       | Doug Edmonds            | 2010 · Accounts Payable   |                  | 330.75    |   |            | 80,858.01  |
| 02/15/2023 | 33617       | Good Earth Pest Co...   | 2010 · Accounts Payable   |                  | 71.00     |   |            | 80,787.01  |
| 02/15/2023 | 33618       | Jessica Olsen           | 2010 · Accounts Payable   |                  | 139.47    |   |            | 80,647.54  |
| 02/15/2023 | 33619       | Kamind IT, Inc.         | 2010 · Accounts Payable   |                  | 195.84    |   |            | 80,451.70  |
| 02/15/2023 | 33620       | Ken Corbin              | 2010 · Accounts Payable   |                  | 20.99     |   |            | 80,430.71  |
| 02/15/2023 | 33621       | Riverstrong             | 2010 · Accounts Payable   |                  | 1,555.00  |   |            | 78,875.71  |
| 02/15/2023 | 33622       | Security Alarm Corp     | 2010 · Accounts Payable   |                  | 783.76    |   |            | 78,091.95  |
| 02/15/2023 | PR 0124     | De Lage Landen Fin...   | 6000 · Materials and S... | For CHK EFT ...  | 152.50    | X |            | 77,939.45  |
| 02/16/2023 |             |                         | 4900 · Miscellaneous I... | Deposit          |           |   | 8,500.00   | 86,439.45  |
| 02/16/2023 |             |                         | 4900 · Miscellaneous I... | Deposit          |           |   | 2,951.25   | 89,390.70  |
| 02/16/2023 | Not Printed | TWGW, Inc. dba Phi...   | 2010 · Accounts Payable   | VOID: Not sho... |           | X |            | 89,390.70  |
| 02/16/2023 | 33623       | Century Link            | 2010 · Accounts Payable   |                  | 126.75    |   |            | 89,263.95  |
| 02/16/2023 | 33624       | Industrial Welding S... | 2010 · Accounts Payable   |                  | 30.00     |   |            | 89,233.95  |
| 02/16/2023 | 33625       | NW Natural              | 2010 · Accounts Payable   |                  | 633.80    |   |            | 88,600.15  |
| 02/16/2023 | 33626       | Republic Services       | 2010 · Accounts Payable   |                  | 61.70     |   |            | 88,538.45  |
| 02/16/2023 | 33627       | TWGW, Inc. dba Phi...   | 2010 · Accounts Payable   |                  | 108.59    |   |            | 88,429.86  |
| 02/21/2023 |             |                         | 4900 · Miscellaneous I... | Deposit          |           |   | 300,000.00 | 388,429.86 |

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

|  | Jul '22 - Fe...     | Budget              | \$ Over Budget    | % of Budget     |
|--|---------------------|---------------------|-------------------|-----------------|
| <b>Ordinary Income/Expense</b>         |                     |                     |                   |                 |
| <b>Income</b>                          |                     |                     |                   |                 |
| 4043 · Bond Income - Bank Interest     | -491.49             |                     |                   |                 |
| 4042 · Bond Income - Prop Tax Interest | 1,669.84            |                     |                   |                 |
| 4041 · Bond Income - Delinquent Taxes  | 2,734.00            |                     |                   |                 |
| 4060 · Conflagration Income            | 86,967.84           | 170,000.00          | -83,032.16        | 51.2%           |
| 4050 · Public Education Income         | 7,705.00            | 8,000.00            | -295.00           | 96.3%           |
| 4040 · Bond Income                     | 280,964.00          | 0.00                | 280,964.00        | 100.0%          |
| 4000 · Carryover Fund Balance          | 805,481.68          | 699,146.00          | 106,335.68        | 115.2%          |
| 4010 · Delinquent Property Taxes       | 9,063.47            | 16,000.00           | -6,936.53         | 56.6%           |
| 4020 · Current Property Taxes          | 967,060.16          | 1,482,923.00        | -515,862.84       | 65.2%           |
| 4025 · Interest - Property Tax         | 3,711.42            | 2,000.00            | 1,711.42          | 185.6%          |
| 4026 · Interest Income                 |                     |                     |                   |                 |
| 4027 · Interest - Citizens Bank & OSU  | 31.40               | 0.00                | 31.40             | 100.0%          |
| 4030 · Investments - LGIP              | 77,556.23           | 0.00                | 77,556.23         | 100.0%          |
| 4026 · Interest Income - Other         | 138.62              | 3,550.00            | -3,411.38         | 3.9%            |
| <b>Total 4026 · Interest Income</b>    | <b>77,726.25</b>    | <b>3,550.00</b>     | <b>74,176.25</b>  | <b>2,189.5%</b> |
| 4900 · Miscellaneous Income            | 312,996.70          | 42,795.00           | 270,201.70        | 731.4%          |
| <b>Total Income</b>                    | <b>2,555,588.87</b> | <b>2,424,414.00</b> | <b>131,174.87</b> | <b>105.4%</b>   |
| <b>Gross Profit</b>                    | <b>2,555,588.87</b> | <b>2,424,414.00</b> | <b>131,174.87</b> | <b>105.4%</b>   |
| <b>Expense</b>                         |                     |                     |                   |                 |
| 9010 · Transfers                       | 0.00                | 29,960.00           | -29,960.00        | 0.0%            |
| 9000 · Unappropriated Ending Fund Bal  | 0.00                | 626,894.00          | -626,894.00       | 0.0%            |
| 5000 · Personnel Expenses              |                     |                     |                   |                 |
| 5131 · Non-Union Overtime Wages        | 37.08               | 1,000.00            | -962.92           | 3.7%            |
| 5422 · Oregon Transit Tax              | 0.00                | 100.00              | -100.00           | 0.0%            |
| 5136 · Conflagration Wages             | 36,803.30           | 85,000.00           | -48,196.70        | 43.3%           |
| 5100 · Fire Chief Wages                | 100,904.04          | 108,000.00          | -7,095.96         | 93.4%           |
| 5105 · Deputy Chief Wages              | 52,370.00           | 87,500.00           | -35,130.00        | 59.9%           |
| 5110 · Admin Asst Wages                | 37,954.80           | 58,200.00           | -20,245.20        | 65.2%           |
| 5120 · Fire & Life Safety Officer Wage | 25,774.64           | 82,000.00           | -56,225.36        | 31.4%           |
| 5125 · Firefighter Wages               | 151,334.33          | 260,000.00          | -108,665.67       | 58.2%           |
| 5130 · Overtime Wages                  | 34,796.63           | 46,170.00           | -11,373.37        | 75.4%           |
| 5135 · Extra Hire                      | 16,672.30           | 8,000.00            | 8,672.30          | 208.4%          |
| 5405 · Employers FICA                  | 19,217.00           | 49,000.00           | -29,783.00        | 39.2%           |
| 5410 · Employers Medicare              | 4,494.30            | 10,000.00           | -5,505.70         | 44.9%           |
| 5420 · Workes Benefit Assessment       | 0.00                | 500.00              | -500.00           | 0.0%            |
| 5421 · Workers Compensation            | 38,297.41           | 30,000.00           | 8,297.41          | 127.7%          |
| 5430 · PERS - Employe                  | 81,820.10           | 190,000.00          | -108,179.90       | 43.1%           |
| 5431 · PERS - Pickup 6%                | 20,228.06           | 39,000.00           | -18,771.94        | 51.9%           |

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

|   | Jul '22 - Fe...   | Budget              | \$ Over Budget     | % of Budget  |
|---|-------------------|---------------------|--------------------|--------------|
| 5440 · Health Insurance                   | 78,390.15         | 144,000.00          | -65,609.85         | 54.4%        |
| 5441 · Unemployment                       | 0.00              | 10,000.00           | -10,000.00         | 0.0%         |
| <b>Total 5000 · Personnel Expenses</b>    | <b>699,094.14</b> | <b>1,208,470.00</b> | <b>-509,375.86</b> | <b>57.8%</b> |
| <b>6000 · Materials and Services</b>      |                   |                     |                    |              |
| 6205 · Supplies - Residences              |                   |                     |                    |              |
| 6205-3 · Supplies - Residence - 203       | 11.94             |                     |                    |              |
| 6205-1 · Supplies - Residence - 201       | 284.68            |                     |                    |              |
| 6205 · Supplies - Residences - Other      | 0.00              | 3,000.00            | -3,000.00          | 0.0%         |
| <b>Total 6205 · Supplies - Residences</b> | <b>296.62</b>     | <b>3,000.00</b>     | <b>-2,703.38</b>   | <b>9.9%</b>  |
| 6901 · Cost of Goods Sold                 | 7.10              | 1,000.00            | -992.90            | 0.7%         |
| 6217 · Supplies - EMR Classes             | 2,197.65          | 1,600.00            | 597.65             | 137.4%       |
| 6216 · Supplies - FA/CPR Education        | 6,996.78          | 6,000.00            | 996.78             | 116.6%       |
| 6091 · Tuition Reimbursement              | 23,698.70         | 68,000.00           | -44,301.30         | 34.9%        |
| 6101 · Equip. Maint. Agreements - EMS     | 0.00              | 600.00              | -600.00            | 0.0%         |
| 6001 · Contracted Professional Service    | 50,253.22         | 65,450.00           | -15,196.78         | 76.8%        |
| 6010 · Office Supplies                    | 3,089.62          | 9,800.00            | -6,710.38          | 31.5%        |
| 6011 · Postage/Shipping                   | 610.17            | 3,500.00            | -2,889.83          | 17.4%        |
| 6020 · Insurance and Bond                 | 45,924.00         | 43,450.00           | 2,474.00           | 105.7%       |
| 6030 · Dues and Fees                      | 11,019.20         | 17,085.00           | -6,065.80          | 64.5%        |
| 6040 · Publications and Elections         | 645.60            | 4,900.00            | -4,254.40          | 13.2%        |
| 6042 · Marketing Program New Recruits     | 697.65            |                     |                    |              |
| 6050 · Utilities                          | 19,657.12         | 30,855.00           | -11,197.88         | 63.7%        |
| 6060 · Telephone, Pagers, Internet        | 12,752.15         | 21,600.00           | -8,847.85          | 59.0%        |
| 6070 · Travel                             | 2,545.62          | 9,100.00            | -6,554.38          | 28.0%        |
| 6080 · Conference                         | 4,369.63          | 6,500.00            | -2,130.37          | 67.2%        |
| 6090 · Education/Training                 | 2,457.30          | 24,550.00           | -22,092.70         | 10.0%        |
| 6100 · Equipment Maintenance Agreement    | 1,823.13          | 4,000.00            | -2,176.87          | 45.6%        |
| 6110 · Equipment Rentals                  | 0.00              | 150.00              | -150.00            | 0.0%         |
| 6130 · Gas & Oil                          | 16,693.21         | 25,000.00           | -8,306.79          | 66.8%        |
| 6150 · Radio Maintenance                  | 8.50              | 8,300.00            | -8,291.50          | 0.1%         |
| 6160 · Equipment Maintenance              | 7,897.10          | 12,350.00           | -4,452.90          | 63.9%        |
| 6161 · Vehicle Maintenance                | 20,720.65         | 41,500.00           | -20,779.35         | 49.9%        |
| 6170 · Building Maint and Improvements    | 11,172.47         | 17,300.00           | -6,127.53          | 64.6%        |
| 6180 · Grounds Maintenance                | 170.67            | 3,500.00            | -3,329.33          | 4.9%         |
| 6190 · Small Tools & Equipment            | 346.44            | 400.00              | -53.56             | 86.6%        |
| 6200 · Supplies - Department              | 2,830.82          | 6,500.00            | -3,669.18          | 43.6%        |
| 6210 · Supplies - Medical                 | 8,344.28          | 16,800.00           | -8,455.72          | 49.7%        |
| 6215 · Supplies - Prevention              | 809.34            | 2,750.00            | -1,940.66          | 29.4%        |
| 6220 · Supplies - Suppression             | 971.65            | 6,800.00            | -5,828.35          | 14.3%        |
| 6230 · Hazardous Materials                | 0.00              | 400.00              | -400.00            | 0.0%         |
| 6240 · Supplies - Consumables             | 527.02            | 1,000.00            | -472.98            | 52.7%        |
| 6250 · Uniforms                           | 15,343.14         | 37,100.00           | -21,756.86         | 41.4%        |
| 6270 · Volunteer - Activities             | 4,086.26          | 12,000.00           | -7,913.74          | 34.1%        |
| 6280 · Volunteer Incentive Program        | 0.00              | 5,000.00            | -5,000.00          | 0.0%         |

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2022 through February 2023

|  | Jul '22 - Fe...     | Budget              | \$ Over Budget       | % of Budget   |
|--|---------------------|---------------------|----------------------|---------------|
| 6300 · Volunteer - Length of Service       | 0.00                | 11,000.00           | -11,000.00           | 0.0%          |
| 6310 · Physical & Immunizations            | 3,574.50            | 23,500.00           | -19,925.50           | 15.2%         |
| 6320 · Community Involvement               | 717.99              | 4,500.00            | -3,782.01            | 16.0%         |
| 6900 · Miscellaneous Expense               | 3,112.73            | 2,250.00            | 862.73               | 138.3%        |
| <b>Total 6000 · Materials and Services</b> | <b>286,368.03</b>   | <b>559,090.00</b>   | <b>-272,721.97</b>   | <b>51.2%</b>  |
| <b>7000 · Capital Outlay</b>               |                     |                     |                      |               |
| 7130 · Capital Outlay - Bond               |                     |                     |                      |               |
| 7133 · Facilities                          | 5,000.00            |                     |                      |               |
| 7130 · Capital Outlay - Bond - Other       | 18,093.92           |                     |                      |               |
| <b>Total 7130 · Capital Outlay - Bond</b>  | <b>23,093.92</b>    | <b>0.00</b>         | <b>23,093.92</b>     | <b>100.0%</b> |
| 7110 · Capital Outlay - Building           | 14,058.00           | 0.00                | 14,058.00            | 100.0%        |
| <b>Total 7000 · Capital Outlay</b>         | <b>37,151.92</b>    | <b>0.00</b>         | <b>37,151.92</b>     | <b>100.0%</b> |
| <b>Total Expense</b>                       | <b>1,022,614.09</b> | <b>2,424,414.00</b> | <b>-1,401,799.91</b> | <b>42.2%</b>  |
| <b>Net Ordinary Income</b>                 | <b>1,532,974.78</b> | <b>0.00</b>         | <b>1,532,974.78</b>  | <b>100.0%</b> |
| <b>Net Income</b>                          | <b>1,532,974.78</b> | <b>0.00</b>         | <b>1,532,974.78</b>  | <b>100.0%</b> |

Philomath Fire and Rescue

**A/P Aging Detail**

As of February 28, 2023

| Type           | Date       | Num             | Name                     | Due Date   | Aging | Open Balance |
|----------------|------------|-----------------|--------------------------|------------|-------|--------------|
| <b>Current</b> |            |                 |                          |            |       |              |
| Bill           | 02/21/2023 | HIE DP 021123   | OSCU 402518-70           | 03/03/2023 |       | 279.93       |
| Bill           | 02/22/2023 | 1257867         | OSCU 402518-73           | 03/04/2023 |       | 144.97       |
| Bill           | 02/22/2023 | B338410         | MPTV, Inc.               | 03/04/2023 |       | 21.98        |
| Bill           | 02/23/2023 | AHA 2049754     | OSCU 402518-73           | 03/05/2023 |       | 475.58       |
| Bill           | 02/25/2023 | 6437048         | OSCU 402518-70           | 03/07/2023 |       | 33.99        |
| Bill           | 02/27/2023 | 51731           | OSCU 402518-71           | 03/09/2023 |       | 19.74        |
| Bill           | 02/22/2023 | 2014301-0323    | Pacific Power            | 03/10/2023 |       | 699.94       |
| Bill           | 02/28/2023 | ImageHQ 022823  | OSCU 402518-73           | 03/10/2023 |       | 225.80       |
| Bill           | 02/28/2023 | 435369          | Carson Oil               | 03/10/2023 |       | 447.88       |
| Bill           | 02/28/2023 | TownPump918540  | OSCU 402518-71           | 03/10/2023 |       | 7.03         |
| Bill           | 02/28/2023 | 152481-0323     | Culligan                 | 03/10/2023 |       | 136.55       |
| Bill           | 02/23/2023 | C236918         | MPTV, Inc.               | 03/15/2023 |       | 2.69         |
| Bill           | 02/28/2023 | B339307         | MPTV, Inc.               | 03/15/2023 |       | 34.57        |
| Total Current  |            |                 |                          |            |       | 2,530.65     |
| <b>1 - 30</b>  |            |                 |                          |            |       |              |
| Bill           | 01/30/2023 | 36130053        | OSCU 402518-70           | 02/09/2023 | 19    | 25.96        |
| Bill           | 01/31/2023 | 4203430         | OSCU 402518-70           | 02/10/2023 | 18    | 51.52        |
| Bill           | 02/02/2023 | SunRiver2IZ5WV  | OSCU 402518-73           | 02/12/2023 | 16    | 115.00       |
| Bill           | 02/06/2023 | BiMart 020623   | OSCU 402518-73           | 02/16/2023 | 12    | 3.98         |
| Bill           | 02/07/2023 | 2759435         | OSCU 402518-73           | 02/17/2023 | 11    | 17.96        |
| Bill           | 02/07/2023 | 8196261         | OSCU 402518-73           | 02/17/2023 | 11    | 106.95       |
| Bill           | 02/07/2023 | 2692247         | OSCU 402518-73           | 02/17/2023 | 11    | 89.83        |
| Bill           | 02/07/2023 | RF 138080       | OSCU 402518-73           | 02/17/2023 | 11    | 222.06       |
| Bill           | 02/07/2023 | McD 156880      | OSCU 402518-73           | 02/17/2023 | 11    | 14.00        |
| Bill           | 02/08/2023 | NFBC 020823     | OSCU 402518-73           | 02/18/2023 | 10    | 24.00        |
| Bill           | 02/08/2023 | SW 020823       | OSCU 402518-73           | 02/18/2023 | 10    | 22.48        |
| Bill           | 02/09/2023 | BK 020923       | OSCU 402518-73           | 02/19/2023 | 9     | 12.58        |
| Bill           | 02/09/2023 | ATK 833430      | OSCU 402518-71           | 02/19/2023 | 9     | 17.00        |
| Bill           | 02/09/2023 | HD 32055        | OSCU 402518-71           | 02/19/2023 | 9     | 12.97        |
| Bill           | 02/11/2023 | LPTC 510580     | OSCU 402518-71           | 02/21/2023 | 7     | 36.00        |
| Bill           | 02/11/2023 | HIE AS 021123   | OSCU 402518-70           | 02/21/2023 | 7     | 343.99       |
| Bill           | 02/11/2023 | HIE KC 021123   | OSCU 402518-70           | 02/21/2023 | 7     | 373.96       |
| Bill           | 02/11/2023 | HIE DE 021123   | OSCU 402518-70           | 02/21/2023 | 7     | 375.03       |
| Bill           | 02/11/2023 | HIE CF 021123   | OSCU 402518-71           | 02/21/2023 | 7     | 278.87       |
| Bill           | 02/13/2023 | AMZ933062       | OSCU 402518-70           | 02/23/2023 | 5     | 79.98        |
| Bill           | 02/14/2023 | Sam 021423      | OSCU 402518-73           | 02/24/2023 | 4     | 160.00       |
| Bill           | 02/15/2023 | AMZ 9369801     | OSCU 402518-70           | 02/25/2023 | 3     | 11.89        |
| Bill           | 02/15/2023 | PN 021523       | OSCU 402518-71           | 02/25/2023 | 3     | 350.00       |
| Bill           | 02/15/2023 | 2253802143      | Medline Industries, I... | 02/25/2023 | 3     | 136.70       |
| Bill           | 02/17/2023 | Sunriver 2IZ6ZR | OSCU 402518-73           | 02/27/2023 | 1     | 144.48       |
| Bill           | 02/17/2023 | FDC 384919      | OSCU 402518-70           | 02/27/2023 | 1     | 79.79        |
| Total 1 - 30   |            |                 |                          |            |       | 3,106.98     |
| <b>31 - 60</b> |            |                 |                          |            |       |              |
| Total 31 - 60  |            |                 |                          |            |       |              |

**Philomath Fire and Rescue**  
**A/P Aging Detail**  
 As of February 28, 2023

| Type           | Date       | Num         | Name                   | Due Date   | Aging | Open Balance    |
|----------------|------------|-------------|------------------------|------------|-------|-----------------|
| <b>61 - 90</b> |            |             |                        |            |       |                 |
| Bill           | 12/02/2022 | 585394      | Hughes Fire Equipm...  | 12/12/2022 | 78    | 159.99          |
| Total 61 - 90  |            |             |                        |            |       | 159.99          |
| <b>&gt; 90</b> |            |             |                        |            |       |                 |
| Credit         | 12/21/2016 | 23865       | Rexel USA, Inc. dba... |            |       | -26.51          |
| Credit         | 04/30/2018 | 023865      | Platt Electric Supply  |            |       | -10.97          |
| Gene...        | 06/30/2019 | GF19.2      | Adjustment             |            |       | -189.30         |
| Credit         | 11/19/2019 | 13477-2     | Corvallis Sewing & ... |            |       | -39.05          |
| Credit         | 12/16/2020 | 44623-1220  | Republic Services      |            |       | -114.40         |
| Credit         | 10/05/2021 | 2109-410360 | Spaeth Lumber Co.,...  |            |       | -5.30           |
| Bill P...      | 05/09/2022 | 33080       | Oregon Volunteer Fi... |            |       | -250.00         |
| Total > 90     |            |             |                        |            |       | -635.53         |
| <b>TOTAL</b>   |            |             |                        |            |       | <b>5,162.09</b> |

Philomath Fire and Rescue

**A/R Aging Detail**

As of February 28, 2023

| Type            | Date       | Num       | Name                          | Terms  | Due Date   | Class        | Aging | Open Balance     |
|-----------------|------------|-----------|-------------------------------|--------|------------|--------------|-------|------------------|
| <b>Current</b>  |            |           |                               |        |            |              |       |                  |
| Invoice         | 02/07/2023 | 2015-220  | ODF                           | Net 30 | 03/09/2023 | General F... |       | 360.00           |
| Invoice         | 02/16/2023 | 2015-221  | Linn County Sheriff's Office' | Net 30 | 03/18/2023 | General F... |       | 45.00            |
| Invoice         | 02/16/2023 | 2015-222  | Alesea Fire Department        | Net 30 | 03/18/2023 | General F... |       | 405.00           |
| Total Current   |            |           |                               |        |            |              |       | 810.00           |
| <b>1 - 30</b>   |            |           |                               |        |            |              |       |                  |
| Total 1 - 30    |            |           |                               |        |            |              |       |                  |
| <b>31 - 60</b>  |            |           |                               |        |            |              |       |                  |
| Deposit         | 01/03/2023 |           | LexusNexis                    |        |            | General F... |       | -25.00           |
| Total 31 - 60   |            |           |                               |        |            |              |       | -25.00           |
| <b>61 - 90</b>  |            |           |                               |        |            |              |       |                  |
| Total 61 - 90   |            |           |                               |        |            |              |       |                  |
| <b>&gt; 90</b>  |            |           |                               |        |            |              |       |                  |
| General Journal | 06/30/2019 | ER19      | Adjustment`                   |        |            | General F... |       | 47,131.32        |
| General Journal | 06/30/2021 | AJE2102   | Adjustment`                   |        |            | General F... |       | -47,131.00       |
| General Journal | 06/30/2021 | AJE2103   | Adjustment`                   |        |            | General F... |       | 29,146.00        |
| General Journal | 06/30/2021 | AJE2103.2 | Adjustment`                   |        |            | General F... |       | 8,637.00         |
| General Journal | 06/30/2021 | AJE2105   | Adjustment`                   |        |            | General F... |       | -1,197.57        |
| Invoice         | 06/01/2022 | 2015-197  | Metropolitan Reporting Bureau |        | 06/01/2022 | General F... | 272   | 25.00            |
| Invoice         | 11/21/2022 | 2015-211  | Benton County Museum          |        | 11/21/2022 | General F... | 99    | 440.00           |
| Total > 90      |            |           |                               |        |            |              |       | 37,050.75        |
| <b>TOTAL</b>    |            |           |                               |        |            |              |       | <b>37,835.75</b> |



## 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**

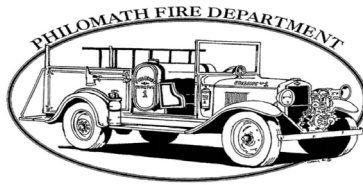
*1-5-23*

### Part I: Current Position Holder

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



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

5 March 2023

Association Business

- Regular Meetings
- Working with Chief on defining required hours for volunteers.

Volunteer Activity

- Provided standby at Work Capacity Tests.
- Assist with Station and Equipment Repairs.
- Continue to assist in the organization and teaching drills.
- Volunteers and RV supporting EMR Training
- 2 volunteers finishing EMT Basic.
- Helped locate excess tank for 263.

Recruitment and retention

- Working with new or returning volunteers to get them to response status.

Volunteer status

- RV vacancies losing one in March.
- Interviews completed on some potential candidates.

Respectfully submitted.

Dan Eddy  
President

Paula Andersson  
Vice President

Jean Goul  
Treasurer

Stephanie Vallancey  
Secretary

## **Cyber Security project**

Riverstrong has converted licenses from previous vendor (KAMIND) and has assumed management of our Microsoft account. Implementation of email security scans in progress (scanning for incoming phishing or deployable trojans). There will be testing of vulnerabilities in user clicking on links in emails in the coming weeks (to determine level of training needed in the management of cyber security).

Next phase is looking at budgeting for next year and getting our licensing in order. Completing deployment of system management applications to all devices and preparing to add RVs to domain – they will be given email addresses. Volunteers will be added next to allow for access (no licenses, no email).

Respectfully submitted,

DC Rich Saalsaa

# ORGANIZATIONAL MANUAL

## FIRE CHIEF

Exempt, Non-Represented



Section P  
PERSONNEL  
Procedure P-1

### NATURE OF WORK

The Fire Chief is the executive officer of Philomath Fire and Rescue (The “District”) and is responsible for planning, organizing, administering, and directing the operations of the District and the work of others, in compliance with local, State, and Federal laws. The Fire Chief is the recognized leader of the District who inspires each member to achieve the District’s mission, values and vision. The Fire Chief integrates organizational, procedural, policy, and fiscal management within the District, makes decisions, deals with personnel matters and community issues, and works closely with the public, news media, and administrators of other public agencies.

### REPORTING RELATIONSHIPS

The Fire Chief reports directly to the elected Board of Directors and serves at their discretion. The Board holds the Fire Chief accountable for all District programs and services. The Fire Chief is accountable for articulating all aspects of proposed policy, and organizational and fiscal matters to the Board, along with the rationale for such choices where changes in District policy may occur. All other reporting relationships are as detailed within the current Philomath Fire and Rescue organizational chart.

### JOB DUTIES

The Fire Chief exercises oversight responsibility for all District programs. Duties and responsibilities include, but are not limited to:

#### I. Incident Command, Mutual Aid and Fire Code Responsibilities:

- Supervises the activities of all District volunteers and staff.
- Maintains command and control of the fire-fighting resources of the District in the handling of emergency and non-emergency incidents. These incidents include but are not limited to fire suppression activities, hazardous materials, emergency medical service responses, and community disaster scenes.
- Responds to emergencies and assumes a leadership role in the incident command system as appropriate, including establishing strategic goals and tactical objectives at incident scenes. The Fire Chief’s role at emergency scenes is that of an incident scene manager; however, if the situation requires, the Fire Chief may perform fire responder duties as a firefighter or an EMT.
- Ensures that all activities are performed with safety as the highest priority.
- Has oversight of fire and life safety inspections, IFC code compliance, public education, and pre-fire programs, and instructs subordinates in fire protection

# ORGANIZATIONAL MANUAL

technology.

- Acts as the Fire Marshal on fire investigations, plan reviews, and field inspections.
- Establishes and maintains cooperative relationships with neighboring fire agencies to ensure coordinated efforts on mutual-aid incidents.
- Determines and recommends to the Board of Directors the personnel, equipment, and facility needs of the District, and is responsible for vehicle, equipment, and facility maintenance.
- Is responsible for the maintenance of all fire department records including written reports as required by the Board of Directors and governmental regulatory agencies.

## II. Personnel Management:

- Administers the goals and objectives of the District as set forth by the Board of Directors, and assists the Board in developing policies, procedures, and programs necessary to obtain those goals and objectives.
- Ensures that District policies are clearly understood and communicated to the membership of the District.
- Has a thorough knowledge of personnel management practices and is responsible for the development and enforcement of operational guidelines and personnel policies.
- Oversees the work of others and actively recruits, trains, and supervises all personnel.
- Oversees annual performance evaluations of paid staff in accordance with District policy, and conducts performance evaluations of administrative staff.
- Oversees all internal investigations, grievances, and disciplinary proceedings.
- Selects and appoints all volunteers and volunteer officers with input from volunteers and staff
- Helps staff and volunteers establish career goals, when requested.
- Interviews and selects candidates for paid employment. All promotions, disciplinary actions and terminations will be enforced in accordance with the District's personnel policy.
- Assigns work schedules and makes staff assignments as needed, based upon the operational requirements of the District.
- Ensures that inquiries or complaints are handled in a timely and professional manner, consistent with District policies.

## III. Fiscal Responsibilities:

- Oversees the development and presentation of an annual operating budget to the Budget Committee and is responsible for multi-year financial planning with District personnel input.
- Ensures that the financial dealings of the District are in compliance with the Financial Plan C-8
- Responsible to operate within the approved budget in a cost-effective manner and stays informed about the status of financial audits and related compliance requirements.
- Accountable for the District's adherence to State laws and regulations governing

# ORGANIZATIONAL MANUAL

acquisitions and construction projects. Manages capital-improvement projects and ensures that projects are within budget parameters established by the Board of Directors.

## IV. Communication and Public Involvement:

- Responsible to the Board of Directors and reports to the Board regularly on all matters concerning District operations.
- Attends all Board meetings and is responsible for maintaining a line of communication between the Board of Directors and the District. Ensures that Board meetings comply with State guidelines and regulations.
- Works with local, State, and Federal fire-protection officials, law enforcement officials, and other government agencies as necessary.
- Works with the public, represents the District at meetings, hearings and community events, and reflects the professional image and values of the District.

## EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

The Fire Chief must have in-depth understanding and experience in modern techniques, methods and practices relating to fire suppression, fire prevention, emergency medical services, training, communications, administration, and related District programs and services.

### Required Experience:

- 10 years of progressive experience as an officer in the fire service
- A minimum of 5 years experience as Battalion Chief, or equivalent, or higher ranking officer in a fire department providing EMS services
- Excellent oral and written communication skills
- Basic computer skills, including use of word processing, spreadsheets and presentation software
- Experience in developing and preparing plans, policies, and procedures
- Expertise in personnel rules and regulations pertaining to public sector employees and emergency responders
- In-depth knowledge of laws and regulations governing fire districts
- Ability to present policy issues and choices for decision-makers
- Ability to prioritize and integrate services with fiscal responsibility
- Ability to obtain a valid Oregon State Driver's License
- Experience in fire-prevention activities, including fire-code enforcement and plan review
- Knowledge of fire-investigation techniques and methods
- Experience in and knowledge of the financial budgeting and accounting practices of public agencies
- Knowledge of external funding opportunities that would benefit the District and have the ability to seek out and apply for pertinent grants from governmental agencies and/or private foundations

# ORGANIZATIONAL MANUAL

- Able to continue his/her education to keep abreast of changes in technology, methods, and practices. Attendance at institutions of higher learning and the National Fire Academy is encouraged

## **Minimum Required Training and Certification:**

Associates of Applied Science (AAS) Degree in Fire Sciences, Fire Service Administration, or a related field

- EMT Basic
- NFPA Fire Officer I
- NFPA Instructor I
- Working knowledge of fire code enforcement policies and procedures ICS-100, 200, 300, 400, 700, 800

## **Preferred Training and Certification:**

- Bachelor's Degree or NFA EFO Certification
- IFC Code Certification
- Working knowledge of fire issues in wildland-urban interfaces and experience working in that context

## **Required Residency and Response Time:**

Primary residence in the District and ability to commute to the District's Main Station within 10 minutes from that residence. Up to one year to meet this requirement when initially employed.

# ORGANIZATIONAL MANUAL

## DEPUTY CHIEF

Exempt, Non-Represented



Section P  
PERSONNEL  
Procedure P-2

### Position Summary:

Under the authority of the Fire Chief, the Deputy Chief acts as the Fire Marshal for the District. Responsibilities include planning, coordination, and implementation of a comprehensive program for fire prevention, community risk reduction, pre-fire planning, access and water supply, and liaison with City and County Planners for plan review. The Deputy Chief is responsible for the direct management of all resident volunteers and paid firefighters. The Deputy Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge, or discipline for these employees and is responsible for conducting annual employee evaluations.

This position is both a supervisory and a confidential position and, as such, is not part of the bargaining unit. The Deputy Chief will provide advice and guidance to the Fire Chief regarding labor matters, staffing, personnel matters, and budget recommendations. The Deputy Chief may be asked to prepare confidential materials and attend confidential meetings. The Deputy Chief performs other duties assigned by the Fire Chief. In the absence of the Fire Chief, the Deputy Chief will oversee the operations of the District.

### Supervision Received:

The Deputy Chief reports directly to the Fire Chief. In the extended absence or incapacitation of the Fire Chief, the Deputy Chief would report directly to the Board of Directors.

### Supervision Exercised:

The Deputy Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Recommend the hiring, transfer, suspension, promotion, discharge, or discipline for assigned employees.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient officers.
- Attempt to resolve major and minor issues brought to their attention.



# ORGANIZATIONAL MANUAL

- Keep the Fire Chief advised on all personnel issues brought to their attention, recommend actions that need to be taken, or the disposition of actions.
- Serve in a supervisory capacity for all paid Captains and Lieutenants.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

## **Essential Job Duties:**

The Deputy Chief's duties include, but are not limited to the following:

- A. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous-material remediation.
- B. Analyze the District's fire trends and makes recommendations on methods to improve the District's level of protection.
- C. Ensure the District's Fire Suppression, Fire Inspection, and Plans Review records are accurately maintained, documented, and when necessary reported / forwarded to the appropriate agencies.
- D. Review laws, ordinances, resolutions, and regulations related to fire prevention, fire access and fire response routes within the District, and make recommendations for changes as required.
- E. Make the necessary changes in the District map books to keep them current.
- F. Participate in the overall District budget process and prepare and submit to the Fire Chief the Fire Prevention, Fire Suppression, and Communication Program Budget.
- G. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
- H. Demonstrate computer skills and use software provided by the District.
- I. District Community Risk Reduction Program:
  1. Coordinates the District's Business Inspection program.
  2. Liaises with City, County, State, and Federal partners with CWPP, NHMP, Disaster, and other planning projects.
  3. Creates pre-incident surveys on new target hazards, and updates existing pre-incident surveys as changes occur.
  4. Administers the District's Fire Prevention Program.
  5. Administers the AHA Training Site, courses, and instructor cadre.
  6. Administers the District Safety Committee.
- J. Oversee routine facility and equipment maintenance:
  1. Manages testing and restoration of fire hose and pumps.
  2. Manages service of equipment and apparatus.
  3. Manages maintenance of tools and supplies for routine mechanical work.

# ORGANIZATIONAL MANUAL

## **Knowledge, Skills, and Ability to:**

The Deputy Chief will:

1. Be able to function as part of the District administrative team.
2. Enforce policies of the District and maintain discipline of personnel.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
4. Attend District training sessions as required.
5. Cooperate with local, state and federal public agency officials.
6. Assist the Fire Chief in a confidential manner by providing advice, guidance, and information on labor and operational matters.
7. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.
8. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
9. Possess ability to communicate effectively both verbally and in writing.
10. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
11. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.
12. Act as a Duty Officer (DO) on a rotation basis.

The Deputy Chief is encouraged to participate in the activities and functions of the Philomath Volunteer Fire Department Association.

## **Required Certifications:**

As a condition of employment, the following certifications, licenses, or training must be maintained. The Deputy Chief will also possess computer skills proficient with the needs of the position.

## **Required Qualifications:**

- Minimum three years as Fire Captain or equivalent management-level experience
- NFPA Fire Officer II
- NFPA Fire Instructor II
- NFPA Apparatus Operator
- NFPA Aerial Operator
- OHA Emergency Medical Technician
- NFPA Hazardous Materials Incident Commander
- NFPA Incident Safety Officer
- NFPA Public Fire & Life Safety Educator

# ORGANIZATIONAL MANUAL

- NFPA Fire Inspector
- Maintain a valid Oregon Driver's License

## **Preferred Certifications:**

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NWCG Wildland Single Resource Engine Boss
- NWCG Strike Team / Task Force Leader
- NFPA Fire Investigator

At the direction of the Fire Chief the Deputy Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

## **Physical Demands:**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

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

# ORGANIZATIONAL MANUAL

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours. Occasional evening and weekend hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL



## VOLUNTEER ASSISTANT CHIEF

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-3V

### Position Summary:

Under the general direction of the Fire Chief, the Volunteer Assistant Chief manages the Fire District. The Volunteer Assistant Chief is responsible for the direct management of all volunteers. The Volunteer Assistant Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline of the volunteers.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Volunteer Assistant Chief will provide advice and guidance to the Fire Chief regarding staffing, personnel matters, and budget recommendations. The Volunteer Assistant Chief may be asked to prepare confidential materials and attend confidential meetings. In the absence of the Fire Chief and Deputy Fire Chief, the Volunteer Assistant Chief may oversee operations of the volunteers of the District.

### Supervision Received:

The Volunteer Assistant Chief will follow the chain of command at all times, except for certain protected activities described in the personnel policies, and reports directly to the Fire Chief.

### Supervision Exercised:

The Volunteer Assistant Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Provide input to the Fire Chief during the selection process and probationary period of personnel.
- Will have a thorough understanding of the District's personnel policies and procedures and ensure that crews are acting in accordance with District expectations.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Be the first step in the chain of command for Volunteer Captains.

# ORGANIZATIONAL MANUAL

- Attempt to resolve major and minor issues brought to their attention. Issues where the Volunteer Assistant Chief is personally involved will be referred to the Fire Chief.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Assist with training of personnel at regular and specialized training sessions.
- Serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at their discretion.

## **Essential Job Duties:**

Respond to the incident scene in a duty vehicle, from a station to the incident scene, or to a station for response or standby during their duty week.

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Act as a liaison with agencies and organizations at the direction of the Fire Chief.
- May serve on a committee to evaluate capital purchases.
- Able to determine the initial actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Supervise the exercise of safety and use of personal protective equipment by others at emergency scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Transmit orders and other information to personnel at emergency scenes.
- Assume command of emergency incidents when a firefighter is in command.
- Observe and evaluate scene safety and operational effectiveness when a Lieutenant or Captain is in command. The Volunteer Assistant Chief will assume command from a Lieutenant or Captain, as they deem necessary.
- Serve a duty week on a rotating basis with all officers above the level of Lieutenant; during this time the Volunteer Assistant Chief may respond directly to the incident scene and establish Incident Command. It is the Volunteer Assistant Chief's responsibility to find another officer to cover their duty should they be unable to respond or leave District during their duty week.

This list of complexity of duties is not intended to be exhaustive. Additional related duties, as necessary, may be added by the Fire Chief.

## **Contact With Others:**

The Volunteer Assistant Chief will:

- Lead by example, complete reports in a timely manner, participate in volunteer firefighter activities, attend drills according to volunteer guidelines, etc.

# ORGANIZATIONAL MANUAL

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- Reflect a professional image of Philomath Fire & Rescue.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and effectively lead personnel.
- Exhibit qualities and actions worthy of respect and emulation by others.

## **Knowledge, Skills, and Ability to:**

- Knowledge of the District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to participate in training programs and be skilled in training others in the performance of specific tasks.
- Able to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Possess computer skills commensurate with the needs of the position.

## **Required Qualifications:**

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all-inclusive. Additional training may be added as necessary.

- Good standing within the Fire District.
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License

## **Preferred Qualifications:**

- Fire Officer II
- Mobile Water Supply Officer
- NWCG Strike Team Leader
- Oregon Advanced EMT or Paramedic

# ORGANIZATIONAL MANUAL

At the direction of the Fire Chief, the Volunteer Assistant Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

## **Physical Demands:**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

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

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.



# ORGANIZATIONAL MANUAL

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

## **Selection Guidelines:**

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. In the case of multiple applicants, the competitive process will be followed for selection of the appropriate candidate. Final selection will be made contingent upon passing a drug screening and background check.

This job description does not constitute an employment agreement between the District and the individual and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL

## STAFF CAPTAIN

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section  
PERSONNEL  
Procedure P-4

### Position Summary:

Under the general direction of the Deputy Fire Chief, the Staff Captain will be responsible for the management of the Training Program for Fire and EMS personnel. The Staff Captain is responsible for the planning, organizing, direction and control of all public education and outreach activities. The role of Staff Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Staff Captain performs other duties as may be required by the Deputy Fire Chief. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

### Supervision Received:

The Staff Captain will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Staff Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Staff Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Staff Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

# ORGANIZATIONAL MANUAL

- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Staff Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Staff Captains will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Staff Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

## Essential Job Duties:

- A. Functions as a member of the District's emergency response team.
  1. EMT
  2. Fire Suppression
  3. Hazardous Materials
  4. Rescue
- B. District Outreach Program:
  1. Exercises independent judgment in the administration of the life safety and outreach programs.
  2. Coordinates District Outreach programs, including First Aid/CPR community training, standby at community events, K-5 curriculum, and specific outreach activities (i.e. Open House).
  3. Plans, implements, and coordinates community outreach and public education activities.
- C. District Fire Training and Recertification Program Coordinator:
  1. Supervises the training of personnel at scheduled drills and events.
  2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
  3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
  4. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
  5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OARs, and ORSs.
- D. District Medical Training and Recertification Program Coordinator:
  1. Conducts or causes to be conducted the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
  2. Administers an emergency medical training program of sufficient content to meet or exceed OHA, Supervising Physician, and District Standards.

# ORGANIZATIONAL MANUAL

3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
  4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
  5. Serve as the District's Infection Control Officer.
  6. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
- E. Administrative Functions:**
1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
  2. Maintain the schedules for all staff members including coverage.
  3. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
  4. Optionally, act as a Duty Officer (DO) as may be asked by the Deputy Fire Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
  5. Can act as a shift officer when staffing needs require coverage.

## **Contact with Others:**

The Staff Captain shall:

1. Be responsible to the Deputy Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Deputy Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as the District's representative at City, County and regional levels as required by the Deputy Fire Chief.
5. Act as liaison with the Linn/Benton Fire Training Council.

The Staff Captain is encouraged, but not required, to participate in activities and functions of the Philomath Volunteer Fire Department Inc.

## **Knowledge Skills and Ability to:**

The Staff Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.

# ORGANIZATIONAL MANUAL

7. Attend District training sessions as required in District policy.
8. Adhere to the District Policy for Employees.

## **Required Certifications:**

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

## **Preferred Certifications:**

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NFPA Instructor II (incentive)
- NFPA Public Fire & Life Safety Educator (incentive)
- ICS 300 & 400
- American Heart Association Heartsaver/BLS Instructor
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of

# ORGANIZATIONAL MANUAL

this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL



## VOLUNTEER STAFF CAPTAIN

Non-Compensated, Non-Represented

Section  
PERSONNEL  
Procedure P-4V

### Job Summary:

Under the general direction of the Deputy Fire Chief, the Staff Captain will be responsible for the management of the Training Program for Fire and EMS personnel. The Staff Captain is responsible for the planning, organizing, direction and control of all Public Education and outreach activities. The role of Staff Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Staff Captain performs other duties as may be required by the Deputy Fire Chief.

### Supervision Received:

The Staff Captain will always follow the Chain of Command, except for certain protected activities described in the Personnel Policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Staff Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Staff Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

# ORGANIZATIONAL MANUAL

- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Staff Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Staff Captains will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Staff Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

## Essential Job Duties:

- A. Functions as a member of the District's emergency response team.
  1. EMT
  2. Fire Suppression
  3. Hazardous Materials
  4. Rescue
- B. District Outreach Program:
  1. Exercises independent judgment in the administration of the life safety and outreach programs.
  2. Coordinates District Outreach programs, including First Aid/CPR community training, standby at community events, K-5 curriculum, and specific outreach activities (i.e.-Open House).
  3. Plans, implements, and coordinates community outreach and public education activities.
- C. District Fire Training and Recertification Program Coordinator:
  1. Supervises the training of personnel at scheduled drills and events.
  2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
  3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
  4. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
  5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OAR's, and ORS's.
- D. District Medical Training and Recertification Program Coordinator:
  1. Conducts or causes to be conducted the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
  2. Administers an emergency medical training program of sufficient content to meet or exceed OHA, Supervising Physician, and District Standards.



# ORGANIZATIONAL MANUAL

3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
  4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
  5. Serve as the District's Infection Control Officer.
  6. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
- E. Administrative Functions:**
1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
  2. Maintain the schedules for all staff members including coverage.
  3. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
  4. Optionally, act as a Duty Officer (DO) as may be asked by the Deputy Fire Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
  5. Can act as a shift officer when staffing needs require coverage.

## **Contact with Others:**

The Staff Captain shall:

1. Be responsible to the Deputy Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Deputy Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as the District's representative at City, County and regional levels as required by the Deputy Fire Chief.
5. Act as liaison with the Linn/Benton Fire Training Council.

The Staff Captain is encouraged, but not required, to participate in activities and functions of the Philomath Volunteer Fire Department Inc.

## **Knowledge Skills and Ability to:**

The Staff Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.

# ORGANIZATIONAL MANUAL

7. Attend District training sessions as required in District Policy.
8. Adhere to the District Policy for Employees.

## **Required Certifications:**

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

## **Preferred Certifications:**

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NFPA Instructor II (incentive)
- NFPA Public Fire & Life Safety Educator (incentive)
- ICS 300 & 400
- American Heart Association Heartsaver/BLS Instructor
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of

# ORGANIZATIONAL MANUAL

this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL



## OPERATIONS CAPTAIN

Non-exempt, Represented  
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P  
PERSONNEL  
Procedure P-5

### Position Summary:

The role of Operations Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of a station or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Operations Captain will provide input in the selection process and probationary period of new hires and during the probationary period of newly promoted officers. The Operations Captain may request or be assigned additional, specialized duties from the Deputy Fire Chief. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

### Supervision Received:

The Operations Captain will always follow the chain of command. In the absence of the Deputy Chief, the Operations Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Operations Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Operations Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.
- Assist with the training of personnel at regular and specialized training sessions.

# ORGANIZATIONAL MANUAL

- Provide communication, direction, guidance, and coaching to others at all times.

The Operations Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Operations Captains will advise the Deputy Chief or Assistant Chief (non-compensated staff) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Operations Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (Non-compensated staff).

## Essential Job Duties:

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods. Determine actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary. Direct response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Establish a position to observe and evaluate scene safety and operational effectiveness when a Lieutenant is in command. Operations Captains shall assume command from a Lieutenant or Firefighter as they deem necessary.
- May serve as a Duty Officer; Operations Captains respond directly to the incident scene and establish Incident Command. During this assignment, may take a department vehicle home for response purposes.
- Provides input for Lieutenant Evaluations.
- Assist the Deputy Chief by conducting business inspections and pre-fire surveys.
- Other duties as assigned by the Deputy Fire Chief or Assistant Fire Chief (volunteers).

This list of duties is not intended to be exhaustive; additional related duties, as necessary, may be added by the Fire Chief.

## Contact with others:

An Operations Captain shall:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Deputy Fire Chief.
2. Act as a liaison with agencies and organizations at the direction of the Deputy Fire Chief.
3. At all times reflect a professional image of Philomath Fire & Rescue.

# ORGANIZATIONAL MANUAL

## Knowledge, Skills, and Abilities:

- Meet all requirements of a Fire Lieutenant P-6.
- Remain in good standing within the department.
- Meet a minimum of three years' fire service experience.
- Complete a mentoring / probationary period, including Acting In Capacity, the length of which will be determined by the Fire Chief on an individual basis.
- Maintain an Oregon Driver's License that meets District requirements.
- Exhibit a thorough knowledge of the fire district including the rules, regulations, procedures, and Operational Guidelines governing the district.
- Exhibit a working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Should participate in the training programs and be skilled in training others in the performance of specific tasks.
- Must possess the ability to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Exhibit an in-depth knowledge of the fire suppression resources of the district and surrounding fire service agencies.

## Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- Fire Officer I
- NWCG Engine Boss
- NFPA Mobile Water Supply
- Minimum of six (6) years prior fire service experience

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

## Preferred Certifications:

- OHA Advanced EMS Certification (Advanced, Intermediate, or Paramedic)
- Fire Officer II
- Instructor II
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

# ORGANIZATIONAL MANUAL

## **Physical Demands:**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent

# ORGANIZATIONAL MANUAL

and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.



# ORGANIZATIONAL MANUAL



## VOLUNTEER OPERATIONS CAPTAIN

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-5V

### Position Summary:

The role of Operations Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of a station or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Operations Captain will provide input in the selection process and probationary period of new hires and during the probationary period of newly promoted officers. The Operations Captain may request or be assigned additional, specialized duties from the Deputy Fire Chief.

### Supervision Received:

The Operations Captain will always follow the Chain of Command. In the absence of the Assistant Chief or Deputy Chief, the Operations Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Operations Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Operations Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

# ORGANIZATIONAL MANUAL

- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Operations Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Operations Captains will advise the Deputy Chief or Assistant Chief (non-compensated staff) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Operations Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (Non-compensated staff).

## **Essential Job Duties:**

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods. Determine actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary. Direct response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Establish a position to observe and evaluate scene safety and operational effectiveness when a Lieutenant is in command. Operations Captains shall assume command from a Lieutenant or Firefighter as they deem necessary.
- May serve as a Duty Officer; Operations Captains respond directly to the incident scene and establish Incident Command. During this assignment, may take a department vehicle home for response purposes.
- Provides input for Lieutenant Evaluations.
- Assist the Deputy Chief by conducting business inspections and pre-fire surveys.
- Other duties as assigned by the Deputy Fire Chief or Assistant Fire Chief (volunteers).

This list of duties is not intended to be exhaustive; additional related duties, as necessary, may be added by the Fire Chief.

## **Contact with others:**

A Operations Captain shall:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Deputy Fire Chief.
2. Act as a liaison with agencies and organizations at the direction of the Deputy Fire Chief.
3. At all times reflect a professional image of Philomath Fire & Rescue.

# ORGANIZATIONAL MANUAL

## **Knowledge, Skills, and Ability to:**

- Meet all requirements of a Fire Lieutenant P-6.
- Remain in good standing within the department.
- Meet a minimum of three years' fire service experience.
- Complete a mentoring / probationary period, including Acting In Capacity, the length of which will be determined by the Fire Chief on an individual basis.
- Maintain an Oregon Drivers License that meets District requirements.
- Exhibit a thorough knowledge of the fire district including the rules, regulations, procedures, and Operational Guidelines governing the district.
- Exhibit a working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Should participate in the training programs and be skilled in training others in the performance of specific tasks.
- Must possess the ability to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Exhibit an in-depth knowledge of the fire suppression resources of the district and surrounding fire service agencies.

## **Required Certifications:**

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- Fire Officer I
- NWCG Engine Boss
- NFPA Mobile Water Supply
- Minimum of six (6) years prior fire service experience

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

## **Preferred Certifications:**

- OHA Advanced EMS Certification (Advanced, Intermediate, or Paramedic)
- Fire Officer II
- Instructor II
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

# ORGANIZATIONAL MANUAL

## **Physical Demands:**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

# ORGANIZATIONAL MANUAL

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL



## LIEUTENANT

Non-exempt, Represented  
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P  
PERSONNEL  
Procedure P-6

### Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

### Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

# ORGANIZATIONAL MANUAL

- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

## **Essential Job Duties:**

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Staff Captain by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Deputy Chief, Fire Chief or designee.

## **Contact with Others:**

Lieutenants will:

1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

# ORGANIZATIONAL MANUAL

3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

## **Knowledge, Skills, and Abilities:**

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

## **Required Certifications:**

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers.



# ORGANIZATIONAL MANUAL

## **Preferred Certifications:**

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer
- One (1) year with Philomath Fire & Rescue

## **Physical Demands:**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and

# ORGANIZATIONAL MANUAL

confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL



## VOLUNTEER LIEUTENANT

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-6V

### Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned.

### Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Assistant Chief or Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

# ORGANIZATIONAL MANUAL

- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Volunteer Assistant Chief.

## **Essential Job Duties:**

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Staff Captain by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Deputy Chief, Fire Chief or designee.

## **Contact with Others:**

Lieutenants will:

1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

# ORGANIZATIONAL MANUAL

3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

## **Knowledge, Skills, and Abilities:**

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

## **Required Certifications:**

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers.

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## **Preferred Certifications:**

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer
- One (1) year with Philomath Fire & Rescue

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# ORGANIZATIONAL MANUAL

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.



# SENIOR FIREFIGHTER

Non-exempt, Represented  
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P  
PERSONNEL  
Procedure P-7

## Position Summary:

The Senior Firefighter may act in the capacity of a Lieutenant in the absence of Senior Officers. The Senior firefighter may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. Senior Firefighters assist in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. Senior Firefighters may provide supervision to those personnel assigned in the absence of an officer.

## Supervision Received:

The Senior Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Senior Firefighter shall report directly to the Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

## Supervision Exercised:

The Senior Firefighter will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Senior Firefighter in the absence of a Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the district.
- Assist with the training of personnel at regular and specialized training sessions. Provide communication, direction, guidance, and always coaching to others.



The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required in the absence of a Lieutenant.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the district as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and training.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of in the absence of Lieutenant.
- Other duties as assigned by the Fire Chief, Deputy Chief or designee.

#### **Contact with Others:**

Senior Firefighters will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.)

#### **Knowledge, Skills, and Abilities:**

The position of Senior Firefighter requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.

- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

**Required Certifications:**

- Minimum of 3 years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- OHA EMT
- NWCG Firefighter Type I
- NFPA Pumper Operator
- Incident Safety Officer
- Traffic Incident Management Responder training
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

**Preferred Certifications:**

- NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- NFPA Instructor I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

**Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

**Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

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

**Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

DRAFT

# ORGANIZATIONAL MANUAL



## VOLUNTEER SENIOR FIREFIGHTER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-7V

### Position Summary:

The Volunteer Senior Firefighter may act in the capacity of a Lieutenant in the absence of Senior Officers. The Volunteer Senior Firefighter may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. Senior Firefighters assist in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. A Volunteer Senior Firefighter may provide supervision to those personnel assigned in the absence of an officer.

### Supervision Received:

The Volunteer Senior Firefighter will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Senior Firefighter shall report directly to the Assistant Chief or Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Volunteer Senior Firefighter will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Senior Firefighter in the absence of a Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the district.
- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

# ORGANIZATIONAL MANUAL

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required in the absence of a Lieutenant.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the district as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and training.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of in the absence of Lieutenant.
- Other duties as assigned by the Fire Chief, Deputy Chief or designee.

## **Contact with Others:**

A Volunteer Senior Firefighter will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.)

## **Knowledge, Skills, and Abilities:**

The position of Volunteer Senior Firefighter requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.

# ORGANIZATIONAL MANUAL

- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

## Required Certifications:

- Minimum of three (3) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- OHA First Responder
- NWCG Firefighter Type I
- NFPA Pumper Operator
- Incident Safety Officer
- Traffic Incident Management Responder training
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

## Preferred Certifications:

- NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- NFPA Instructor I
- NWCG Engine Boss
- OHA EMT or higher
- Fire Inspections for the Company Officer

## Physical Demands:

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

The physical demands of this voluntary position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant

# ORGANIZATIONAL MANUAL

movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this voluntary position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

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

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual.

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

## **Selection Guidelines:**

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



# ORGANIZATIONAL MANUAL

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

DRAFT

# ORGANIZATIONAL MANUAL

## ENGINEER

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section P  
PERSONNEL  
Procedure P-8

### Position Summary:

The Engineer assists in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. An Engineer has direct control of, and is responsible for, apparatus and equipment assigned.

The Engineer may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. An Engineer is expected to maintain all required training and certifications required of this position.

### Supervision Received:

The Engineer will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Engineer shall report directly to the Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Primary operator for apparatus and specialized technical equipment required of the position.
- Conducts apparatus and equipment checks to ensure all apparatus and equipment are operational.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of an apparatus operator.

# ORGANIZATIONAL MANUAL

- Possess a thorough knowledge of district geography.
- Other duties as assigned by the Deputy Chief or designee.

## Contact with Others:

### The Engineer will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief or their designee.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e., completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

## Knowledge, Skills, and Abilities:

### The position of Engineer requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

## Required Certifications:

- Minimum of two (2) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter I
- OHA EMT
- NWCG Firefighter Type II
- NFPA Pumper Operator NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- Traffic Incident Management Responder training

# ORGANIZATIONAL MANUAL

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief or their designee with input from the Officers.

## Preferred Certifications:

- NFPA Instructor I
- Safety Officer
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## Mental/Cognitive Demands

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# ORGANIZATIONAL MANUAL

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours; overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL



## VOLUNTEER EMS RESPONDER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-11V

### Position Summary:

The role of the EMS Responder centers on performing duties involved medical emergencies. Duties include emergency response, training, vehicle checks/maintenance, daily assignments and medical standby activities. May be required to perform other duties as required or directed.

### Supervision Received:

The EMS Responder will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer EMS Responder shall report directly to the Volunteer Assistant Chief or Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Essential Job Duties:

An EMS Responder must:

- Perform rescue duties while in adverse environments. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform basic building care and maintenance.

The EMS Responder is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

# ORGANIZATIONAL MANUAL

## Contact with Others:

An EMS responder will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines, and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

## Required Certifications:

- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- EMT Certification or higher
- AHA BLS CPR Certification

# ORGANIZATIONAL MANUAL

- Minimum 18 years of age
- High school Diploma/GED or equivalent

## **Preferred Certifications:**

- NFPA Driver/Operator
- Certification as advanced EMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

## **Training/Education:**

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

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# ORGANIZATIONAL MANUAL

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL



## VOLUNTEER ENGINEER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-8V

### Position Summary:

A Volunteer Engineer needs to have taken the necessary classes, received the necessary certifications, and proven their competence in the operation of all the district's fire apparatus. The Volunteer Engineer has direct control of, and is responsible for, apparatus and equipment assigned.

The Volunteer Engineer may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. The Volunteer Engineer assists in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities.

### Supervision Received:

The Volunteer Engineer will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer Engineer shall report directly to the Assistant Chief or Deputy Chief in their absence.

The list of essential duties for this volunteer position is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this volunteer position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Be the primary operator for apparatus and specialized technical equipment
- Conduct apparatus and equipment checks to ensure all apparatus and equipment are operational.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Respond to Automatic or Mutual Aid outside the boundaries of the District In the compacity of an apparatus operator.

# ORGANIZATIONAL MANUAL

- Possess a thorough knowledge of district geography.
- Other duties as assigned by the Assistant Chief, Deputy Chief, or designee.

## **Contact with Others:**

The Volunteer Engineer will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief or their designee.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e., completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

## **Knowledge, Skills, and Abilities:**

The position of Volunteer Engineer requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

## **Required Certifications:**

- Minimum of 2 years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter I
- NWCG Firefighter Type II
- NFPA Pumper Operator NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- Traffic Incident Management Responder training

# ORGANIZATIONAL MANUAL

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief or their designee with input from the Officers.

## Preferred Certifications:

- NFPA Instructor I
- Safety Officer
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

## Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this voluntary position.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this voluntary position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this voluntary position include use of an SCBA and mask which is worn close to the face. This voluntary position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## Mental/Cognitive Demands

Work involves multiple tasks that change frequently and require sound mental organization. A volunteer working in this position will be frequently interrupted to respond to team members and the emergency needs of members of the public. Individuals in this voluntary position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## Work Environment:

The work environment characteristics described here are representative of those encountered while performing the duties and responsibilities of this voluntary job. Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from

# ORGANIZATIONAL MANUAL

mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

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

# ORGANIZATIONAL MANUAL

## FIREFIGHTER

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section P  
PERSONNEL  
Procedure P-9

### Position Summary:

The role of the Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Essential Job Duties:

#### A Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

# ORGANIZATIONAL MANUAL

## Contact with Others:

A Firefighter will be expected to:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

# ORGANIZATIONAL MANUAL

## Required Certifications:

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- EMT Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

## Preferred Certifications:

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA AEMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.



# ORGANIZATIONAL MANUAL

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL



## FIREFIGHTER (Part Time)

Non-exempt, Non-Represented

Section P  
PERSONNEL  
Procedure P-9P

### Position Summary:

The role of the Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Essential Job Duties:

A Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

# ORGANIZATIONAL MANUAL

## Contact with Others:

A Firefighter will be expected to:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

# ORGANIZATIONAL MANUAL

## **Required Certifications:**

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- EMT Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

## **Preferred Certifications:**

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA AEMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

# ORGANIZATIONAL MANUAL

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL

## VOLUNTEER FIREFIGHTER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-9V



### Position Summary:

The role of the Volunteer Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Volunteer Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Assistant Chief or Deputy Chief.

### Essential Job Duties:

A Volunteer Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all Properties .
- Perform basic building care and maintenance.

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

# ORGANIZATIONAL MANUAL

## Contact with Others:

A Volunteer Firefighter will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

# ORGANIZATIONAL MANUAL

## Minimum Requirements:

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- OHA First Responder Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

## Desired Qualifications:

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA EMT or higher

## Training/Education:

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

## Physical Demands:

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

The physical demands of this voluntary position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.



# ORGANIZATIONAL MANUAL

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

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

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

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

# ORGANIZATIONAL MANUAL



## VOLUNTEER FIREFIGHTER (Entry Level)

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-10V

### Position Summary:

The role of a Volunteer Firefighter (Entry Level) centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, Building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Volunteer Firefighter (Entry Level) will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Assistant or Deputy Chief.

### Essential Job Duties:

A Volunteer Firefighter (Entry level) Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Volunteer Firefighter (Entry Level) is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates. Must be able to maintain required certifications, accreditations, and licensure commensurate with this volunteer position.

# ORGANIZATIONAL MANUAL

## **Contact with Others:**

A Volunteer Firefighter (Entry Level) will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

## **Knowledge, Skills, and Abilities:**

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

# ORGANIZATIONAL MANUAL

## **Required Certifications:**

- NFPA Firefighter I Academy
- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent

## **Desired Certifications:**

- NFPA Firefighter I Certification
- NFPA Driver/Operator
- Certification as an OHA First Responder or higher

## **Training/Education:**

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

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an Volunteer Firefighter (Entry Level) to successfully perform the essential functions of this job.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this volunteer position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

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

# ORGANIZATIONAL MANUAL

be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

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

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement. And to continue in the voluntary role, the incumbent needs to meet the essential criteria of this position.

# ORGANIZATIONAL MANUAL



## VOLUNTEER EMS RESPONDER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-11V

### Position Summary:

The role of the EMS Responder centers on performing duties involved medical emergencies. Duties include emergency response, training, vehicle checks/maintenance, daily assignments and medical standby activities. May be required to perform other duties as required or directed.

### Supervision Received:

The EMS Responder will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer EMS Responder shall report directly to the Volunteer Assistant Chief or Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Essential Job Duties:

An EMS Responder must:

- Perform rescue duties while in adverse environments. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform basic building care and maintenance.

The EMS Responder is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

# ORGANIZATIONAL MANUAL

## Contact with Others:

An EMS responder will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

## Knowledge, Skills, and Abilities:

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

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines, and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

## Required Certifications:

- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- EMT Certification or higher
- AHA BLS CPR Certification

# ORGANIZATIONAL MANUAL

- Minimum 18 years of age
- High school Diploma/GED or equivalent

## **Preferred Certifications:**

- NFPA Driver/Operator
- Certification as advanced EMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

## **Training/Education:**

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

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# ORGANIZATIONAL MANUAL

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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

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

## **Selection Guidelines:**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

# ORGANIZATIONAL MANUAL



## SUPPORT VOLUNTEER

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-12V

### **Purpose:**

The Support Volunteer Program is designed to allow volunteers the ability to participate in District activities in a way that supports the operations of the District and the Volunteer Association. The position of Support Volunteer does not include response to an emergency scene.

### **Participation:**

Support Volunteers are required to participate in District and Volunteer activities, with a documented 8 hours of participation per quarter. Support Volunteers are encouraged to wear District-issued attire when participating in community events or activities where interaction with members of the public is anticipated.

### **Volunteer Job Duties:**

Support Volunteers will manage the coordination of dinners for the Volunteer Association Business meeting, live fire or other training events, and incident support when called upon to provide food and drink to fire personnel on larger incidents (either on-site or at the station). They are also encouraged to participate and coordinate social events under the direction of the Volunteer Association. Duties may be performed at one of the District Stations, within the District boundaries, or beyond the District boundaries if working on behalf of the Volunteer Association. Support Volunteers may also assist the Administration staff with maintenance of station and grounds, vehicles, and other professional tasks such as grant writing, website maintenance, etc. Will report to duty lieutenant.

### **Personal Conduct:**

Support Volunteers are subject to the Volunteer Personal Conduct policy, Section 9.2 of the Personnel Policies for Volunteers.

### **Requirements:**

Support Volunteers shall maintain a driving record that meets the District's driving-record requirements. Support Volunteers are required to maintain a current and valid Oregon driver's license. Support Volunteers must notify the Fire Chief of any change in their driver's license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief will be viewed as a violation of District's policy.

# ORGANIZATIONAL MANUAL

Support Volunteers must obtain First Aid/CPR Heartsaver certification within 60 days of their application acceptance.

## **Physical Demands**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

## **Mental/Cognitive Demands**

Work involves multiple tasks that change frequently and requires sound mental organization. The position of Support Volunteer does not include responding to an emergency scene.

# ORGANIZATIONAL MANUAL



## OFFICE ADMINISTRATOR

Non-exempt, Non-Represented

Section P  
PERSONNEL  
Procedure P-13

### Position Summary:

Under the general direction of the Fire Chief, the Office Administrator provides complex administrative support involving sensitive and confidential material to the Fire Chief, administrative team, and Board of Directors. The Office Administrator also provides oversight for all financial and clerical functions of the District. This position requires the exercise of initiative, independent judgment, and discretion in screening calls, visitors, and mail, answering and disposing of requests for information, and public relations activities. The Office Administrator is a classified position and is subject to the rules and regulations of the Philomath Fire & Rescue Civil Service Commission.

### Supervision Received:

The Office Administrator works under the general direction of the Fire Chief and Board of Directors.

### Supervision Exercised:

The Office Administrator exercises supervision over other clerical personnel as directed by the Fire Chief.

### Essential Job Functions:

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The essential job duties will include other responsibilities as assigned and required.

### General Office Support: 30% of time

1. Provide administrative support to the Fire Chief, staff, Board of Directors, and Volunteer Association, including the coordination and preparation of meetings, maintain information using appropriate software applications, prepare meeting minutes, and draft reports and other documents.
2. Respond to incoming phone calls and public inquiries, provide information regarding District policies and procedures relating to assigned responsibilities and/or direct inquiries to appropriate staff.
3. Maintain and order office supplies.

# ORGANIZATIONAL MANUAL

4. Coordinate and organize resources and supplies for District events, trainings, and large incidents.
5. Develop and maintain community outreach through District website, social media, and newsletter.
6. Conduct research on behalf of District and personnel as needed, provide clerical support on various District projects.
7. Maintain District filing system and records, may develop and implement new filing systems or modify systems as appropriate. Maintain District contracts and policies.

## Financial: 30% of time

1. Process accounts receivable/accounts payable using QuickBooks.
2. Process monthly payroll, prepare quarterly reports for Civil Service Commission. Maintain payroll records and personnel files. Coordinate the payment of payroll taxes, quarterly reports and other personnel pay documentation.
3. Produce monthly financial reports for the Board, staff, and Volunteer Association consisting of balance sheets and budget-to-actual profit/loss statements.
4. Reconcile LGIP, credit, and checking accounts.
5. Report and oversee the administration of the Volunteer Association Length of Service Awards program.
6. Continually monitor District funds to prevent over-expenditures; write resolutions and coordinate supplemental budgets when necessary.

## Board of Directors: 20% of time

1. Attend all Board of Director meetings, prepare agenda and board packets and act as board clerk preparing and distributing public notices, minutes, correspondence, and resolutions.
2. Maintain records for Board of Directors to include agendas, minutes, correspondence, resolutions, committees, budgets, audits, policies, financials, and elections.
3. Serve as confidential employee to the Board in all personnel matters.
4. Continue awareness and education of Oregon Public Meeting laws and Oregon Public Contracting laws.

## Budget: 10% of time

1. Coordinate and participate in the development, preparation, and administration of the annual District budget, review and provide periodic reports on budget status, monitor expenditures, recommend mid-year adjustments.
2. Produce budget documents including county and state required postings, submissions and certifications.

# ORGANIZATIONAL MANUAL

3. Maintain knowledge of all Oregon Public Budgeting laws.
4. Enter and track changes to annual budget in QuickBooks.

## Human Resources: 10% of time

1. Provide feedback to the Fire Chief, as requested, regarding the performance of District personnel, recommend disciplinary action, respond to grievances, and recommend hiring and termination decisions.
2. Develop, plan, and implement administrative goals and objectives. May research, develop, write, execute and administer administrative procedures, policies, and guidelines.
3. Receive personnel information, review for accuracy and completeness, provide administrative support for hiring processes and contract negotiations; maintain confidentiality in all personnel related matters.
4. Oversee the preparation and flow of documents relating to personnel matters, provide assistance to administrative team in succession planning, career development, recruitment, and selection activities and processes. Maintain I-9 and W-4 records.
5. Administer HR benefits and all employee benefits programs including health, dental, life and disability insurance, flexible spending account, PERS retirement, and deferred compensation plans.
6. Serve as a confidential employee to the Fire Chief in personnel matters.

## Audit: < 5% of time

1. Collect and prepare all documents for annual audit review; review draft audit and distribute annual audit report to Fire Chief and Board of Directors.
2. Act as District liaison to audit personnel.
3. Maintain and expand best practices for audit preparation and District financial transparency.

## Other: < 5% of time

1. Conduct staffing, procedural, organizational, purchasing, and budgetary evaluations and recommend modifications to increase effectiveness and efficiency, develop and modify effective District tools and policies.
2. Maintain professional proficiency by attending training conferences and meetings, meet with peers in Fire Service roles.
3. Receive and process requests and prompts from members of the public, encourage fire safety and community education; maintain professional and courteous relationships with all members of the District and community.
4. The Office Administrator is encouraged to participate in the activities of the Philomath Fire and Rescue Volunteer Association.

# ORGANIZATIONAL MANUAL

## Contact with Others:

The Office Administrator will:

1. Be a responsible and professional representative of the Fire District at all times, with the awareness that their actions should not cause distress or embarrassment for the Fire Chief, their designated replacement, Board of Directors, or the District.
2. Cooperate with local, state and federal public agency officials and maintain professional relationships with the same.  
Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
3. Interact frequently with peers and members of the public via phone, email, social media, and in person to convey information relating to Fire District activities, events, policies, as well as answer inquiries, and discuss aspects of fire safety, or direct to appropriate resource.

## Qualifications:

### Necessary Qualifications

- Minimum of five years of increasingly responsible experience in office administration, accounting, payroll, budget, computer applications, and public contact.
- Graduation from high school or GED supplemented by additional training.

### Preferred Qualifications – maximum 8% incentive cap

- Associate degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (4% incentive)
- Bachelor degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (6% incentive)
- Proficiency with QuickBooks or comparable system.
- Any combination of experience/training that demonstrates advanced knowledge, skills, and abilities relating to the above duties.
- Public Information Officer certification (4% incentive)
- OFSOA, SDAO or LOC certification. (2% incentive)

## Licenses or Certifications

As a condition of employment, the following certifications or licenses must be maintained. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon driver license (must meet District's driving standards)
- Notary Public (within 30 days of hiring)
- First Aid/CPR

# ORGANIZATIONAL MANUAL

At the direction of the Fire Chief, the Office Administrator will attend trainings and seminars to increase ability in the performance of assigned duties.

## Proficient Knowledge of:

- Principles and practices of payroll and accounting
- Best practices for record keeping procedures
- Administrative office practices and procedures including word processing spreadsheets, desktop, and online programs and applications
- Principles and practices of budgeting process, personnel policies, and collective bargaining agreements
- Principles and practices of customer service and public relations

## Proficient Skills in:

- Use of office equipment and computers
- Planning and organizing work to meet project and work requirements
- Problem solving and decision making, using initiative and sound judgment
- Composing, drafting, and editing business correspondence and reports
- Communicating effectively with others both internally and externally
- Answering multiple phone lines
- Dealing professionally and appropriately with others
- Interpreting and enforcing policies and procedures

## Ability to:

- Maintain confidentiality
- Effectively communicate in English, both orally and in writing, as well as understand and carry out oral and written directives
- Organize, file, and maintain accurate records
- Prepare complex reports and correspondence, often under tight or changing timeframes, with multiple interruptions
- Make decisions commensurate with position responsibilities and in accordance with district policies
- Use tact, judgement, and courtesy dealing with the public and personnel
- Multi-task and maintain composure in stressful situations
- Work in a safe manner

## **Physical Demands**

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping,



# ORGANIZATIONAL MANUAL

hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are forty business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

## **Selection Guidelines**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

# ORGANIZATIONAL MANUAL

## ADMINISTRATIVE ASSISTANT

Non-exempt, Non-Represented



Section P  
PERSONNEL  
Procedure P-14

### Position Summary:

Under the general direction of the Fire Chief, the Administrative Assistant provides administrative support to the Fire Chief, Board of Directors, and District personnel. The Administrative Assistant coordinates District payroll, accounts receivable/payable, filing, creating and updating District forms, and documents, preparing for monthly, quarterly, and annual meetings. Generates Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.

### Essential Job Duties:

The Administrative Assistant is responsible for clerical functions and financial accounting for the District in accordance with the District financial policy.

- A. Assist the Staff in clerical functions
- B. Prepares the monthly budget reports, along with coordinating the annual audit
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Files all necessary forms in a timely manner, such as city, county, state or federal government. Also, posts agendas and proper meeting notifications in a timely manner
- E. Serves as a confidential employee to the Fire Chief in personnel matters. In the absence of an Office Administrator: serve as confidential employee to the Board in all personnel matters.
- F. Maintains records for the District:
  - Financial
  - Personnel
  - Board Meetings
  - Board Resolutions and Ordinances
  - Civil Service Commission minutes and documents
- G. Responsible for the District payroll, accounts receivable/payable, filing and record retention
- H. Maintains District website and social media presence
- I. Maintains a general ledger and fixed assets accounting system for the District, and performs other duties as required to maintain an effective and efficient office
- J. Functions as part of the District Administrative Team

# ORGANIZATIONAL MANUAL

- K. Coordinate Administrative Team and Board of Directors meeting preparations
- L. The Administrative Assistant records tax funds received and invests District monies as directed by the Board of Directors; makes bank deposits and reconciles monthly bank balances; issue warrants for funds drawn against the District's deposits
- M. Maintains records of all personnel injuries occurring within the District; maintains current personnel roster and forwards necessary reports to the District's workers compensation carrier
- N. The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions

## Contact with Others:

The Administrative Assistant will:

1. Be responsible to the Fire Chief or their designee.
2. Attend Fire Board meetings to record minutes and provide information on District finances.
3. Attend Civil Service Commission meetings to record minutes and provide assistance/information for their needs.
4. Cooperate with local, state, and federal public agency officials.
5. Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.

## Minimum Requirements

The Administrative Assistant needs to possess advanced computer skills to oversee the needs of a busy office setting. The incumbent will be required to use and be familiar with standard office equipment such as, but not limited to, multi-line phones, computer, printer, typing, and Microsoft Suite.

High school graduate or GED with a minimum of two years' experience working in a professional office.

As a condition of employment, the following certifications or licenses must be maintained by the appropriate certifying or licensing agencies. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon driver license (must meet District's driving standards) or state issued identification document
- Notary Public (within 30 days of hiring)
- First Aid/CPR (within 90 days of hiring)

At the direction of the Fire Chief, the Administrative Assistant shall attend training and seminars to increase his / her abilities in the performance of assigned duties.

# ORGANIZATIONAL MANUAL

## Preferred Qualifications

- Two or more years in accounting or bookkeeping.

## Knowledge, Skills, and Abilities:

The Administrative Assistant will:

1. Be expected to develop a thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.
2. Work independently to complete tasks with a minimum of direction and supervision.
3. Become knowledgeable about public budgeting practices and manage the District's cash flow.
4. Develop a general knowledge of the geography of the District coupled with a basic understanding of fire insurance rates and classifications.
5. Possess a general understanding of regulations as they apply to office operations including OSHA, OARs, ORSs, and the Government Standards and Practices Laws.
6. Be organized and maintain office space and documents in an organized fashion.
7. Act in a courteous and cooperative manner with the general public and District personnel, communicating clearly and courteously, both verbally and in writing.
8. Learn practices associated with bookkeeping techniques and accounting systems. Have the ability to perform these duties using District provided software and equipment, common to office settings.
9. Have the skills and ability to manage all phases of payroll and accompanying accounting work within designated timeframes.
10. Manage office supplies and purchases in a proactive manor, with the approval of the Fire Chief.

## Physical Demands

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

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

# ORGANIZATIONAL MANUAL

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

## **Mental/Cognitive Demands**

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

## **Work Environment**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are 40 business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

## **Selection Guidelines**

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

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

## Chief's Recommendation of Job Descriptions to be Archived:

P-5 Captain

P-7 PumperOperator

P-11 Driver

P-12 Tender Operator

P-21 Fire Life Safety Lt

P-23 Siren

## 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.

## 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.



# PHILOMATH FIRE & RESCUE

Philomath, Oregon

## BUDGET CALENDAR FOR FISCAL YEAR 2023- 2024

|                           |   |
|---------------------------|---|
| Monday, February 13, 2023 | Appoint Budget Officer.   |
| Monday, March 13, 2023    | Appoint Budget Committee.   |
| 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) |

(DISTRICT LOGO OR LETTERHEAD)

**FOR IMMEDIATE RELEASE:** (Date)

**Contact:** (Name and Title)

**Phone:** (Contact Phone Number)

**Email:** (Contact Email Address)

### **Upcoming Election for (District Name)**

There are (Number of Positions) open for election on the (District Name) Board of Directors. After the election, these/this position/s will fill a (Number of Years)-year term to begin on (Start Date) and end on (End Date).

The (District Name) Board of Directors is comprised of (Number of Board Members) board members. Each member is elected by the registered voters of the district to serve a (Number of Years)-year term. (Specify Statute Requirement For Eligibility. e.g. Interested candidates must be registered voters who reside within the district's boundaries.)

Interested candidates can request an information packet, which includes information about the district and position, from the district office. Please contact (Contact Name) at (Contact Phone Number), email (Email Address), or visit our office located at (Address) during regular business hours (Hours).

To run for election, please contact the (County Name) County elections office at (County Elections Phone Number) for more information. For more details about district elections, download a copy of the Elections Manual at <https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>. Pages 23 and 24 are most relevant.

(\*Some districts use a different process than is outlined in the Candidate Manual. For candidate requirements for these types of districts, please see the following statutes:

- Irrigation: ORS 545
- Drainage: ORS 547)

### **About (District Name)**

Insert short summary about district such as areas it serves, services it provides, the year it was formed, and website address.

###

# BOARD RECRUITMENT CHECKLIST

Consider the following suggestions when recruiting new directors:

- Ask current board members, executive director and senior staff to forward the names of any individuals they feel would be an excellent fit.**
  
- Promote your district's board opening(s) in the community.**
  - Post the opening on your district's website.
  - Issue a press release.
  - Consider talking to active volunteers that are already helping in your district.
  - Post the opening to social media channels.
  - Advertise with the local Chamber of Commerce or volunteer center.
  - Advertise in your district's newsletter.
  - Schedule an open house for the public to learn more about your district.
  
- Develop a board recruitment package containing:**
  - Cover letter informing the potential candidate of the process and next steps.
  - Brief description of your district, including its mission and vision statements.
  - One-page summary of the district's strategic plan and/or future goals.
  - Board application form.
  - Copy of the previous year's annual report.
  - Copy of the board calendar for the upcoming year (schedule of meeting dates, board retreats and/or training, etc.).
  - Sample copy of a typical board meeting agenda.
  - Contact name and number that an interested candidate can contact if he/she has any questions.