

PHILOMATH FIRE & RESCUE

November 14, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT09>

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL

- II. CONSENT AGENDA
 1. Minutes – September 8th, 2022
 2. Minutes - September 12th, 2022
 3. Minutes – September 23rd, 2022
 4. Minutes – October 17th, 2022
 5. Bills – October
 6. Chief Vacation Hours

- III. PUBLIC COMMENT

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 2. Fire Chief – Ferguson Report
 3. DC Saalsaa – Run Statistics
 4. Board Secretary – Scott
 - Revenue/Expense Report
 - Formal Audit Report Available in January

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Louden
2. IAFF Local 4925 – Moser

VI. OLD BUSINESS

1. Chief Review Process – Edmonds & Phillips
2. Lieutenant Job Description – Final Reading
3. Administrative Assistant Job Description – 2nd Reading
4. SDAO Best Practices Self-Assessment Work Session
5. Loveland Questions
6. Cyber Security – DC Saalsaa

VII. NEW BUSINESS

1. OFCA Conference- May 3-5, 2023
2. SDAO Conference- February 9-12, 2023
3. Insurance Presentation
4. Resolution for a Local Option Levy
5. Volunteer Association Meeting Attendance Discussion

VIII. ACTION ITEMS

IX. NEXT MEETING – December 12, 2022

X. ADJOURNMENT

A Fire Board member shall strive to:

Recognize that the Fire Chief should have administrative authority for properly discharging his professional duties within limits of established board policies.

(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

Lillee Rodriguez

From: Daphne Phillips
Sent: Friday, 9 September, 2022 15:40
To: Lillee Rodriguez
Subject: Minutes for 9/8/22 Executive Session

Here are the minutes. They are not very good. Sorry! I forgot to record some of the specifics.

3:59 pm, public session opens. Present: Daphne Phillips, Rick Brand, Doug Edmonds, Ken Corbin, Mark Wolf, Tom Miller, Andy Louden, Jessica (blanking on last name), Chancy Ferguson, and there may have been one or two others. Sorry, did not write it down.

4:00 pm, public session close, board goes to executive session.

4:36 pm, board comes out of executive session.

Motion made by Rick Brand: Move to delegate authority to Doug Edmonds and Daphne Phillips to work through employment issues with fire chief Miller. Ken seconded. Passed unanimously, 4-0.

4:38 pm, public session adjourns.

PHILOMATH FIRE & RESCUE

September 12, 2022

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 at 15:00 by President Phillips. Board members present were President Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds, and Vice President Rick Brand. Joe Brier was not present. Staff present was Deputy Chief (DC) Chancy Ferguson.

Guests – Victor Haney, Dan Kearl, Katie Kearns, Bob Riegelmann, Brad Fuqua, Jessica Olsen, Andrew Licon, Rich Saalsaa, Andy Louden, Charles Woodruff, Jean Goul, Scott Moser, Jackie Goldman, Layne Converse, Sam Schmeusser, Troy Schaffer, Hiram Loyd, Viktor Bovbjerg, and Ryan Phan.

II. CONSENT AGENDA

1. Minutes – August 4, 2022
2. Minutes – August 8, 2022
3. Bills – August 2022
4. Chief Vacation Hours

President Phillips read notes, included in the Board Packet, from OA Rodriguez that including notations relating to various bills for September 2022. President Phillis also read aloud the Reminders for the Board Members. **Edmonds motioned to approve the consent agenda as presented. President Phillips seconded. Motion passed 4-0.**

- III. PUBLIC COMMENT – Member of the public had questions about the appointment of a Chief.

IV. STAFF REPORTS

1. Board Report

- Review Board Calendar – The Board reviewed the upcoming conferences. They also noted that further discussion relating to the Volunteer Appreciation dinner will take place in early 2023.
 - Reminders for Board Members were read under the Consent Agenda.
2. Fire Chief – DC Ferguson read through his Chief's report. DC Ferguson also addressed the changes in personnel and encouraged the volunteers, personnel, and board members to work together for the success of the District, committing himself to the same.
 3. Board Secretary – President Phillips read OA Rodriguez's written report, included in the board packet).

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Louden stated that the volunteers are ready to work with DC Ferguson and the District as a whole. President Louden read his Volunteer report, noting that the tactical pause is still in place and that the Volunteers will work towards increasing their social media presence and recruitment. The Board and staff talked about the upcoming Open House and Health Fair scheduled for October 15th.
2. IAFF Local 4925 – Union President Licon stated that the Union supports the appointment of DC Ferguson as interim Chief. Union President Licon expressed concern about the pay raise approved for OA Rodriguez.

VI. OLD BUSINESS

1. Chief Review Process – President Phillips stated that there was no progress made in the last month. Edmonds noted that there is a calendar in place and templates for the review process.
2. Standard of Coverage – Annual Review – Postponed by the Board for a future meeting.
3. Board Self-Assessment – Vice President Brand summarized the included document for the SDAO template checklist, included in the Board Packet. President Phillips and Edmonds recommended that questions be sent back to Vice President Brand by the end of September and he will return this topic to the October meeting. Treasurer Corbin asked the Board to consider how they can improve their process for self evaluation. Vice President Brand encouraged the Board members to note any absent areas from the checklist.
4. Lieutenant Job Description – 1st Reading – Chief Ferguson asked the Board to table this another month for additional staff review.
5. Union Motions -Tabled pending additional legal review.

VII. NEW BUSINESS

1. OFDDA Conference – November 2-5, 2022 in Hood River – President Phillips encouraged the board members to consider their availability for this upcoming conference.
2. Board Check-in – “Pulse Check” – President Phillips stated that this is currently paused, due to recent administrative changes.
3. Best Practices Survey – Edmonds recommended a work session to review the Best Practices Survey and President Phillips stated that they will work on scheduling this work session.
4. Letter from Accuity – Vice President Brand summarized the letter from Accuity, the District’s Auditor.
5. Administrative Assistant Job Description – 1st Reading – President Phillips noted that she has spoken with representatives at SDAO for resources to fill the Administrative Assistant position. The board members encouraged members to spread the word about the opening and Chief Ferguson noted that District members have reached out to neighboring departments for administrative support, if needed.

VIII. ACTION ITEMS

1. Chief Separation - The Board announced that they are formally separating from Chief Miller, effective September 12, 2022. **President Phillips moved to adopt a formal separation from Philomath Fire & Rescue by Tom Miller. Vice President Brand seconded. Motion passed 4-0.**
2. Appoint Interim Chief – **President Phillips motioned to appoint Chancy Ferguson as interim Chief. Treasurer Corbin seconded. Motion passed 4-0.**
3. Response to Loveland – President Phillips reported that the detailed response to Loveland has been waylaid by the last month’s personnel challenges. She apologized and stated that they will follow up with Loveland in the near future.

IX. NEXT MEETING – October 10, 2022

X. ADJOURNMENT – Meeting adjourned at 15:56.

PHILOMATH FIRE & RESCUE

September 23, 2022

3:00 pm

Executive Session

ORS 192.660(2)(a) and 192.660(7) To consider the employment of an officer, employee, staff member, or agent

- I. ROLL CALL – The Philomath Fire & Rescue Board of Directors Executive Session was called to order by President Phillips at 15:00. Board members present were President Daphne Phillips, Vice President Rick Brand, Doug Edmonds, Treasurer Ken Corbin, and Joe Brier. Staff present was Office Administrator (OA) Lillee Rodriguez. The Board moved to Executive Session under ORS 192.660(2)(a) and 192.660(7) To consider the employment of an officer, employee, staff member, or agent.
- II. DISCUSSION
- III. ADJOURNMENT – Executive Session adjourned at 16:05

Special Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – President Phillips called the Board of Directors Special Session to order at 16:15. All prior members were still present. Additional staff present included Fire & Life Safety Officer (FLSO) Rich Saalsaa.
- II. DISCUSSION –
Interim Chief Salary - Edmonds presented collected information relating to the demographics of comparable departments and their wages for their Fire Chief position. Edmonds discussed how he calculated his recommended range for the Fire Chief position of \$86,000 to \$99,000. Edmonds recommended \$92,500 to offer to Ferguson for his wage as the Fire Chief for the interim contract. Edmonds motioned to set Fire Chief interim contract rate at \$92,500. President Phillips seconded. Motion passed 5-0. President Phillips noted that this rate will be retroactive for Chief Ferguson, back to September 12, 2022.
- III. Proposed All Personnel Meeting – Chief Ferguson recommended that the Board move forward with this proposed meeting, providing some transparency of the Board’s activities and actions. The Board members discussed some of the challenges of open communication, board agreement, and accountability. Chief Ferguson recommended the Board present a report. Phillips recommended discussing this further at the October meeting. The Board agreed that it would be helpful to have pre-written questions that they would be able to respond to at a public meeting, potentially saving individual members from over-promising or mis-stating the position of the Board and also establishing the responses in a very formal, official manner. The Board discussed the timing of their meeting as well as the Volunteer Association meeting and decided to present their written responses at the November Board meeting. Treasurer Corbin noted that he would like to ensure that a statement of appreciation of all the personnel from the Board be included in the Board’s official statements.
- IV. ADJOURNMENT – Meeting adjourned at 16:49.

PHILOMATH FIRE & RESCUE

October 17, 2022

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 Phillips at 15:03. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Joe Brier was not present. Staff present included Fire Chief Chancy Ferguson.
Guests: Lieutenant Andrew Licon, Volunteer President Andy Loudon, Volunteer Vice President Jessica Olsen, and Volunteer Firefighter Dan Kearn
- II. CONSENT AGENDA
 1. Minutes – September 8th, 2022 – No changes or edits recommended.
 2. Minutes - September 12th, 2022 – No changes or edits recommended.
 3. Minutes – September 23rd, 2022 – No changes or edits recommended.
 4. Bills – September 2022 – Chief Ferguson reviewed the highlighted items, per OA Rodriguez’s notes, including charges for legal services, charges to be reimbursed for conflagration, a possible duplicate charge for the Administrative Copier lease, and expenses relating to OSU Football Game Standby - to be reimbursed by Corvallis Fire.
 5. Civil Service Commission Minutes – October 5, 2022 – The Board reviewed the minutes and had no questions.
 6. Chief Vacation Hours included in the Board packet.

Edmonds motioned to approve the consent agenda as presented. Vice President Brand seconded. Motion passed 4-0.
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – Chief Ferguson stated that he and the administrators will work towards revising the Master Plan and Strategic Plan, with an intention of being able to report their progress to the Board by the January 2023 Board meeting. Chief Ferguson emphasized that the personnel are currently focused on current and outstanding projects before pushing forward with some of the long-term plans. Chief Ferguson stated that he will be able to give the Board an update at the December Board meeting. Chief Ferguson stated that he is working with the Volunteer Association on revising their vision statement.
 - Board Announcement – President Phillips reported that in the Board Packet was included the corrected Board statement regarding the appointment of Chief Ferguson, adding that there was a correction to the date.
 2. Fire Chief – Chief Ferguson’s report was included in the Board packet.
 3. DC Saalsaa – Run Statistics – Chief Ferguson reviewed the RunTracker for the month.
 3. Board Secretary –
 - Revenue/Expense Report – President Phillips reported the General Fund balance on the Profit and Loss Report of \$157,699.06. Chief Ferguson noted that this balance

reflects the cash carryover that will get the department through until tax revenue is received in November. Chief Ferguson noted that the SDAO Staffing grant has helped with summer coverage.

- Review of Check Register – President Phillips noted a deposit of \$19,284.73 due to conflagration reimbursement. She also reported two checks, #33361 to Paula Anderson and #33362 to Alex Schilz, were issued with 1 signature each. Edmonds asked why checks are issued with only one signature. Chief Ferguson clarified that those checks are related to payroll and are very time sensitive and that this is an infrequent occurrence.
- Audit FY Ending 06/30/22 Notes – President Phillips noted, from OA Rodriguez’s report from the recent audit, that the auditors were very happy with the 2021 – 2022 audit process which included some recommendations and areas for improvement, but no significant discrepancies. Vice President Brand stated that he would welcome some recommendations for areas where the Board can provide better oversight and avoid any obstacles of having only one person manage the bulk of the financials.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reviewed his written report, included in the Board Packet.
2. IAFF Local 4925 – Union President Licon gave his report, included in the Board Packet.

VI. OLD BUSINESS

1. Chief Review Process – President Phillips stated that the Board should discuss how they plan to review the new Chief, given that he will only have been in place for a few months. She also noted that they should consider whether they would want to use the quarterly staff reports that had been previously developed. Chief Ferguson stated that he would welcome a 360-degree review and thinks that it is important for all of the personnel to have a say in how he is doing. Edmonds recommended that the Board President and one other member meet with the Chief in December to discuss progress, with annual review and goal setting scheduled for Spring 2023. Treasurer Corbin volunteered to work with President Phillips and Chief Ferguson on the preliminary sit-down with the Chief in December.
2. Board Self-Assessment – The Board reviewed the questions identified by OA Rodriguez for the annual SDAO Best Practices Survey. The Board also discussed tracking their trainings for future Best Practices Assessment. Vice President Brand recommended the board review and discuss the Reminders for Board Members that OA Rodriguez had included in the September Board Packet as well as the [Boardsmanship 301](#) provided by SDAO.
3. Lieutenant Job Description – 1st Reading - Chief Ferguson reviewed his recommended changes, approved and reviewed by him and the paid personnel. The Board advanced this job description to a 2nd reading for the November meeting.
4. Administrative Assistant Job Description – 1st Reading – The board advanced this job description to a 2nd reading for the November meeting.
5. SDAO Best Practices Self-Assessment Work Session – The Board agreed that a work session needs to be scheduled.
6. Loveland Questions – President Phillips stated that she has not followed up with Mr. Loveland but will work with Chief Ferguson and do so in the near future.

VII. NEW BUSINESS

1. Cyber Security – DC Saalsaa’s fee report was included in the Board Packet. Edmonds reported that he has been working with DC Saalsaa on developing the RFP for this project and he is satisfied with the work that they have done.

2. Strategic Plan Quarterly Update – President Phillips stated, as previously noted, that this will need to be revised with the new leadership. Chief Ferguson stated that he will put together a committee to work through the Master Plan and Strategic Plan review and revision to make recommendations to the Board in January 2023. Edmonds volunteered to work with Chief Ferguson and the committee on this District planning review.
3. Questions and Answers Opportunity: Board/Staff/Volunteers – President Phillips stated that the Board would review questions submitted by the district personnel, discuss the topics and then read the answers at a public meeting to get the Board’s responses on record. She clarified that this was intended to be able to answer questions and clarify without putting Board members in a situation where they might be asked to speak on behalf of the Board as a whole without having the authority to do so, as recommended by the District’s legal advisor. Volunteer President Loudon stated that having a formal process for communications between the Association and the Board would be helpful. President Phillips clarified the quarterly pulse check from the personnel as well as having a board member give their report and listen in at the Volunteer Business meetings. President Phillips stated that she will review the “Pulse Check” tool that was developed with Chief Ferguson. Volunteer President Loudon clarified that the Volunteers would like to move forward, evaluating the District’s current standing and future rather than revisiting and reviewing the past.

- VIII. ACTION ITEMS – Edmonds requested the details of the audit report be sent to the Board.
- IX. NEXT MEETING – November 14, 2022.
- X. ADJOURNMENT - Meeting adjourned at 16:52.

7:06 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue Transaction by Account October 2022

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6216 · Supplies - FA/CPR Education				
Bill	10/15/2022	OSCU 402518-72	24 - FA/CPR Cards	480.00
Bill	10/15/2022	Cheri Damitio	Instructor Fee - 10/08/22 Class	168.75
Total 6216 · Supplies - FA/CPR Education				648.75
6001 · Contracted Professional Service				
Bill	10/06/2022	Acuity, LLC	Progressive Bill for auditors	5,500.00
Bill	10/06/2022	Koopman Consulting	Payroll processing fee May, June, July,...	362.50
Bill	10/06/2022	Security Alarm Corp	Video services	795.51
Bill	10/15/2022	Kamind IT, Inc.	Microsoft 365 support	195.84
Total 6001 · Contracted Professional Service				6,853.85
6010 · Office Supplies				
Bill	10/06/2022	OSCU 402518-72	Business Cards - Saalsaa & Ferguson	191.37
Bill	10/06/2022	OSCU 402518-73	hand sanitizer and usb cord	101.88
Bill	10/06/2022	OSCU 402518-73	malware protection	39.95
Total 6010 · Office Supplies				333.20
6011 · Postage/Shipping				
Bill	10/06/2022	OSCU 402518-72	postage for challenge coin	8.70
Total 6011 · Postage/Shipping				8.70
6030 · Dues and Fees				
Bill	10/09/2022	Walter E. Nelson Co.	late fee/service charge	2.14
Check	10/10/2022	AsiFlex	admin fee	11.25
Bill	10/15/2022	Oregon Government Ethics Co...	Annual Government Ethics Fee	548.82
Bill	10/15/2022	Active911, Inc.	Annual Fee for IncidentView	2,460.00
Total 6030 · Dues and Fees				3,022.21
6050 · Utilities				
Bill	10/06/2022	Pacific Power	201 - Power	672.99
Bill	10/06/2022	City of Philomath	fire line water	15.43
Bill	10/06/2022	City of Philomath	201 - water	606.82
Bill	10/06/2022	Consumers Power Inc.	Bellfountain - power	72.26
Bill	10/06/2022	Consumers Power Inc.	203 - power	124.69
Bill	10/06/2022	Culligan	201 - bottled water	186.15
Bill	10/15/2022	Consumers Power Inc.	Diasy Dr - Power	30.23
Bill	10/15/2022	Consumers Power Inc.	Priest Rd - Power	66.91
Bill	10/15/2022	Consumers Power Inc.	202 - Power	78.17
Bill	10/15/2022	Republic Services	203 - Garbage	34.21
Bill	10/15/2022	Republic Services	201 - Garbage	240.65
Total 6050 · Utilities				2,128.51
6060 · Telephone, Pagers, Internet				
Check	10/04/2022	AT&T Mobility	ESO Tablets	42.41
Bill	10/06/2022	Pioneer Telephone Cooperative	202 - phones	243.54
Bill	10/06/2022	Alyrica	201 - phones & internet	592.86
Check	10/21/2022	Verizon	LT Phone & Tablets	263.47
Total 6060 · Telephone, Pagers, Internet				1,142.28
6080 · Conference				
Bill	10/06/2022	OSCU 402518-73	EMS Conference - Ferguson	348.00
Total 6080 · Conference				348.00
6090 · Education/Training				
Bill	10/15/2022	Department of Public Safety Sta...	Fingerprints - Pindell	46.25
Total 6090 · Education/Training				46.25

Philomath Fire and Rescue
Transaction by Account
October 2022

Type	Date	Name	Memo	Amount
6100 · Equipment Maintenance Agreement				
Bill	10/06/2022	Ultrex	back hall copier monthly service agree...	18.00
Check	10/15/2022	De Lage Landen Financial Servi...	Admin coppier lease & service agreem...	152.50
Total 6100 · Equipment Maintenance Agreement				170.50
6130 · Gas & Oil				
Bill	10/06/2022	TWGW, Inc. dba Philomath Napa	- oil	11.97
Bill	10/15/2022	Carson Oil	Fuel	1,130.88
Total 6130 · Gas & Oil				1,142.85
6161 · Vehicle Maintenance				
Bill	10/15/2022	LN Curtis	valve seal kit	133.01
Bill	10/15/2022	MPTV, Inc.	fasteners	1.54
Total 6161 · Vehicle Maintenance				134.55
6180 · Grounds Maintenance				
Bill	10/15/2022	Bimart Corporation	Flag	21.99
Bill	10/15/2022	OSCU 402518-71	flowers for front yard	15.96
Total 6180 · Grounds Maintenance				37.95
6190 · Small Tools & Equipment				
Bill	10/06/2022	Rich Saalsaa	winch cable	113.99
Bill	10/15/2022	PNW Emergency Equipment	Nozzle	688.15
Bill	10/15/2022	Willamette Saw	wrenches	8.50
Total 6190 · Small Tools & Equipment				810.64
6200 · Supplies - Department				
Bill	10/15/2022	Walter E. Nelson Co.	paper towels	69.32
Total 6200 · Supplies - Department				69.32
6210 · Supplies - Medical				
Bill	10/06/2022	Medline Industries, Inc.	gauze, sponges, iv catheter, canula, e...	643.83
Bill	10/06/2022	Life Assist, Inc.	test strips	46.94
Bill	10/06/2022	Life Assist, Inc.	epinephrine	131.00
Bill	10/06/2022	Life Assist, Inc.	naloxone	121.47
Bill	10/06/2022	Medline Industries, Inc.	igel airway, suction kit	187.66
Bill	10/06/2022	Zoll Medical Corporation	electrodes	129.14
Bill	10/15/2022	Industrial Welding Supply, Inc	Oxygen	19.35
Total 6210 · Supplies - Medical				1,279.39
6220 · Supplies - Suppression				
Bill	10/15/2022	SeaWestern	Hose	441.20
Total 6220 · Supplies - Suppression				441.20
6240 · Supplies - Consumables				
Bill	10/06/2022	MPTV, Inc.	fasteners	5.38
Total 6240 · Supplies - Consumables				5.38
6250 · Uniforms				
Bill	10/06/2022	OSCU 402518-73	uniform pins	47.80
Bill	10/06/2022	Badges Ex cetera	badges	409.00
Bill	10/15/2022	Badge & Wallet	Badges	64.00
Bill	10/15/2022	SeaWestern	2 Turnouts	3,978.99
Total 6250 · Uniforms				4,499.79

Philomath Fire and Rescue
Transaction by Account
October 2022

Type	Date	Name	Memo	Amount
6270 · Volunteer - Activities				
Bill	10/06/2022	OSCU 402518-71	ice cream	41.25
Bill	10/06/2022	Petty Cash	salads for Volunteer business dinner O...	31.96
Bill	10/06/2022	Andy Louden`	Gift cards for October Volunteer Busin...	211.85
Bill	10/15/2022	Jessica Olsen	Volunteer Business Dinner - October	268.50
Bill	10/15/2022	Andy Louden`	ice cream for volunteer meeting	41.84
Bill	10/15/2022	Petty Cash	Ice cream for volunteers	6.25
Total 6270 · Volunteer - Activities				601.65
6310 · Physical & Immunizations				
Bill	10/15/2022	Occupational Medicine Dept.	Physical - Pindell	696.00
Total 6310 · Physical & Immunizations				696.00
6320 · Community Involvement				
Bill	10/15/2022	OSCU 402518-71	Open House - food for personnel	224.99
Bill	10/15/2022	OSCU 402518-71	Juice for open house	20.68
Bill	10/15/2022	OSCU 402518-71	Donuts & cookies for Open House	252.00
Total 6320 · Community Involvement				497.67
6900 · Miscellaneous Expense				
Bill	10/06/2022	OSCU 402518-73	pipe markers	67.68
Bill	10/06/2022	Rich Saalsaa	flowers and cards for Lillee	68.99
Bill	10/06/2022	OSCU 402518-72	webbing	11.03
Bill	10/06/2022	Ryan Phan	Standby for OSU game 08/24/22	155.40
Bill	10/06/2022	Samantha Schmeusser	Standby coverage for OSU game 0924...	168.72
Total 6900 · Miscellaneous Expense				471.82
Total 6000 · Materials and Services				25,390.46
Total Expense				25,390.46
Net Ordinary Income				-25,390.46
Net Income				-25,390.46

7:06 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Transaction by Account
October 2022

Balance

480.00
648.75

648.75

5,500.00
5,862.50
6,658.01
6,853.85

6,853.85

191.37
293.25
333.20

333.20

8.70

8.70

2.14
13.39
562.21
3,022.21

3,022.21

672.99
688.42
1,295.24
1,367.50
1,492.19
1,678.34
1,708.57
1,775.48
1,853.65
1,887.86
2,128.51

2,128.51

42.41
285.95
878.81
1,142.28

1,142.28

348.00

348.00

46.25

46.25

7:10 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of November 8, 2022

	GO Bond 2016 - C...	GO Bond 2016 - D...	General Fund
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	-204,999.78	570,335.54
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	270,238.35	-568,327.39
1060 · OSU - Savings Account	0.00	0.00	11,080.86
Total Checking/Savings	5,938.00	65,238.57	13,139.01
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	37,645.75
Total Accounts Receivable	0.00	0.00	37,645.75
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	21,146.55
12000 · Undeposited Funds	0.00	0.00	605.00
12100 · Inventory Asset	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	25,412.84
Total Current Assets	5,938.00	65,238.57	76,197.60
TOTAL ASSETS	5,938.00	65,238.57	76,197.60
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	28,122.53
Total Accounts Payable	0.00	0.00	28,122.53
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	20,331.45
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	444.93
2100 · Wages Payable	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	24,754.00
2120 · FICA Payable	0.00	0.00	15,269.10
2125 · Medicare Payable	0.00	0.00	3,583.41
2130 · State Income Tax Payable	0.00	0.00	16,123.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	15.70
2140 · PERS Payable	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-1,820.26
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-31.48
2230 · Flexible Spending Account	0.00	0.00	1,169.33
2232 · Union Dues	0.00	0.00	692.64
Total 2400 · Payroll Liabilities	0.00	0.00	102,172.62
Total Other Current Liabilities	0.00	0.00	122,504.07
Total Current Liabilities	0.00	0.00	150,626.60
Total Liabilities	0.00	0.00	150,626.60
Equity			
3010 · Fund Balance	0.00	-125,338.17	-845,174.57
3200 · Unallocated Fund Balance	-299,453.00	123,643.59	1,149,411.03
Net Income	0.00	69,004.64	-49,830.95
Total Equity	-299,453.00	67,310.06	254,405.51
TOTAL LIABILITIES & EQUITY	-299,453.00	67,310.06	405,032.11
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,834.51

7:10 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
 As of November 8, 2022

	Building Reserve ...	Equipment Reser...	Vehicle Reserve F...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	-226,122.00	-48,241.00	-72,120.49
1000 · Petty Cash	0.00	0.00	0.00
1050 · Local Government Investment Poo	397,393.68	245,411.64	-31,642.00
1060 · OSU - Savings Account	0.00	0.00	0.00
Total Checking/Savings	171,271.68	197,170.64	-103,762.49
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	0.00
12000 · Undeposited Funds	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	171,271.68	197,170.64	-103,762.49
TOTAL ASSETS	171,271.68	197,170.64	-103,762.49
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	0.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
Equity			
3010 · Fund Balance	-1,029,007.62	-672,916.10	-335,582.41
3200 · Unallocated Fund Balance	1,030,551.60	674,169.54	336,019.92
Net Income	169,727.70	66,202.20	0.00
Total Equity	171,271.68	67,455.64	437.51
TOTAL LIABILITIES & EQUITY	171,271.68	67,455.64	437.51
UNBALANCED CLASSES	0.00	129,715.00	-104,200.00

7:10 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of November 8, 2022

	Unclassified	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	-250.00	18,602.27
1000 · Petty Cash	0.00	50.00
1050 · Local Government Investment Poo	0.00	319,012.28
1060 · OSU - Savings Account	327.72	11,408.58
Total Checking/Savings	77.72	349,073.13
Accounts Receivable		
11000 · Accounts Receivable	0.00	37,645.75
Total Accounts Receivable	0.00	37,645.75
Other Current Assets		
1250 · Prepaid Assets	0.00	21,146.55
12000 · Undeposited Funds	0.00	605.00
12100 · Inventory Asset	0.00	3,661.29
Total Other Current Assets	0.00	25,412.84
Total Current Assets	77.72	412,131.72
TOTAL ASSETS	77.72	412,131.72
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	-250.00	27,872.53
Total Accounts Payable	-250.00	27,872.53
Other Current Liabilities		
2070 · Deferred Taxes	0.00	20,331.45
2400 · Payroll Liabilities		
2132 · Oregon Transit Tax Withholding	0.00	444.93
2100 · Wages Payable	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	24,754.00
2120 · FICA Payable	0.00	15,269.10
2125 · Medicare Payable	0.00	3,583.41
2130 · State Income Tax Payable	0.00	16,123.60
2131 · Works Benefit Fund Payable(WBF)	0.00	15.70
2140 · PERS Payable	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	-1,820.26
2210 · Health Ins Prem Ded Pre Tax	0.00	-31.48
2230 · Flexible Spending Account	0.00	1,169.33
2232 · Union Dues	0.00	692.64
Total 2400 · Payroll Liabilities	0.00	102,172.62
Total Other Current Liabilities	0.00	122,504.07
Total Current Liabilities	-250.00	150,376.60
Total Liabilities	-250.00	150,376.60
Equity		
3010 · Fund Balance	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	327.72	3,014,670.40
Net Income	0.00	255,103.59
Total Equity	327.72	261,755.12
TOTAL LIABILITIES & EQUITY	77.72	412,131.72
UNBALANCED CLASSES	0.00	-0.00

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 1 through November 8, 2022

	GO Bond 2016 - Debt Services			General Fund			
	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest	1,574.63	0.00	1,574.63	100.0%	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	1,557.71	0.00	1,557.71	100.0%	0.00	0.00	0.00
4060 · Conflagration Income	0.00	0.00	0.00	0.0%	19,284.73	170,000.00	-150,715.27
4050 · Public Education Income	0.00	0.00	0.00	0.0%	2,815.00	8,000.00	-5,185.00
4040 · Bond Income	2,213.58	0.00	2,213.58	100.0%	0.00	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	0.00	63,412.88	100.0%	492,929.81	450,483.00	42,446.81
4010 · Delinquent Property Taxes	0.00	0.00	0.00	0.0%	5,167.51	16,000.00	-10,832.49
4020 · Current Property Taxes	0.00	0.00	0.00	0.0%	7,359.37	1,482,923.00	-1,475,563.63
4025 · Interest - Property Tax	0.00	0.00	0.00	0.0%	5,089.15	2,000.00	3,089.15
4026 · Interest Income	245.84	0.00	245.84	100.0%	1,096.49	3,550.00	-2,453.51
4900 · Miscellaneous Income	0.00	0.00	0.00	0.0%	370.00	42,795.00	-42,425.00
Total Income	69,004.64	0.00	69,004.64	100.0%	534,112.06	2,175,751.00	-1,641,638.94
Gross Profit	69,004.64	0.00	69,004.64	100.0%	534,112.06	2,175,751.00	-1,641,638.94
Expense							
9010 · Transfers	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.0%	0.00	619,828.00	-619,828.00
5000 · Personnel Expenses	0.00	0.00	0.00	0.0%	423,591.36	1,208,470.00	-784,878.64
6000 · Materials and Services	0.00	0.00	0.00	0.0%	160,351.65	559,090.00	-398,738.35
7000 · Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.0%	583,943.01	2,387,388.00	-1,803,444.99
Net Ordinary Income	69,004.64	0.00	69,004.64	100.0%	-49,830.95	-211,637.00	161,806.05
Net Income	69,004.64	0.00	69,004.64	100.0%	-49,830.95	-211,637.00	161,806.05

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 1 through November 8, 2022

	General Fu...			Building Reserve Fund			Equipment Reserve Fund		
	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...	
Ordinary Income/Expense									
Income									
4042 · Bond Income - Prop Tax Interest	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4041 · Bond Income - Delinquent Taxes	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4060 · Conflagration Income	11.3%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4050 · Public Education Income	35.2%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4040 · Bond Income	0.0%	0.00	0.00	0.00	0.0%	0.00	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	32.3%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4020 · Current Property Taxes	0.5%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4025 · Interest - Property Tax	254.5%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
4026 · Interest Income	30.9%	610.69	0.00	610.69	100.0%	238.22	0.00	238.22	
4900 · Miscellaneous Income	0.9%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
Total Income	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20	
Gross Profit	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20	
Expense									
9010 · Transfers	0.0%	0.00	25,000.00	-25,000.00	0.0%	0.00	0.00	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	35.1%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
6000 · Materials and Services	28.7%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	
7000 · Capital Outlay	0.0%	14,058.00	0.00	14,058.00	100.0%	0.00	0.00	0.00	
Total Expense	24.5%	14,058.00	25,825.00	-11,767.00	54.4%	0.00	1,281.00	-1,281.00	
Net Ordinary Income	23.5%	169,727.70	157,000.00	12,727.70	108.1%	66,202.20	64,557.00	1,645.20	
Net Income	23.5%	169,727.70	157,000.00	12,727.70	108.1%	66,202.20	64,557.00	1,645.20	

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 1 through November 8, 2022

	Equipment ...		Vehicle Reserve Fund		TOTAL		
	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest	0.0%	0.00	0.00	0.00	0.0%	1,574.63	0.00
4041 · Bond Income - Delinquent Taxes	0.0%	0.00	0.00	0.00	0.0%	1,557.71	0.00
4060 · Conflagration Income	0.0%	0.00	0.00	0.00	0.0%	19,284.73	170,000.00
4050 · Public Education Income	0.0%	0.00	0.00	0.00	0.0%	2,815.00	8,000.00
4040 · Bond Income	0.0%	0.00	0.00	0.00	0.0%	2,213.58	0.00
4000 · Carryover Fund Balance	100.2%	0.00	0.00	0.00	0.0%	805,481.68	699,146.00
4010 · Delinquent Property Taxes	0.0%	0.00	0.00	0.00	0.0%	5,167.51	16,000.00
4020 · Current Property Taxes	0.0%	0.00	0.00	0.00	0.0%	7,359.37	1,482,923.00
4025 · Interest - Property Tax	0.0%	0.00	0.00	0.00	0.0%	5,089.15	2,000.00
4026 · Interest Income	100.0%	0.00	0.00	0.00	0.0%	2,191.24	3,550.00
4900 · Miscellaneous Income	0.0%	0.00	0.00	0.00	0.0%	370.00	42,795.00
Total Income	100.6%	0.00	0.00	0.00	0.0%	853,104.60	2,424,414.00
Gross Profit	100.6%	0.00	0.00	0.00	0.0%	853,104.60	2,424,414.00
Expense							
9010 · Transfers	0.0%	0.00	4,960.00	-4,960.00	0.0%	0.00	29,960.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	4,960.00	-4,960.00	0.0%	0.00	626,894.00
5000 · Personnel Expenses	0.0%	0.00	0.00	0.00	0.0%	423,591.36	1,208,470.00
6000 · Materials and Services	0.0%	0.00	0.00	0.00	0.0%	160,351.65	559,090.00
7000 · Capital Outlay	0.0%	0.00	0.00	0.00	0.0%	14,058.00	0.00
Total Expense	0.0%	0.00	9,920.00	-9,920.00	0.0%	598,001.01	2,424,414.00
Net Ordinary Income	102.5%	0.00	-9,920.00	9,920.00	0.0%	255,103.59	0.00
Net Income	102.5%	0.00	-9,920.00	9,920.00	0.0%	255,103.59	0.00

7:09 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July 1 through November 8, 2022

	TOTAL	
	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	1,574.63	100.0%
4041 · Bond Income - Delinquent Taxes	1,557.71	100.0%
4060 · Conflagration Income	-150,715.27	11.3%
4050 · Public Education Income	-5,185.00	35.2%
4040 · Bond Income	2,213.58	100.0%
4000 · Carryover Fund Balance	106,335.68	115.2%
4010 · Delinquent Property Taxes	-10,832.49	32.3%
4020 · Current Property Taxes	-1,475,563.63	0.5%
4025 · Interest - Property Tax	3,089.15	254.5%
4026 · Interest Income	-1,358.76	61.7%
4900 · Miscellaneous Income	-42,425.00	0.9%
Total Income	-1,571,309.40	35.2%
Gross Profit	-1,571,309.40	35.2%
Expense		
9010 · Transfers	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	-626,894.00	0.0%
5000 · Personnel Expenses	-784,878.64	35.1%
6000 · Materials and Services	-398,738.35	28.7%
7000 · Capital Outlay	14,058.00	100.0%
Total Expense	-1,826,412.99	24.7%
Net Ordinary Income	255,103.59	100.0%
Net Income	255,103.59	100.0%

Philomath Fire and Rescue
Profit & Loss by Class
July 1 through November 8, 2022

	GO Bond 2016 -...	General Fund	Building Reser...
Ordinary Income/Expense			
Income			
4042 · Bond Income - Prop Tax Interest	1,574.63	0.00	0.00
4041 · Bond Income - Delinquent Taxes	1,557.71	0.00	0.00
4060 · Conflagration Income	0.00	19,284.73	0.00
4050 · Public Education Income	0.00	2,815.00	0.00
4040 · Bond Income	2,213.58	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	492,929.81	183,175.01
4010 · Delinquent Property Taxes	0.00	5,167.51	0.00
4020 · Current Property Taxes	0.00	7,359.37	0.00
4025 · Interest - Property Tax	0.00	5,089.15	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	17.76	0.00
4030 · Investments - LGIP	245.84	940.11	610.69
4026 · Interest Income - Other	0.00	138.62	0.00
Total 4026 · Interest Income	245.84	1,096.49	610.69
4900 · Miscellaneous Income	0.00	370.00	0.00
Total Income	69,004.64	534,112.06	183,785.70
Gross Profit	69,004.64	534,112.06	183,785.70
Expense			
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	37.08	0.00
5136 · Conflagration Wages	0.00	36,803.30	0.00
5100 · Fire Chief Wages	0.00	59,611.95	0.00
5105 · Deputy Chief Wages	0.00	29,176.25	0.00
5110 · Admin Asst Wages	0.00	22,019.42	0.00
5120 · Fire & Life Safety Officer Wage	0.00	38,569.64	0.00
5125 · Firefighter Wages	0.00	84,120.56	0.00
5130 · Overtime Wages	0.00	26,907.00	0.00
5135 · Extra Hire	0.00	16,672.30	0.00
5405 · Employers FICA	0.00	6,335.99	0.00
5410 · Employers Medicare	0.00	1,481.80	0.00
5430 · PERS - Employe	0.00	56,351.40	0.00
5431 · PERS - Pickup 6%	0.00	13,884.65	0.00
5440 · Health Insurance	0.00	31,620.02	0.00
Total 5000 · Personnel Expenses	0.00	423,591.36	0.00
6000 · Materials and Services			
6205 · Supplies - Residences			
6205-3 · Supplies - Residence - 203	0.00	11.94	0.00
6205-1 · Supplies - Residence - 201	0.00	238.44	0.00
Total 6205 · Supplies - Residences	0.00	250.38	0.00
6901 · Cost of Goods Sold	0.00	7.10	0.00
6216 · Supplies - FA/CPR Education	0.00	3,264.95	0.00
6091 · Tuition Reimbursement	0.00	8,401.75	0.00
6001 · Contracted Professional Service	0.00	36,267.18	0.00
6010 · Office Supplies	0.00	2,254.17	0.00
6011 · Postage/Shipping	0.00	343.39	0.00
6020 · Insurance and Bond	0.00	19,765.89	0.00
6030 · Dues and Fees	0.00	9,336.37	0.00
6040 · Publications and Elections	0.00	115.60	0.00
6050 · Utilities	0.00	8,231.22	0.00
6060 · Telephone, Pagers, Internet	0.00	8,125.04	0.00
6070 · Travel	0.00	1,023.40	0.00
6080 · Conference	0.00	617.00	0.00
6090 · Education/Training	0.00	818.95	0.00
6100 · Equipment Maintenance Agreement	0.00	625.00	0.00
6130 · Gas & Oil	0.00	10,366.04	0.00
6160 · Equipment Maintenance	0.00	3,087.89	0.00
6161 · Vehicle Maintenance	0.00	11,963.94	0.00

7:08 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Profit & Loss by Class
July 1 through November 8, 2022

	<u>GO Bond 2016 -...</u>	<u>General Fund</u>	<u>Building Reser...</u>
6170 · Building Maint and Improvements	0.00	5,567.71	0.00
6180 · Grounds Maintenance	0.00	84.92	0.00
6190 · Small Tools & Equipment	0.00	912.04	0.00
6200 · Supplies - Department	0.00	1,946.96	0.00
6210 · Supplies - Medical	0.00	5,888.80	0.00
6215 · Supplies - Prevention	0.00	402.00	0.00
6220 · Supplies - Suppression	0.00	441.20	0.00
6240 · Supplies - Consumables	0.00	292.54	0.00
6250 · Uniforms	0.00	13,859.15	0.00
6270 · Volunteer - Activities	0.00	924.18	0.00
6310 · Physical & Immunizations	0.00	1,998.00	0.00
6320 · Community Involvement	0.00	616.05	0.00
6900 · Miscellaneous Expense	0.00	2,552.84	0.00
Total 6000 · Materials and Services	0.00	160,351.65	0.00
7000 · Capital Outlay			
7110 · Capital Outlay - Building	0.00	0.00	14,058.00
Total 7000 · Capital Outlay	0.00	0.00	14,058.00
Total Expense	0.00	583,943.01	14,058.00
Net Ordinary Income	69,004.64	-49,830.95	169,727.70
Net Income	69,004.64	-49,830.95	169,727.70

Philomath Fire and Rescue
Profit & Loss by Class
July 1 through November 8, 2022

	Equipment Res...	TOTAL
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	0.00	1,574.63
4041 · Bond Income - Delinquent Taxes	0.00	1,557.71
4060 · Conflagration Income	0.00	19,284.73
4050 · Public Education Income	0.00	2,815.00
4040 · Bond Income	0.00	2,213.58
4000 · Carryover Fund Balance	65,963.98	805,481.68
4010 · Delinquent Property Taxes	0.00	5,167.51
4020 · Current Property Taxes	0.00	7,359.37
4025 · Interest - Property Tax	0.00	5,089.15
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	17.76
4030 · Investments - LGIP	238.22	2,034.86
4026 · Interest Income - Other	0.00	138.62
Total 4026 · Interest Income	238.22	2,191.24
4900 · Miscellaneous Income	0.00	370.00
Total Income	66,202.20	853,104.60
Gross Profit	66,202.20	853,104.60
Expense		
5000 · Personnel Expenses		
5131 · Non-Union Overtime Wages	0.00	37.08
5136 · Conflagration Wages	0.00	36,803.30
5100 · Fire Chief Wages	0.00	59,611.95
5105 · Deputy Chief Wages	0.00	29,176.25
5110 · Admin Asst Wages	0.00	22,019.42
5120 · Fire & Life Safety Officer Wage	0.00	38,569.64
5125 · Firefighter Wages	0.00	84,120.56
5130 · Overtime Wages	0.00	26,907.00
5135 · Extra Hire	0.00	16,672.30
5405 · Employers FICA	0.00	6,335.99
5410 · Employers Medicare	0.00	1,481.80
5430 · PERS - Employe	0.00	56,351.40
5431 · PERS - Pickup 6%	0.00	13,884.65
5440 · Health Insurance	0.00	31,620.02
Total 5000 · Personnel Expenses	0.00	423,591.36
6000 · Materials and Services		
6205 · Supplies - Residences		
6205-3 · Supplies - Residence - 203	0.00	11.94
6205-1 · Supplies - Residence - 201	0.00	238.44
Total 6205 · Supplies - Residences	0.00	250.38
6901 · Cost of Goods Sold	0.00	7.10
6216 · Supplies - FA/CPR Education	0.00	3,264.95
6091 · Tuition Reimbursement	0.00	8,401.75
6001 · Contracted Professional Service	0.00	36,267.18
6010 · Office Supplies	0.00	2,254.17
6011 · Postage/Shipping	0.00	343.39
6020 · Insurance and Bond	0.00	19,765.89
6030 · Dues and Fees	0.00	9,336.37
6040 · Publications and Elections	0.00	115.60
6050 · Utilities	0.00	8,231.22
6060 · Telephone, Pagers, Internet	0.00	8,125.04
6070 · Travel	0.00	1,023.40
6080 · Conference	0.00	617.00
6090 · Education/Training	0.00	818.95
6100 · Equipment Maintenance Agreement	0.00	625.00
6130 · Gas & Oil	0.00	10,366.04
6160 · Equipment Maintenance	0.00	3,087.89
6161 · Vehicle Maintenance	0.00	11,963.94

7:08 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Profit & Loss by Class
July 1 through November 8, 2022

	<u>Equipment Res...</u>	<u>TOTAL</u>
6170 · Building Maint and Improvements	0.00	5,567.71
6180 · Grounds Maintenance	0.00	84.92
6190 · Small Tools & Equipment	0.00	912.04
6200 · Supplies - Department	0.00	1,946.96
6210 · Supplies - Medical	0.00	5,888.80
6215 · Supplies - Prevention	0.00	402.00
6220 · Supplies - Suppression	0.00	441.20
6240 · Supplies - Consumables	0.00	292.54
6250 · Uniforms	0.00	13,859.15
6270 · Volunteer - Activities	0.00	924.18
6310 · Physical & Immunizations	0.00	1,998.00
6320 · Community Involvement	0.00	616.05
6900 · Miscellaneous Expense	0.00	2,552.84
Total 6000 · Materials and Services	0.00	160,351.65
7000 · Capital Outlay		
7110 · Capital Outlay - Building	0.00	14,058.00
Total 7000 · Capital Outlay	0.00	14,058.00
Total Expense	0.00	598,001.01
Net Ordinary Income	66,202.20	255,103.59
Net Income	66,202.20	255,103.59

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

Beginning Balance as of September 1, 2022	219.5	121.66
--	--------------	---------------

	Sick Leave	Vacation
July		

August		

September		
accrual	8	8
taken	0	0
balance	227.5	129.66

October		
accrual	8	10
taken	0	0
balance	235.5	139.66

	Sick Leave	Vacation
November		
accrual	8	10
taken		
balance	243.5	149.66

December		
accrual	8	10
taken		
balance	251.5	159.66

January		
accrual	8	10
taken		
balance	259.5	169.66

February		
accrual	8	10
taken		
balance	267.5	179.66

	Sick Leave	Vacation
March		
accrual	8	10
taken		
balance	275.5	189.66

April		
accrual	8	10
taken		
balance	283.5	199.66

May		
accrual	8	10
taken		
balance	291.5	209.66

June		
accrual	8	10
taken		
balance	299.5	219.66

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Chief's Eval - Gather Info	Appreciation Dinner	Appoint Budget Committee - Effective 04/01	Annual Board Self-Appraisal	Budget Committee Meeting	Budgt Hearing
Review Master Plan	Chief's Final Eval, Goals & Contract	Wage, Benefits, COLA Recommendations - Motion to accept	Review Civil Service Minutes		Civil Service Appointment Review
Budget Preparation Begins	May Election - Remind Board Members to File		Review Strategic Plan		Review Standard of Coverage
Audit Presentation - Motion to Accept Audit	Appoint Budget Officer		Chief Check-In		Review Board Docs for Disposal
Review Civil Services Minutes	Set Budget Calendar				Chief Check-In
Review Strategic Plan	SDAO Conference				
July	August	September	October	November	December
Election of Board Officers	OFDA & OFCA Conferences	Appreciation Dinner - Set the Date	Open House	OFDDA & OFCA Conferences	SDAO Confernce - Sign up (Feb)
Approve Recurring Journal Entries	Review Civil Service Minutes	OFDDA & OFCA Conference Sign-up	SDAO Best Practice Self-Assessment - Due 11/01	Insurance Presentation	Review Master Plan
Civil Service Appointments - Exp 08/01		Chief Check-In	Review Civil Service minutes	SDAO Conference reminder	Chief Evaluation - Gather Info
Swear In New Board Members			Review Strategic Plan	Resolution for Local Option Levy	
State and Approve Meeting Day & Time				Chief Check-In	
Review Strategic Plan					
Action Item - Time Sensitive	Event	Reminder	Guest Speakers/Spec. Mtg	Policy/Plans Review	Chief Review Process



Philomath Fire & Rescue

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

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

November 14, 2022

Personnel:



The Office Administrator Position was filled by Ashley Scott. Ashley started the position on 10/31/22. Ashley was previously employed as a Legal Assistant for the Linn County District Attorney's Office since November 2014. Ashley is married, has 2 children, and lives in the Kings Valley area. Ashley is currently onboarding with Lillee to learn the position and is progressing very quickly.

Line Staff: Firefighter Andrew Licon vacated his position on 10/31/22

The Daytime Firefighter Position Closes on 11/14/22. We have received 5 applications for the position as of 11/09/2022.

Resident Volunteers: We are currently staffed with 8 Resident volunteers, With one on Administrative Leave.

Staffing: Staffing remains the number 1 concern, D.C. Saalsaa and I are helping to staff the engine daily along with the assistance of Union Members and Volunteers to help feel the voids.

Union Communications:

Union Members and Resident Volunteers have started the 48:96 work schedule.

Union Members have stepped in the assisted in feeling the gaps of staffing shortages which has been a huge benefit to the department.

Training Activities:

- We are currently teaching a FFI academy for 2 Resident Volunteers and 1 Kings Valley Volunteer.
- D.C. Saalsaa and I attended the Oregon EMS conference.



Philomath Fire & Rescue

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

-
- **Tender Operator Academy:** The Tender Operator Academy was completed. The department is close to having 3 additional Water tender Operators

Apparatus/Equipment:

- Staff have been working on Apparatus Pump testing. The testing process has identified several required repairs that staff have been able to complete in house.
- Staff are working on making hose deployment from 265 (Heavy Brush) more manageable.



Building Update:

- **Hose Tower Roof Repair:** The ladder truck was used to gain access to the tower roof. It was determined that the roof is currently not leaking, and the rot had occurred prior to replacement of the roof. I recommend that the repair be put on hold, and we seek bids for replacement of the roof structure pending funding next budget year.



- The HVAC system has been repaired on the residential side of the station.



Philomath Fire & Rescue

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

Community Involvement/Meetings:

- Corvallis Fire Chief Officers and I are working towards a better response model to cover both jurisdictions during times of high volume and extended emergency responses.
- Greenberry Gap: Corvallis, Monroe and Philomath fire departments are working to create an agreement that would add 2 new box alarms within the Greenberry gap region. These alarms predestinate apparatus assigned to an incident within that region, and the agreement will set a mutual billing rate for each jurisdiction.

Major Incidents:

Philomath Fire Responded to a structure fire located with the Blodgett Summit RFPD as per our automatic aid agreement. We had an immediate response of a Chief Officer, 3 Firefighter Engine Company and a Single responder on a tender. Crews were able to make an impressive stop on a very challenging fire. Staffing on this incident proved to be very challenging. The first arriving resources on scene operated for over 30 minutes until additional help arrived, and we were over 45 minutes from when Adair and Monroe arrived on scene to aid.



Respectfully submitted,

Chief Ferguson



November 2, 2022, Officer Meeting Discussion Review

During the last officers' meeting officer level staff was asked the question: in 3 years what would a healthy Philomath Fire and Rescue be like? The group then began to break down what a healthy department looks like, and a barometer of how to measure outcomes of our programs within the department. As we broke the question down, we identified 4 major topics that needed to be addressed to create a healthy department. These topics included: staffing, training, operations, and long-term planning.

Staffing

The first identified issue was staffing. The administrative, training, community risk reduction and operational needs of the department were all considered as we identified staffing needs within the department. The discussion debated the need for additional operations staffing vs. training/community risk reduction staff members to fill the current open FTE left by the Fire and Life Safety Officer. The team identified that developing a culture and benefits that promotes long term employment with the district is of the most importance.

The team discussed a current OSFM grant process that would provide additional staff members on a matching basis. The team felt strongly that we should not pursue the grant process if long-term financial outlooks were not favorable in keeping the employees hired after the 3-year grant period, again stating the need for long term employment in a stable healthy culture with the department.

The discussion was concluded by identifying the need for the open FTE to be filled by an officer level position that is split between training and community risk reduction. This position would also have operations capabilities aiding in emergency response as needed. The team also identified the importance of maintaining a strong Resident Volunteer program, providing depth to our operational response capabilities.

Timeline:

- November 2022: Fill vacant Office administrator position (Completed November 7th)
 Post Resident Volunteer/Volunteer Fire Fighter Positions
- December 2022: Fill vacant Daytime Firefighter position (Estimated start December 1) 5 current
 applicants. (Firefighter testing date November 18, 2022)
- January 2022: Linn-Benton Volunteer Firefighter Academy Projected start

Training

The team identified that there was an immediate need to develop better training facilities. This need was identified both to meet the current needs of the department, but also to help to recruit and maintain a strong RV and Volunteer program.



The officer team was notified by Chief staff that a plan for joint training between CDF Station 2 and Philomath paid staff was in the process of scheduling. The training location would be the Benton County Fair Grounds.

Operations

Operations discussions identified a need for a cleaner, simpler response matrix. It was identified that 231 would be the primary response apparatus for all calls by on duty crews. 224, 221, 251 and 261 would be used to supplement the response as needed and decided on by officer discretion. It was also decided that a normal response would include a minimum of 3 staff members on the engine along with a duty officer. It was also discussed when staffing levels for apparatus could not be achieved members would respond to an incident in a staff vehicle.

Mutual Aid responses: Chief officers are working on move up/ coverage agreements between CFD and Philomath. Officers were advised to move up to the Benton County Fair Grounds when covering CFD to be more mobile when responding to CFD or Philomath's districts.

Long term planning

The meeting concluded with a discussion of Long-Term planning for the department. The Team discussed the need for the revision of the Standard of Coverage, Strategic Plan, and Master Plan. It was decided by the group that a major revision of the Master plan was needed. It was recognized that community input from all regions of the district was needed to identify the needs of the stakeholders (Public) prior to implementing a change to the plan. The group also discussed the immediate issues facing the department needed addressed prior to addressing long term planning. Immediate issues identified included filling staff positions, on-boarding new staff members, probationary training of Daytime Firefighter, an updated response matrix, revision of Standard Operating Guidelines and revision of Standard Procedures.

**Report to the Board of Directors
14 November 2022**

DC Rich Saalsaa

Statistics for October 2022

Total calls: 770
Fire calls: 177 (23%)
EMS Calls: 593 (77%)
Calls Sep 2021: 724 (Trend: +6%)

Projected 2022: 920+ (2021: 857)

Significant calls:

Week of 10/7-10/13 saw 27 calls (10/10 had nine calls alone)

10/10 Gas Leak N 14th St/College St – evacuation of children from schools (Montessori, HeadStart)

10/16 MVC Main St/26th St – car sheared off power pole

10/27 MVC Main St/Newton St – multi-car collision – Commercial box van vs car

Breakdown of calls for the year by area:

Station 201 RURAL	150
Station 201 W. City	231
Station 201 E. City	192
Station 202	29
Station 203	52
Adair	0
Alsea	10
Blodgett	21
CFD	26
Conflagration	1
Kings Valley	24
Lincoln Co	9
Marys Peak	12
Misc Mutual Aid	3
Monroe	10
Total	770

Respectfully submitted,

DC Rich Saalsaa

Philomath Fire and Rescue
Balance Sheet by Class
As of November 8, 2022

	GO Bond 2016 - C...	GO Bond 2016 - D...	General Fund
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	-204,999.78	570,335.54
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	270,238.35	-568,327.39
1060 · OSU - Savings Account	0.00	0.00	11,080.86
Total Checking/Savings	5,938.00	65,238.57	13,139.01
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	37,645.75
Total Accounts Receivable	0.00	0.00	37,645.75
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	21,146.55
12000 · Undeposited Funds	0.00	0.00	605.00
12100 · Inventory Asset	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	25,412.84
Total Current Assets	5,938.00	65,238.57	76,197.60
TOTAL ASSETS	5,938.00	65,238.57	76,197.60
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	28,122.53
Total Accounts Payable	0.00	0.00	28,122.53
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	20,331.45
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	444.93
2100 · Wages Payable	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	24,754.00
2120 · FICA Payable	0.00	0.00	15,269.10
2125 · Medicare Payable	0.00	0.00	3,583.41
2130 · State Income Tax Payable	0.00	0.00	16,123.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	15.70
2140 · PERS Payable	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-1,820.26
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-31.48
2230 · Flexible Spending Account	0.00	0.00	1,169.33
2232 · Union Dues	0.00	0.00	692.64
Total 2400 · Payroll Liabilities	0.00	0.00	102,172.62
Total Other Current Liabilities	0.00	0.00	122,504.07
Total Current Liabilities	0.00	0.00	150,626.60
Total Liabilities	0.00	0.00	150,626.60
Equity			
3010 · Fund Balance	0.00	-125,338.17	-845,174.57
3200 · Unallocated Fund Balance	-299,453.00	123,643.59	1,149,411.03
Net Income	0.00	69,004.64	-49,830.95
Total Equity	-299,453.00	67,310.06	254,405.51
TOTAL LIABILITIES & EQUITY	-299,453.00	67,310.06	405,032.11
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,834.51

7:10 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of November 8, 2022

	Building Reserve ...	Equipment Reser...	Vehicle Reserve F...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	-226,122.00	-48,241.00	-72,120.49
1000 · Petty Cash	0.00	0.00	0.00
1050 · Local Government Investment Poo	397,393.68	245,411.64	-31,642.00
1060 · OSU - Savings Account	0.00	0.00	0.00
Total Checking/Savings	171,271.68	197,170.64	-103,762.49
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	0.00
12000 · Undeposited Funds	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	171,271.68	197,170.64	-103,762.49
TOTAL ASSETS	171,271.68	197,170.64	-103,762.49
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	0.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
Equity			
3010 · Fund Balance	-1,029,007.62	-672,916.10	-335,582.41
3200 · Unallocated Fund Balance	1,030,551.60	674,169.54	336,019.92
Net Income	169,727.70	66,202.20	0.00
Total Equity	171,271.68	67,455.64	437.51
TOTAL LIABILITIES & EQUITY	171,271.68	67,455.64	437.51
UNBALANCED CLASSES	0.00	129,715.00	-104,200.00

7:10 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of November 8, 2022

	Unclassified	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	-250.00	18,602.27
1000 · Petty Cash	0.00	50.00
1050 · Local Government Investment Poo	0.00	319,012.28
1060 · OSU - Savings Account	327.72	11,408.58
Total Checking/Savings	77.72	349,073.13
Accounts Receivable		
11000 · Accounts Receivable	0.00	37,645.75
Total Accounts Receivable	0.00	37,645.75
Other Current Assets		
1250 · Prepaid Assets	0.00	21,146.55
12000 · Undeposited Funds	0.00	605.00
12100 · Inventory Asset	0.00	3,661.29
Total Other Current Assets	0.00	25,412.84
Total Current Assets	77.72	412,131.72
TOTAL ASSETS	77.72	412,131.72
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	-250.00	27,872.53
Total Accounts Payable	-250.00	27,872.53
Other Current Liabilities		
2070 · Deferred Taxes	0.00	20,331.45
2400 · Payroll Liabilities		
2132 · Oregon Transit Tax Withholding	0.00	444.93
2100 · Wages Payable	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	24,754.00
2120 · FICA Payable	0.00	15,269.10
2125 · Medicare Payable	0.00	3,583.41
2130 · State Income Tax Payable	0.00	16,123.60
2131 · Works Benefit Fund Payable(WBF)	0.00	15.70
2140 · PERS Payable	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	-1,820.26
2210 · Health Ins Prem Ded Pre Tax	0.00	-31.48
2230 · Flexible Spending Account	0.00	1,169.33
2232 · Union Dues	0.00	692.64
Total 2400 · Payroll Liabilities	0.00	102,172.62
Total Other Current Liabilities	0.00	122,504.07
Total Current Liabilities	-250.00	150,376.60
Total Liabilities	-250.00	150,376.60
Equity		
3010 · Fund Balance	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	327.72	3,014,670.40
Net Income	0.00	255,103.59
Total Equity	327.72	261,755.12
TOTAL LIABILITIES & EQUITY	77.72	412,131.72
UNBALANCED CLASSES	0.00	-0.00

Philomath Fire and Rescue Transaction by Account October 2022

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 - Materials and Services				
6216 - Supplies - FA/CPR Education				
Bill	10/15/2022	OSCU 402518-72	24 - FA/CPR Cards	480.00
Bill	10/15/2022	Cheri Damitio	Instructor Fee - 10/08/22 Class	168.75
Total 6216 - Supplies - FA/CPR Education				648.75
6001 - Contracted Professional Service				
Bill	10/06/2022	Accuity, LLC	Progressive Bill for auditors	5,500.00
Bill	10/06/2022	Koopman Consulting	Payroll processing fee May, June, July,...	362.50
Bill	10/06/2022	Security Alarm Corp	Video services	795.51
Bill	10/15/2022	Kamind IT, Inc.	Microsoft 365 support	195.84
Total 6001 - Contracted Professional Service				6,853.85
6010 - Office Supplies				
Bill	10/06/2022	OSCU 402518-72	Business Cards - Saalsaa & Ferguson	191.37
Bill	10/06/2022	OSCU 402518-73	hand sanitizer and usb cord	101.88
Bill	10/06/2022	OSCU 402518-73	malware protection	39.95
Total 6010 - Office Supplies				333.20
6011 - Postage/Shipping				
Bill	10/06/2022	OSCU 402518-72	postage for challenge coin	8.70
Total 6011 - Postage/Shipping				8.70
6030 - Dues and Fees				
Bill	10/09/2022	Walter E. Nelson Co.	late fee/service charge	2.14
Check	10/10/2022	AsiFlex	admin fee	11.25
Bill	10/15/2022	Oregon Government Ethics Co...	Annual Government Ethics Fee	548.82
Bill	10/15/2022	Active911, Inc.	Annual Fee for IncidentView	2,460.00
Total 6030 - Dues and Fees				3,022.21
6050 - Utilities				
Bill	10/06/2022	Pacific Power	201 - Power	672.99
Bill	10/06/2022	City of Philomath	fire line water	15.43
Bill	10/06/2022	City of Philomath	201 - water	606.82
Bill	10/06/2022	Consumers Power Inc.	Bellfountain - power	72.26
Bill	10/06/2022	Consumers Power Inc.	203 - power	124.69
Bill	10/06/2022	Culligan	201 - bottled water	186.15
Bill	10/15/2022	Consumers Power Inc.	Diasy Dr - Power	30.23
Bill	10/15/2022	Consumers Power Inc.	Priest Rd - Power	66.91
Bill	10/15/2022	Consumers Power Inc.	202 - Power	78.17
Bill	10/15/2022	Republic Services	203 - Garbage	34.21
Bill	10/15/2022	Republic Services	201 - Garbage	240.65
Total 6050 - Utilities				2,128.51
6060 - Telephone, Pagers, Internet				
Check	10/04/2022	AT&T Mobility	ESO Tablets	42.41
Bill	10/06/2022	Pioneer Telephone Cooperative	202 - phones	243.54
Bill	10/06/2022	Alyrica	201 - phones & internet	592.86
Check	10/21/2022	Verizon	LT Phone & Tablets	263.47
Total 6060 - Telephone, Pagers, Internet				1,142.28
6080 - Conference				
Bill	10/06/2022	OSCU 402518-73	EMS Conference - Ferguson	348.00
Total 6080 - Conference				348.00
6090 - Education/Training				
Bill	10/15/2022	Department of Public Safety Sta...	Fingerprints - Pindell	46.25
Total 6090 - Education/Training				46.25

Philomath Fire and Rescue Transaction by Account October 2022

Type	Date	Name	Memo	Amount
6100 · Equipment Maintenance Agreement				
Bill	10/06/2022	Ultrex	back hall copier monthly service agree...	18.00
Check	10/15/2022	De Lage Landen Financial Servi...	Admin coppier lease & service agreem...	152.50
Total 6100 · Equipment Maintenance Agreement				170.50
6130 · Gas & Oil				
Bill	10/06/2022	TWGW, Inc. dba Philomath Napa	- oil	11.97
Bill	10/15/2022	Carson Oil	Fuel	1,130.88
Total 6130 · Gas & Oil				1,142.85
6161 · Vehicle Maintenance				
Bill	10/15/2022	LN Curtis	valve seal kit	133.01
Bill	10/15/2022	MPTV, Inc.	fasteners	1.54
Total 6161 · Vehicle Maintenance				134.55
6180 · Grounds Maintenance				
Bill	10/15/2022	Bimart Corporation	Flag	21.99
Bill	10/15/2022	OSCU 402518-71	flowers for front yard	15.96
Total 6180 · Grounds Maintenance				37.95
6190 · Small Tools & Equipment				
Bill	10/06/2022	Rich Saalsaa	winch cable	113.99
Bill	10/15/2022	PNW Emergency Equipment	Nozzle	688.15
Bill	10/15/2022	Willamette Saw	wrenches	8.50
Total 6190 · Small Tools & Equipment				810.64
6200 · Supplies - Department				
Bill	10/15/2022	Walter E. Nelson Co.	paper towels	69.32
Total 6200 · Supplies - Department				69.32
6210 · Supplies - Medical				
Bill	10/06/2022	Medline Industries, Inc.	gauze, sponges, iv catheter, canula, e...	643.83
Bill	10/06/2022	Life Assist, Inc.	test strips	46.94
Bill	10/06/2022	Life Assist, Inc.	epinephrine	131.00
Bill	10/06/2022	Life Assist, Inc.	naloxone	121.47
Bill	10/06/2022	Medline Industries, Inc.	igel airway, suction kit	187.66
Bill	10/06/2022	Zoll Medical Corporation	electrodes	129.14
Bill	10/15/2022	Industrial Welding Supply, Inc	Oxygen	19.35
Total 6210 · Supplies - Medical				1,279.39
6220 · Supplies - Suppression				
Bill	10/15/2022	SeaWestern	Hose	441.20
Total 6220 · Supplies - Suppression				441.20
6240 · Supplies - Consumables				
Bill	10/06/2022	MPTV, Inc.	fasteners	5.38
Total 6240 · Supplies - Consumables				5.38
6250 · Uniforms				
Bill	10/06/2022	OSCU 402518-73	uniform pins	47.80
Bill	10/06/2022	Badges Ex cetera	badges	409.00
Bill	10/15/2022	Badge & Wallet	Badges	64.00
Bill	10/15/2022	SeaWestern	2 Turnouts	3,978.99
Total 6250 · Uniforms				4,499.79

Philomath Fire and Rescue
Transaction by Account
October 2022

Type	Date	Name	Memo	Amount
6270 · Volunteer - Activities				
Bill	10/06/2022	OSCU 402518-71	ice cream	41.25
Bill	10/06/2022	Petty Cash	salads for Volunteer business dinner O...	31.96
Bill	10/06/2022	Andy Louden`	Gift cards for October Volunteer Busin...	211.85
Bill	10/15/2022	Jessica Olsen	Volunteer Business Dinner - October	268.50
Bill	10/15/2022	Andy Louden`	ice cream for volunteer meeting	41.84
Bill	10/15/2022	Petty Cash	Ice cream for volunteers	6.25
Total 6270 · Volunteer - Activities				601.65
6310 · Physical & Immunizations				
Bill	10/15/2022	Occupational Medicine Dept.	Physical - Pindell	696.00
Total 6310 · Physical & Immunizations				696.00
6320 · Community Involvement				
Bill	10/15/2022	OSCU 402518-71	Open House - food for personnel	224.99
Bill	10/15/2022	OSCU 402518-71	Juice for open house	20.68
Bill	10/15/2022	OSCU 402518-71	Donuts & cookies for Open House	252.00
Total 6320 · Community Involvement				497.67
6900 · Miscellaneous Expense				
Bill	10/06/2022	OSCU 402518-73	pipe markers	67.68
Bill	10/06/2022	Rich Saalsaa	flowers and cards for Lillee	68.99
Bill	10/06/2022	OSCU 402518-72	webbing	11.03
Bill	10/06/2022	Ryan Phan	Standby for OSU game 08/24/22	155.40
Bill	10/06/2022	Samantha Schmeusser	Standby coverage for OSU game 0924...	168.72
Total 6900 · Miscellaneous Expense				471.82
Total 6000 · Materials and Services				25,390.46
Total Expense				25,390.46
Net Ordinary Income				-25,390.46
Net Income				-25,390.46

7:07 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Transaction by Account
October 2022

<u>Balance</u>
480.00
<u>648.75</u>
648.75
5,500.00
5,862.50
6,658.01
<u>6,853.85</u>
6,853.85
191.37
293.25
<u>333.20</u>
333.20
8.70
<u>8.70</u>
8.70
2.14
13.39
562.21
<u>3,022.21</u>
3,022.21
672.99
688.42
1,295.24
1,367.50
1,492.19
1,678.34
1,708.57
1,775.48
1,853.65
1,887.86
<u>2,128.51</u>
2,128.51
42.41
285.95
878.81
<u>1,142.28</u>
1,142.28
348.00
<u>348.00</u>
348.00
46.25
<u>46.25</u>
46.25

7:07 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Transaction by Account
October 2022

<u>Balance</u>
18.00
<u>170.50</u>
170.50
11.97
<u>1,142.85</u>
1,142.85
133.01
<u>134.55</u>
134.55
21.99
<u>37.95</u>
37.95
113.99
802.14
<u>810.64</u>
810.64
69.32
<u>69.32</u>
69.32
643.83
690.77
821.77
943.24
1,130.90
1,260.04
<u>1,279.39</u>
1,279.39
441.20
<u>441.20</u>
441.20
5.38
<u>5.38</u>
5.38
47.80
456.80
520.80
<u>4,499.79</u>
4,499.79

7:07 PM

11/08/22

Accrual Basis

**Philomath Fire and Rescue
Transaction by Account
October 2022**

<u>Balance</u>
41.25
73.21
285.06
553.56
595.40
601.65
<hr/>
601.65
696.00
<hr/>
696.00
224.99
245.67
497.67
<hr/>
497.67
67.68
136.67
147.70
303.10
471.82
<hr/>
471.82
<hr/>
25,390.46
<hr/>
25,390.46
<hr/>
-25,390.46
<hr/>
-25,390.46
<hr/> <hr/>

Philomath Fire and Rescue
Profit & Loss by Class
 July 1 through November 8, 2022

	GO Bond 2016 -...	General Fund	Building Reser...
Ordinary Income/Expense			
Income			
4042 · Bond Income - Prop Tax Interest	1,574.63	0.00	0.00
4041 · Bond Income - Delinquent Taxes	1,557.71	0.00	0.00
4060 · Conflagration Income	0.00	19,284.73	0.00
4050 · Public Education Income	0.00	2,815.00	0.00
4040 · Bond Income	2,213.58	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	492,929.81	183,175.01
4010 · Delinquent Property Taxes	0.00	5,167.51	0.00
4020 · Current Property Taxes	0.00	7,359.37	0.00
4025 · Interest - Property Tax	0.00	5,089.15	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	17.76	0.00
4030 · Investments - LGIP	245.84	940.11	610.69
4026 · Interest Income - Other	0.00	138.62	0.00
Total 4026 · Interest Income	245.84	1,096.49	610.69
4900 · Miscellaneous Income	0.00	370.00	0.00
Total Income	69,004.64	534,112.06	183,785.70
Gross Profit	69,004.64	534,112.06	183,785.70
Expense			
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	37.08	0.00
5136 · Conflagration Wages	0.00	36,803.30	0.00
5100 · Fire Chief Wages	0.00	59,611.95	0.00
5105 · Deputy Chief Wages	0.00	29,176.25	0.00
5110 · Admin Asst Wages	0.00	22,019.42	0.00
5120 · Fire & Life Safety Officer Wage	0.00	38,569.64	0.00
5125 · Firefighter Wages	0.00	84,120.56	0.00
5130 · Overtime Wages	0.00	26,907.00	0.00
5135 · Extra Hire	0.00	16,672.30	0.00
5405 · Employers FICA	0.00	6,335.99	0.00
5410 · Employers Medicare	0.00	1,481.80	0.00
5430 · PERS - Employe	0.00	56,351.40	0.00
5431 · PERS - Pickup 6%	0.00	13,884.65	0.00
5440 · Health Insurance	0.00	31,620.02	0.00
Total 5000 · Personnel Expenses	0.00	423,591.36	0.00
6000 · Materials and Services			
6205 · Supplies - Residences			
6205-3 · Supplies - Residence - 203	0.00	11.94	0.00
6205-1 · Supplies - Residence - 201	0.00	238.44	0.00
Total 6205 · Supplies - Residences	0.00	250.38	0.00
6901 · Cost of Goods Sold	0.00	7.10	0.00
6216 · Supplies - FA/CPR Education	0.00	3,264.95	0.00
6091 · Tuition Reimbursement	0.00	8,401.75	0.00
6001 · Contracted Professional Service	0.00	36,267.18	0.00
6010 · Office Supplies	0.00	2,254.17	0.00
6011 · Postage/Shipping	0.00	343.39	0.00
6020 · Insurance and Bond	0.00	19,765.89	0.00
6030 · Dues and Fees	0.00	9,336.37	0.00
6040 · Publications and Elections	0.00	115.60	0.00
6050 · Utilities	0.00	8,231.22	0.00
6060 · Telephone, Pagers, Internet	0.00	8,125.04	0.00
6070 · Travel	0.00	1,023.40	0.00
6080 · Conference	0.00	617.00	0.00
6090 · Education/Training	0.00	818.95	0.00
6100 · Equipment Maintenance Agreement	0.00	625.00	0.00
6130 · Gas & Oil	0.00	10,366.04	0.00
6160 · Equipment Maintenance	0.00	3,087.89	0.00
6161 · Vehicle Maintenance	0.00	11,963.94	0.00

7:08 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Profit & Loss by Class
July 1 through November 8, 2022

	<u>GO Bond 2016 -...</u>	<u>General Fund</u>	<u>Building Reser...</u>
6170 · Building Maint and Improvements	0.00	5,567.71	0.00
6180 · Grounds Maintenance	0.00	84.92	0.00
6190 · Small Tools & Equipment	0.00	912.04	0.00
6200 · Supplies - Department	0.00	1,946.96	0.00
6210 · Supplies - Medical	0.00	5,888.80	0.00
6215 · Supplies - Prevention	0.00	402.00	0.00
6220 · Supplies - Suppression	0.00	441.20	0.00
6240 · Supplies - Consumables	0.00	292.54	0.00
6250 · Uniforms	0.00	13,859.15	0.00
6270 · Volunteer - Activities	0.00	924.18	0.00
6310 · Physical & Immunizations	0.00	1,998.00	0.00
6320 · Community Involvement	0.00	616.05	0.00
6900 · Miscellaneous Expense	0.00	2,552.84	0.00
Total 6000 · Materials and Services	<u>0.00</u>	<u>160,351.65</u>	<u>0.00</u>
7000 · Capital Outlay			
7110 · Capital Outlay - Building	0.00	0.00	14,058.00
Total 7000 · Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>14,058.00</u>
Total Expense	<u>0.00</u>	<u>583,943.01</u>	<u>14,058.00</u>
Net Ordinary Income	<u>69,004.64</u>	<u>-49,830.95</u>	<u>169,727.70</u>
Net Income	<u><u>69,004.64</u></u>	<u><u>-49,830.95</u></u>	<u><u>169,727.70</u></u>

Philomath Fire and Rescue
Profit & Loss by Class
 July 1 through November 8, 2022

	Equipment Res...	TOTAL
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	0.00	1,574.63
4041 · Bond Income - Delinquent Taxes	0.00	1,557.71
4060 · Conflagration Income	0.00	19,284.73
4050 · Public Education Income	0.00	2,815.00
4040 · Bond Income	0.00	2,213.58
4000 · Carryover Fund Balance	65,963.98	805,481.68
4010 · Delinquent Property Taxes	0.00	5,167.51
4020 · Current Property Taxes	0.00	7,359.37
4025 · Interest - Property Tax	0.00	5,089.15
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	17.76
4030 · Investments - LGIP	238.22	2,034.86
4026 · Interest Income - Other	0.00	138.62
Total 4026 · Interest Income	238.22	2,191.24
4900 · Miscellaneous Income	0.00	370.00
Total Income	66,202.20	853,104.60
Gross Profit	66,202.20	853,104.60
Expense		
5000 · Personnel Expenses		
5131 · Non-Union Overtime Wages	0.00	37.08
5136 · Conflagration Wages	0.00	36,803.30
5100 · Fire Chief Wages	0.00	59,611.95
5105 · Deputy Chief Wages	0.00	29,176.25
5110 · Admin Asst Wages	0.00	22,019.42
5120 · Fire & Life Safety Officer Wage	0.00	38,569.64
5125 · Firefighter Wages	0.00	84,120.56
5130 · Overtime Wages	0.00	26,907.00
5135 · Extra Hire	0.00	16,672.30
5405 · Employers FICA	0.00	6,335.99
5410 · Employers Medicare	0.00	1,481.80
5430 · PERS - Employe	0.00	56,351.40
5431 · PERS - Pickup 6%	0.00	13,884.65
5440 · Health Insurance	0.00	31,620.02
Total 5000 · Personnel Expenses	0.00	423,591.36
6000 · Materials and Services		
6205 · Supplies - Residences		
6205-3 · Supplies - Residence - 203	0.00	11.94
6205-1 · Supplies - Residence - 201	0.00	238.44
Total 6205 · Supplies - Residences	0.00	250.38
6901 · Cost of Goods Sold	0.00	7.10
6216 · Supplies - FA/CPR Education	0.00	3,264.95
6091 · Tuition Reimbursement	0.00	8,401.75
6001 · Contracted Professional Service	0.00	36,267.18
6010 · Office Supplies	0.00	2,254.17
6011 · Postage/Shipping	0.00	343.39
6020 · Insurance and Bond	0.00	19,765.89
6030 · Dues and Fees	0.00	9,336.37
6040 · Publications and Elections	0.00	115.60
6050 · Utilities	0.00	8,231.22
6060 · Telephone, Pagers, Internet	0.00	8,125.04
6070 · Travel	0.00	1,023.40
6080 · Conference	0.00	617.00
6090 · Education/Training	0.00	818.95
6100 · Equipment Maintenance Agreement	0.00	625.00
6130 · Gas & Oil	0.00	10,366.04
6160 · Equipment Maintenance	0.00	3,087.89
6161 · Vehicle Maintenance	0.00	11,963.94

Philomath Fire and Rescue
Profit & Loss by Class
 July 1 through November 8, 2022

	<u>Equipment Res...</u>	<u>TOTAL</u>
6170 · Building Maint and Improvements	0.00	5,567.71
6180 · Grounds Maintenance	0.00	84.92
6190 · Small Tools & Equipment	0.00	912.04
6200 · Supplies - Department	0.00	1,946.96
6210 · Supplies - Medical	0.00	5,888.80
6215 · Supplies - Prevention	0.00	402.00
6220 · Supplies - Suppression	0.00	441.20
6240 · Supplies - Consumables	0.00	292.54
6250 · Uniforms	0.00	13,859.15
6270 · Volunteer - Activities	0.00	924.18
6310 · Physical & Immunizations	0.00	1,998.00
6320 · Community Involvement	0.00	616.05
6900 · Miscellaneous Expense	0.00	2,552.84
Total 6000 · Materials and Services	0.00	160,351.65
7000 · Capital Outlay		
7110 · Capital Outlay - Building	0.00	14,058.00
Total 7000 · Capital Outlay	0.00	14,058.00
Total Expense	0.00	598,001.01
Net Ordinary Income	66,202.20	255,103.59
Net Income	<u>66,202.20</u>	<u>255,103.59</u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 1 through November 8, 2022

	GO Bond 2016 - Debt Services				General Fund		
	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest	1,574.63	0.00	1,574.63	100.0%	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	1,557.71	0.00	1,557.71	100.0%	0.00	0.00	0.00
4060 · Conflagration Income	0.00	0.00	0.00	0.0%	19,284.73	170,000.00	-150,715.27
4050 · Public Education Income	0.00	0.00	0.00	0.0%	2,815.00	8,000.00	-5,185.00
4040 · Bond Income	2,213.58	0.00	2,213.58	100.0%	0.00	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	0.00	63,412.88	100.0%	492,929.81	450,483.00	42,446.81
4010 · Delinquent Property Taxes	0.00	0.00	0.00	0.0%	5,167.51	16,000.00	-10,832.49
4020 · Current Property Taxes	0.00	0.00	0.00	0.0%	7,359.37	1,482,923.00	-1,475,563.63
4025 · Interest - Property Tax	0.00	0.00	0.00	0.0%	5,089.15	2,000.00	3,089.15
4026 · Interest Income	245.84	0.00	245.84	100.0%	1,096.49	3,550.00	-2,453.51
4900 · Miscellaneous Income	0.00	0.00	0.00	0.0%	370.00	42,795.00	-42,425.00
Total Income	<u>69,004.64</u>	<u>0.00</u>	<u>69,004.64</u>	<u>100.0%</u>	<u>534,112.06</u>	<u>2,175,751.00</u>	<u>-1,641,638.94</u>
Gross Profit	69,004.64	0.00	69,004.64	100.0%	534,112.06	2,175,751.00	-1,641,638.94
Expense							
9010 · Transfers	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.0%	0.00	619,828.00	-619,828.00
5000 · Personnel Expenses	0.00	0.00	0.00	0.0%	423,591.36	1,208,470.00	-784,878.64
6000 · Materials and Services	0.00	0.00	0.00	0.0%	160,351.65	559,090.00	-398,738.35
7000 · Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>583,943.01</u>	<u>2,387,388.00</u>	<u>-1,803,444.99</u>
Net Ordinary Income	<u>69,004.64</u>	<u>0.00</u>	<u>69,004.64</u>	<u>100.0%</u>	<u>-49,830.95</u>	<u>-211,637.00</u>	<u>161,806.05</u>
Net Income	<u><u>69,004.64</u></u>	<u><u>0.00</u></u>	<u><u>69,004.64</u></u>	<u><u>100.0%</u></u>	<u><u>-49,830.95</u></u>	<u><u>-211,637.00</u></u>	<u><u>161,806.05</u></u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 1 through November 8, 2022

	General Fu...	Building Reserve Fund				Equipment Reserve Fund		
	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...
Ordinary Income/Expense								
Income								
4042 · Bond Income - Prop Tax Interest	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4060 · Conflagration Income	11.3%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4050 · Public Education Income	35.2%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4040 · Bond Income	0.0%	0.00	0.00	0.00	0.0%	0.00	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	32.3%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4020 · Current Property Taxes	0.5%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4025 · Interest - Property Tax	254.5%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4026 · Interest Income	30.9%	610.69	0.00	610.69	100.0%	238.22	0.00	238.22
4900 · Miscellaneous Income	0.9%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
Total Income	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20
Gross Profit	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20
Expense								
9010 · Transfers	0.0%	0.00	25,000.00	-25,000.00	0.0%	0.00	0.00	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	35.1%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
6000 · Materials and Services	28.7%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
7000 · Capital Outlay	0.0%	14,058.00	0.00	14,058.00	100.0%	0.00	0.00	0.00
Total Expense	24.5%	14,058.00	25,825.00	-11,767.00	54.4%	0.00	1,281.00	-1,281.00
Net Ordinary Income	23.5%	169,727.70	157,000.00	12,727.70	108.1%	66,202.20	64,557.00	1,645.20
Net Income	23.5%	169,727.70	157,000.00	12,727.70	108.1%	66,202.20	64,557.00	1,645.20

7:09 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 1 through November 8, 2022

	Equipment ...	Vehicle Reserve Fund				TOTAL	
	% of Budget	Jul 1 - Nov ...	Budget	\$ Over Bud...	% of Budget	Jul 1 - Nov ...	Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest	0.0%	0.00	0.00	0.00	0.0%	1,574.63	0.00
4041 · Bond Income - Delinquent Taxes	0.0%	0.00	0.00	0.00	0.0%	1,557.71	0.00
4060 · Conflagration Income	0.0%	0.00	0.00	0.00	0.0%	19,284.73	170,000.00
4050 · Public Education Income	0.0%	0.00	0.00	0.00	0.0%	2,815.00	8,000.00
4040 · Bond Income	0.0%	0.00	0.00	0.00	0.0%	2,213.58	0.00
4000 · Carryover Fund Balance	100.2%	0.00	0.00	0.00	0.0%	805,481.68	699,146.00
4010 · Delinquent Property Taxes	0.0%	0.00	0.00	0.00	0.0%	5,167.51	16,000.00
4020 · Current Property Taxes	0.0%	0.00	0.00	0.00	0.0%	7,359.37	1,482,923.00
4025 · Interest - Property Tax	0.0%	0.00	0.00	0.00	0.0%	5,089.15	2,000.00
4026 · Interest Income	100.0%	0.00	0.00	0.00	0.0%	2,191.24	3,550.00
4900 · Miscellaneous Income	0.0%	0.00	0.00	0.00	0.0%	370.00	42,795.00
Total Income	100.6%	0.00	0.00	0.00	0.0%	853,104.60	2,424,414.00
Gross Profit	100.6%	0.00	0.00	0.00	0.0%	853,104.60	2,424,414.00
Expense							
9010 · Transfers	0.0%	0.00	4,960.00	-4,960.00	0.0%	0.00	29,960.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	4,960.00	-4,960.00	0.0%	0.00	626,894.00
5000 · Personnel Expenses	0.0%	0.00	0.00	0.00	0.0%	423,591.36	1,208,470.00
6000 · Materials and Services	0.0%	0.00	0.00	0.00	0.0%	160,351.65	559,090.00
7000 · Capital Outlay	0.0%	0.00	0.00	0.00	0.0%	14,058.00	0.00
Total Expense	0.0%	0.00	9,920.00	-9,920.00	0.0%	598,001.01	2,424,414.00
Net Ordinary Income	102.5%	0.00	-9,920.00	9,920.00	0.0%	255,103.59	0.00
Net Income	102.5%	0.00	-9,920.00	9,920.00	0.0%	255,103.59	0.00

7:09 PM

11/08/22

Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 1 through November 8, 2022

	TOTAL	
	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	1,574.63	100.0%
4041 · Bond Income - Delinquent Taxes	1,557.71	100.0%
4060 · Conflagration Income	-150,715.27	11.3%
4050 · Public Education Income	-5,185.00	35.2%
4040 · Bond Income	2,213.58	100.0%
4000 · Carryover Fund Balance	106,335.68	115.2%
4010 · Delinquent Property Taxes	-10,832.49	32.3%
4020 · Current Property Taxes	-1,475,563.63	0.5%
4025 · Interest - Property Tax	3,089.15	254.5%
4026 · Interest Income	-1,358.76	61.7%
4900 · Miscellaneous Income	-42,425.00	0.9%
Total Income	-1,571,309.40	35.2%
Gross Profit	-1,571,309.40	35.2%
Expense		
9010 · Transfers	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	-626,894.00	0.0%
5000 · Personnel Expenses	-784,878.64	35.1%
6000 · Materials and Services	-398,738.35	28.7%
7000 · Capital Outlay	14,058.00	100.0%
Total Expense	-1,826,412.99	24.7%
Net Ordinary Income	255,103.59	100.0%
Net Income	255,103.59	100.0%

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-15

LIEUTENANT

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. - Paid Lieutenants are subject to the Contract Bargaining Agreement (CBA) and Union Representation. 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 ~~or Assistant Fire~~ Chief. In the absence of the Deputy ~~or Assistant Fire~~ 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.

Essential Job Duties:

A Lieutenant will:

- Perform all requirements of a Firefighter (Procedure P-20) or Volunteer Firefighter (Procedure P-8).
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.
- 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.

ORGANIZATIONAL MANUAL

- 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 Fire & Life Safety Officer 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.

The list of essential duties is not intended to be exhaustive, additional related duties, as necessary, may be required.

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.
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 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.

ORGANIZATIONAL MANUAL

Minimum Requirements:

- Be in good standing with the District
- Minimum of three (3) years' experience in fire suppression (~~with or~~ one year with Philomath Fire & Rescue ~~for Volunteer Lieutenants~~)
- Valid insurable Oregon Driver License with driving record that meets Philomath Fire & Rescue Standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- ~~NREMT or OHA EMT Certification~~ EMS Certification (Represented employees must be EMT B or greater)
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA ~~Mobile Water Supply Apparatus Operator~~ Ariel Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- 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 Deputy Chief or Fire Chief with input from the Officers. Lieutenants will have no less than 10 Lieutenant Evaluations completed within their first year of probation, with a minimum of 3 of the evaluated calls being considered "major calls". Additionally, Lieutenant will complete Traffic Incident Management Responder Training within their first year of probation.

Desired Qualifications:

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

Training/Education:

~~A~~ Lieutenants are encouraged to continue their education through training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties. Some trainings may be required, at the discretion of the Deputy Chief, Fire Chief or designee.

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.

ORGANIZATIONAL MANUAL

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 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.

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. Overtime hours will be determined through contract with the District. 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

ORGANIZATIONAL MANUAL

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

Section P
PERSONNEL
Procedure P-4

ADMINISTRATIVE ASSISTANT

Non-exempt, non-represented position

I. Job Summary:

Under the general direction of the Fire Chief, the Administrative Assistant ~~is responsible for the efficient operation of the District office, and the financial, and clerical functions of the District. 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 meetings monthly, quarterly, and annually. Generate Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.~~

II. Distinguishing Features of the Class:

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 ~~and annual~~ budget reports. And coordinates annual audit.
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Ensures necessary forms dealing with city, county, state or federal government are filed in a timely manner, posts agendas and proper meeting notifications.
- E. Serves as a "confidential" employee to the Fire Chief in 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. ~~Have a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the district. Functions as part of the District Administrative Team.~~
- K. ~~It is the responsibility of the Administrative Assistant to see that members of the Board of Directors and members of the Budget Committee are notified in~~

ORGANIZATIONAL MANUAL

~~advance of meetings. Coordinate Administrative Team and Board of Directors for meeting preparations.~~

~~L.~~ The Administrative Assistant supervises the authorized petty cash fund; records tax funds ~~received, and received and~~ invests District monies as directed by the Board of Directors; makes bank deposits and ~~keeps accurate records of~~ reconciles monthly bank balances; issue warrants for funds drawn against the District's deposits.

~~L.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.

~~M.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.

III. Contact with Others:

The Administrative Assistant ~~shall~~ will:

1. Be responsible to the Fire Chief or their ~~designated replacement~~ 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.

~~The Administrative Assistant is encouraged to participate in the activities of the Philomath Volunteer Fire Department Inc.~~

IV. ~~Employment Standards:~~ Knowledge, Skills, and Abilities:

The Administrative Assistant ~~shall possess~~ will:

1. ~~Be expected to develop a complete and~~ thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District:

~~The Administrative Assistant shall:~~

2. Possess the ability to accurately follow instructions issued and to complete tasks with a minimum of direction and supervision.
3. ~~Have Become~~ knowledgeable about, ~~education or experience with~~ public budgeting practices and manage the District's cash flow.
4. ~~Have Develop~~ a general knowledge of the geography of the District coupled with a basic understanding of fire insurance rates and classifications.

ORGANIZATIONAL MANUAL

5. Possess a general understanding ~~knowledge~~ of regulations as they apply to office operations including, OSHA, OAR's, ORS's, and the Government Standards and Practices Laws.
- ~~6. Make recommendations to the Fire Chief to maintain an effective and efficient office. Be organized and maintain office space and documents in an organized fashion.~~
- ~~7.6. Function as part of the District Management Team.~~
- ~~8.7. Act in a courteous and cooperative manner with the general public and District personnel, communicating clearly and courteously, both verbally and in writing.~~
- ~~9.8. Possess a working knowledge of modern Learn practices associated with bookkeeping techniques and accounting systems. ~~Have and~~ the ability to perform these duties using District provided software and equipment, common to office settings.~~
- ~~10.9. Have the ability to manage all phases of payroll and accompanying accounting work; assist in meeting administrative deadlines with regard to required forms, reports, etc. within designated timeframes.~~
- ~~11. Possess ability to communicate effectively both verbally and in writing. Manage office supplies and purchases in a proactive manor, with the approval of the Fire Chief. Have the ability to analyze office situations and problem areas and to relay~~
10.
~~recommendations to the Fire Chief for effective courses of corrective action.~~

V. ~~MINIMUM BASIC REQUIREMENTS~~ Minimum Requirements

~~Educational background shall have an emphasis in accounting, and business, supplemented with a minimum of two years in accounting or bookkeeping experience with a public safety agency.~~ The Administrative Assistant ~~shall also~~ will have computer skills commensurate with the needs of ~~the District~~ a busy office setting using equipment typical of professional office settings including multi-line phones, computer, printer, typing, and Microsoft Suite. ~~Computer Hardware and Software required by the District.~~
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's License (must meet District's driving standards).
- Notary Public (within 30 days of hiring) ~~Current Notary Public.~~
- First Aid/CPR (within 90 days of hiring)
-

ORGANIZATIONAL MANUAL

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.

VI. Preferred Qualifications

- Educational background with an emphasis in accounting and business.
- Two or more years in accounting or bookkeeping for a public safety agency.

VII. 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. 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.

VIII. 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.

IX. 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

ORGANIZATIONAL MANUAL

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.

DRAFT

**Report to the Board of Directors
14 November 2022**

DC Rich Saalsaa

Cybersecurity Update – Request for Proposal

Philomath Fire & Rescue has received one response to the released RFP, from Riverstrong. Total cost year one is \$29,011. Year 2+ \$18,096. FYI: We budgeted \$30,000 so this comes in under budget. More importantly, this will provide service levels that would effectively replace what I am providing currently. There is an unknown cost for upgrading the Firewall and Switch that is open ended and not part of this proposal, which is reasonable for what we were looking for in the first pass. Those items can be looked at in subsequent budgeting years. NB: This does not include already recurring license fees paid yearly to KAMIND for Office 365 (we are one year into a 3-year contract at the moment).

I am recommending that we accept the proposal as submitted and engage Riverstrong in the work they have outlined.

Respectfully submitted,

DC Rich Saalsaa

PHILOMATH FIRE & RESCUE

RFP Response: Computer & Network Services





Philomath Fire & Rescue		Riverstrong Customer Success Manager	
Name	Philomath Fire & Rescue	Name	Riverstrong
Address	1035 Main Street Philomath, OR 97370	Address	13800 Coppermine Rd Herndon, VA 20171
Contact Name	Deputy Chief Rich Saalsaa	Contact Name	Hannah Mizener
Contact Email	Rich.saalsaa@philomathfire.com	Contact Email	Hannah.mizener@riverstrong.tech
Contact Phone	541.360.0029	Contact Phone	703.763.1411

Dear Deputy Fire Chief Richard Saalsaa,

We would like to thank you for the opportunity to submit the following request for proposal (RFP) response for your consideration. Riverstrong is pleased to report that we can successfully deliver all the elements outlined in Philomath Fire & Rescue’s RFP. We’ve curated a comprehensive IT solution that addresses your specific needs with your budget in mind.

We believe building a secure and advanced IT environment is the best investment you can make. Our goal is to use technology to complement everyday business operations, enhancing your organization’s productivity, security, and overall efficiency.

This proposal outlines who we are as a company, our proposed service solution, and what we can offer your organization. Please review the attached response to ensure it meets your expectations.

If you have any questions, please contact Riverstrong’s Customer Success Manager, Hannah Mizener, by email at hannah.mizener@riverstrong.tech or by phone at 703-662-0083.

Sincerely,


Hannah Mizener (Nov 2, 2022 14:11 EDT)

Hannah Mizener

Customer Success Manager



About Riverstrong

Riverstrong is a progressive North American managed services provider with a passion for people and doing IT better.

Our mission is to reinvent the IT Managed Services landscape by providing personalized IT solutions that organizations across industries can trust. We use our expertise to simplify our customers' lives and deliver tangible results — so they can focus on their business.

The creators of Riverstrong have been bringing innovative technology solutions to organizations for over 14 years. In that time, we've been busy closing the pervasive IT managed services support gap and enabling organizations to drive successful outcomes.

Our Values

Endless Advancement

Our thirst for big ideas inspires us to explore the latest IT frameworks and consistently elevate our offerings. Implementing innovative changes enables us to gain efficiencies — which we pass on to our customers.

Authentic Relationships

We happily build genuine relationships with our clients. We enjoy assisting them, and it comes through in how we serve them. We know our customers on a first-name basis, communicate clearly and openly, and always uphold transparency.

Accountability

We take full accountability of all reported incidents and resolve them from start to finish. We're the only business our clients need to call, so they can avoid contacting multiple vendors and waiting on hold.

Personalized Solutions

Like people, businesses are unique. We take pride in getting to know our customers, so we can curate the most fitting, high-impact solutions to meet their business needs.

Conservation

Giving back has been baked into the fabric of Riverstrong's being since day one, and environmental conservation is among our core company values. To that end, we have committed to donating 1% of our time and profit to support environmental and wildlife conservation efforts through Pledge 1%. Riverstrong is also undergoing B-Corp certification with our parent company, Gerent.

Our People

Gopi Ramineni



Founder & Chief Executive Officer

As an avid technology expert with towering dexterity in management and consulting, Gopi has built an exceptional team that takes managed services to new heights. He founded our parent company, Gerent, in 2007 with a drive to disrupt various industries through digital innovation. Gopi is an expert in the Salesforce platform and has contributed to more than 1,000 transformative Salesforce projects.

Will Shu



Chief Information Officer

Will is a 28-year IT industry veteran with a rich technical background in infrastructure engineering. He has led several large-scale IT teams across a wide range of industries and offers 11 years of executive experience. Will has held a multitude of advanced roles throughout his IT tenure, including Senior Systems Engineer and Microsoft Technical Architect.

Chad Graham



Director of Delivery

Chad specializes in successfully delivering ground-breaking IT projects, turning around underperforming units, and reducing organizational costs. He has spent the last 25 years in service delivery, building IT strategies that align with client's business goals and drive quantifiable improvements.

Zack Hausrath



Director of Customer Success

Having spent a decade managing various project portfolios and customer engagements, Zack aims to delight our customers by exceeding their expectations. He offers a deep understanding of client's business problems and a well-honed ability to orchestrate solutions that produce measurable results.



Adhering to Best Practices

Riverstrong is dedicated to adhering to proven best practices outlined in the IT Infrastructure Library (ITIL). ITIL is a prestigious IT service management framework that enables businesses to establish cost-effective practices, manage risk, and build a stable IT environment that sustains growth.

The Riverstrong Roadmap

Discovery

Meet with PFR's stakeholders to gain a deep understanding of its business, overall strategy, and IT requirements. We will assess your organization's baseline operating efficiency and IT environment.

Innovation

Draw on the latest research to pinpoint which proven, emerging technologies will empower your company to meet your goals, boost productivity, and increase revenue. Our specialist will carefully evaluate your situation and curate a cost-effective solution tailored to your objectives.

Onboarding

Riverstrong experts will map out the logistics of your business's IT solution and craft an airtight adoption strategy to integrate your team. We'll establish a suitable, industry-specific change framework, prioritize tasks, and allocate resources, providing change management along the way as needed.

Go-Live

Our specialists will roll out the agreed-upon plan, test functionality, and track results — with minimal disruption. We ensure our solutions fit with your business processes, consider all feedback, and iron out any hiccups.

Hypercare

We will execute the agreed-upon service solution with consistency and dedication. Along the way, we will produce reports that outline measurable metrics relevant for the managed services or project. Our will reports provide tangible data to ensure the solution performing as expected.





PFR's Service Requirements

Today, having a robust IT solution in place is a critical business imperative. After carefully assessing PFR's circumstances, we have summarized our understanding of your business requirements, objectives, and goals below.

Premier Managed Services

Objectives

PFR is seeking a managed services provider to provide daily management and maintenance of the technology in the firehouse environment. This includes the existing network devices, workstations, and M365 cloud environment.

Goals

PFR is looking to ensure its critical technology infrastructure is fully supported by professionals, and it seeks to boost organizational efficiency by increasing security, providing user account management, and utilizing cloud technologies as much as possible.

Riverstrong's Service Solution

As firm believers in putting technology before business, we would like to propose an IT services solution custom-built around your specific needs. Our solution includes:

Scope

Support Services

Riverstrong will diligently monitor, protect, update, and patch PFR's entire IT ecosystem. We offer custom network, device, and system configurations to suit your unique needs. Our specialists will manage your usage bandwidth, connectivity, applications, and software.

We will execute remote data backup and initiate robust disaster recovery planning. Our managed IT solution comes equipped with a robust suite of security services, including firewall, antivirus, endpoint security, and perimeter security management. These tools will enable your organization to fend off ransomware, phishing, spyware, Trojans, spoofing, and other malicious attacks.

PFR and its employees can depend on our timely and responsive Call Center technical assistance solution. We offer a response time of 30 minutes or less to reduce downtime and keep users on track. We will rapidly diagnose, troubleshoot, and manage issues until they are resolved and promptly communicate the status of incidents. Our support solution includes proactive updates, health checks, monitoring, diagnostics, and progress meetings.

Reactive (Standard) Services are driven by opening a support ticket and adhering to the agreed-upon SLOs, as defined in Exhibit B.

More specifically, our call center solution includes:



- Access to the Call Center to request technical support of computer devices and supported software applications.
 - Call center can be accessed via telephone or email between 8am – 5 pm Pacific
 - After-hours or weekend emergency support is available with an on-call engineer
- Unlimited Break/fix support for covered network, server, or workstation devices upon request via ticket

This Agreement is intended to cover the maintenance and support of computer operating systems and device software only. It is not intended to cover any hardware, materials, equipment, consumables, or any labor related to projects other than the proper ongoing maintenance of operating systems and software.

Proactive (MSP) services are designed to provide the holistic and complete health coverage of all IT infrastructure.

Proactive Services include:

- Hardware & Software support of technical issues with devices in scope
- Health Monitoring of devices in scope
- Monthly internal and external vulnerability scans & reports
- Automatic response to any incidents, alerts, or downtime
- Proactive updates for security patches, firmware updates, and application updates
- Weekly Status reports & Quarterly Customer Success Meetings
- Backup management & restoration
- Datto SaaS M365 user cloud data backup – Unlimited Storage
- Security Remediation
- Endpoint security & network security management
- Knowledge base with IT operational runbook shared with FRP stakeholders
- Guidance and recommendations for continued growth & success
- Assist with end-of-life hardware and software selection, and remote device configuration

Premier Network Managed Services

Our specialists will proactively resolve and promptly troubleshoot network-related issues before or as they arise. Riverstrong will ensure that PFR's resources are always allocated to the right applications and services to maintain their availability. Our solution includes device monitoring, including managed firewalls and switches.

Keeping a pulse on your equipment enables us to quickly detect and resolve network issues before they wreak havoc on your infrastructure. Our network management also includes account and group management to keep the firehouse running smoothly.

Our specialists will take full ownership of PFR's network, devices, and 'behind-the-wall' technologies. We will proactively monitor, support, and manage devices in the network — and take immediate action to address issues before you become aware of them. Our goal is to stay



abreast of your network's availability and performance across various devices while mitigating and preventing risks. Our network management also includes account, permissions, and group management to keep business running smoothly.

Cloud Management Services

Our Cloud Management Services will enable PFR to enjoy professionally managed and secured M365 Government & Azure Active Directory environments. We will optimize your M365 + AAD instances, manage user accounts, licenses, manage backups, domain joined computers, configure MFA, manage permissions and groups per PFR's requirements. Ensure Government licenses are applied to utilize efficiencies where possible. We will start with Azure AD Basic and determine requirements that require Azure AD Premium versions.

We will configure PFR's M365 + AAD cloud environment using trusted best practices, update its applications, and improve its access management security. Riverstrong will enhance the performance of your organization's cloud applications and resources, to deliver measurable efficiency gains.

We understand the choice to utilize cloud infrastructure can be daunting at times. Our specialists will support your AAD & M365 cloud infrastructure to ensure it lives up to expectations. Ultimately, we will enable you organization to manage costs and capacity, while avoiding compliance risks.

Premier Managed Security Services

Our specialists will implement pragmatic security measures and practices to ensure your ecosystem is protected from malicious intent. We'll take a deep dive into the security of PFR's environment by performing a security audit, where we review your systems, access management, infrastructure, software configurations, and applications.

We will manage your perimeter security to protect your network and DMZ, and your endpoint security to safeguard your devices. Riverstrong further delivers firewall and antivirus monitoring and management – complete with firmware updates and vulnerability testing to deliver detailed reports of each devices software or firmware vulnerabilities against standardized public databases. Riverstrong will implement the following security partner tools in the workstations, laptops, and servers as part of the Managed Security Service.

- BitDefender GravityZone Endpoint Protection & Anti-Virus
- BitDefender EDR (Endpoint Detect & Response)
- Datto RMM (Remote Management & Monitoring)
- Cisco Umbrella DNS Filtering
- Hook Security Phishing Simulation, Awareness, & Training
- Active Directory quarterly audits



- AppRiver Email Threat Protection & Email Encryption
- Intune Mobil Device Management

Beyond security systems, Riverstrong will ensure the security best practices are implemented across the platforms.

- Patch/Firmware/Version updates
- Configuration and Data backups
- Multi-Factor Authentication
- Confidential data Protection
- Limited & separate Administrator accounts
- Complex password and expiration policies
- Enforce screen timeouts and passwords
- Enforce disk and data encryption
- Monthly Vulnerability reports
- Web content filtering
- Help with internal IT policy documentation

Riverstrong will also take care of your people. We offer proven security awareness and training programs to further protect you from comprehensive risk. Our technicians will execute web content filtering measures and configure your M365 environment with the full suite of best security and compliance practices.

Together, our security techniques will keep your environment safe from viruses, ransomware, spyware, trojans, malware, and other threats.

vCIO

To ensure PFR is successful in the launch of a new technology direction, Riverstrong Managed Services includes vCIO services to define the strategy and determine the roadmap of progression. Our virtual CIO services include an analysis of your organization's IT environment, develop the program plan to encompass smaller phases, and seamless execution. We will consult with your business's management team to build an optimal IT budget and develop best practices. In addition, we provide impact assessments and ongoing advice to maintain the efficiency of your ecosystem.

Our vCIO will implement consistent methodology and documented processes to ensure the future success of PFR critical technology infrastructure.

vCIO services includes:

- Consult with PFR leaders to define the goals and objectives for the next 5+ years
- Analyze the data from technology assessments and organization audits to determine current state
- Define phased approach and roadmap of implementation upgrades to align with strategic goals of PFR
- Keep pushing the envelope while ensuring industry best practices are continuously met



Business Continuity & Disaster Recovery

Focused on mitigating the effects of a failure, our business continuity services will enable PFR to retain critical information during any disasters or loss of data. BCP/DR Services will take a comprehensive look at single points of failure across the network, critical resources, data availability, and institutional knowledge. Further, we will create DR plan to analyze the exposure and risks in the environment to fully understand the impact, downtime involved in a disaster, and develop a plan for recovery.

First, Riverstrong will assess your organization's critical business needs, functions, and data requirements. Thereafter, we will craft a detailed continuity plan involving key stakeholders. To safeguard your company data, our specialists will create data backup and recovery blueprint – complete with encrypted cloud backups for all user data.

Measurable Progress Reports

To ensure all objectives are met, Riverstrong will provide PFR with monthly managed services reports or quarterly detailed reporting. The monthly reports will provide insight into the activity and interactions between PFR and Riverstrong. The quarterly reports will provide deeper insight into the implementation strategy and roadmap status. We believe measuring success is a key component in delivering a competitive IT services solution, and we are firm believers in upholding transparency.

30-Day Onboarding

The RIVERSTRONG Onboarding process is designed to create an effective and efficient time to value for PFR use of the Services. This process will allow Riverstrong to become an integrated part of PFR's IT team. The four stages of Onboarding described below contain responsibilities for PFR and RIVERSTRONG and are designed to be completed within 30 days of the Effective Date.

Onboarding Implementation

During the Implementation (Transition Period), Riverstrong will set up the infrastructure and processes to provide the ITSM Services. Riverstrong will provide the call center solution and dedicated phone number to contact for any needs.

Knowledge Transfer

We will get to know the stakeholders and vendor specific resolver groups in the environment to create proper processes & documentation to handle as many situations as possible. Conduct PFR SME interviews and develop knowledge base documentation to support any specific hardware, systems, or custom applications in scope of support. Understand and document proper escalation/notifications list to properly inform stakeholders or incidents or issues.

Hypercare Period

Once onboarding is complete and ready to go live, the Hypercare period begins with the launch of support services and monitoring of the environment. Intense scrutiny of tickets, alerts, warnings,



and ticket resolution starts to take place across. Weekly meetings with Riverstrong project teams and PFR stakeholders to ensure ticket management is smooth and issues are addressed. This allows the continuous improvement of processes and procedures until we move to steady state. Hypercare period ends once onboarding is complete, support is moving without micro-management, and PFR stakeholders are comfortable with Riverstrong taking over full managed services. Customer Survey responses and feedback are welcome!

Service Level Objectives

We categorize all incoming incidents based on level of severity and business functioning impairment. Our method enables us to provide businesses experiencing debilitating technical issues with the fastest possible service.

Service Level Category	Metric
First Contact Resolution	75% of all incoming calls are resolved during initial phone call
Call Abandon Rate	<=5.25%
Responsiveness - Telephone	80% calls answered with 60 seconds of being placed in queue
Responsiveness - Email	85% emails responded to within 60 minutes by Agents
Customer Satisfaction Survey	Average score of 3 out of 5
Incident Call-Back Time	>98% call back < 2 hours
Incident Resolution Time	>98% root cause fix or workaround by COBNWD
Request Call-Back Time	>98% call back by COBNWD
Request Resolution Time	>98% of IMAC-Ds completed within 5 working days of the initial request or on scheduled date
After hours & Weekend On-Call Emergency Support	80% calls responded to within 30 mins by Agents

The Only Call You Need to Make – 703-662-0083

We take full accountability of all reported incidents and resolve them from start to finish. If Riverstrong is unable to resolve an issue, our specialists will contact third-party vendors and



manufacturers on PFR's behalf. We take full accountability for resolving each issue — so you can take on your day with minimal disruption.

Standard Business hours Monday-Friday: 5 am – 5 pm Pacific

After-Hours Emergency On-Call Remote Support: Weekdays 5 pm-8 am and all weekend hours from Friday 5 pm to Monday 5 am Pacific hours.

On-site Service

On-site service can be provided when an incident cannot be resolved remotely or in cases where a remote resolution would yield sub-par results. Our specialists will determine whether an on-site resolution is necessary and make arrangements to visit your location.

Engagement Technical Staff

IT Experts	Title	Role
Will Shu	Chief Information Officer	With three decades of IT experience, Will effectively oversees engagements, implements best practices, and brings forth cutting-edge solutions.
Chad Graham	Director of Delivery	Chad is adept in delivering ground-breaking IT projects with a demonstrated record of exceeding goals. His 25 years of IT excellence enable him to build towering IT strategies.
Zach Hausrath	Customer Success Lead	Having spent a decade managing various project portfolios and customer engagements, Zack is well-equipped to ensure you and your stakeholders are genuinely looked after.
Alex Pope	Sr Technical Consultant	Alex is committed to meeting our customers' end-to-end needs. His unwavering integrity empowers us to provide unmatched service.
Thomas E. Gelfuso	Service Delivery Manager	Thomas offers nearly 40 years of deep expertise in end-user, application, infrastructure, and network support. He powers our team to deliver the most effective solutions available.
Tawanda Wilson	IT support specialist	Entering her 7 th year in the industry, Tawanda is a dedicated IT expert who is well-versed in updating, maintaining, and monitoring all aspects of computer networks with excellence.
Muriel Allen	IT support specialist	A keen support specialist with a passion for technology, Muriel provides our customers with

		thorough assistance – and deploys the most effective and sustainable solutions.
--	--	---

Implementation Phases

Phase 1 Managed Services

Onboard and implement Riverstrong Advanced Managed Services across the environment to fully take management of all supported hardware, software, and technology licenses.

1. Establish access, accounts, and perform a network assessment for an updated inventory of assets
2. Implement Datto RMM & BitDefender GravityZone Endpoint Protection Antivirus to all available computers or devices
3. Create and enforce Riverstrong standard patch management policies in RMM
4. Establish rules for notifications, alerts, and escalations
5. Enforce hard drive encryption across all connected devices where possible
6. Create a knowledge base, operational runbook, process documentation, and credential management
7. Establish the call center and support ticket processes
8. Implement internal & external vulnerability scans & remediate any major issues

Phase 2 Foundational Infrastructure

Let's establish the foundations in Azure Active Directory and critical security services. AAD will be the backbone and central management for all user accounts.

1. Establish Azure AD and define personas for permissions, groups, or specific services
2. Ensure PFR is utilizing Microsoft Government 365 licenses for discounts
3. Configure and enforce multi-factor authentication across all available platforms
4. Establish Azure AD Global Administrator accounts for specific and limited users
5. Join all workstations and possible devices to AAD/Intune as a registered computer
6. Create, configure, and properly permission all user accounts per persona
7. Configure and enforce complex and 90 expiration policies
8. Implement Datto SaaS immutable M365 Cloud backups per user account with unlimited and redundant cloud storage

Phase 2 Security tools for available devices

1. Microsoft Intune MDM for PFR mobile device management
2. BitDefender EDR to all available computers to watch for ransomware or other malicious attacks that antivirus systems are unable to detect.
3. Cisco Umbrella to provide DNS filtering for all registered devices
4. AppRiver Email Security Filter & Email Encryption for confidential information
5. Implement Hook Security Phishing awareness, training, and monthly managed simulation
6. Implement monthly Vulnerability scanning
7. Implement PFR content filtering policies



- 8. Establish alerts, notifications, and escalations

Phase 3 Upgrades & BCP

- 1. Perform impact analysis to determine the critical services, results of an outage, and the time to restore services
- 2. Create BCP documentation & restoration processes for critical systems and services
- 3. Upgrade existing consumer-grade firewall with next-generation modern firewall from Meraki
- 4. Upgrade end of life workstations
- 5. Plan the upgrade of the network switch to managed Meraki switch

2.0 Pricing

Prepared by:	Prepared for:	Quote Information
Riverstrong	Philomath Fire & Rescue	Quote # 8071
Hannah Mizener 703.763.1441 hannah.mizener@riverstrong.tech	1035 Main Street Philomath, OR 97370 Deputy Chief Rich Saalsaa 541.360.0029	Version 1.0 Delivery Date: 10/19/2022 Expiration Date: 11/19/2022

Quote Summary

Phase 1 Managed Services	Quantity	Unit Price	One-Time Fee	Monthly Total
Premier Workstation Managed Services (Datto RMM & BitDefender GravityZone included)	11	\$70		\$770
Premier Network Managed Services	3	\$85		\$255
vCIO Services	1	Included		\$0
Onboarding, Project Management, & QA	1	\$2,500	\$3,000	
Total			\$2,500	\$1,025



Phase 2 Project SOW & Security	Hours	Unit Price	Total
Azure AD & M365 Implementation & Configuration	6	\$165	\$990
AAD security, permissions, and account configuration	4	\$165	\$660
Implement M365 Data Backup	5	\$165	\$825
Join & configure domain workstations + create/migrate user profiles	6	\$165	\$990
Implement Intune MDM & configure devices	8	\$165	\$1,320
Implement Cisco Umbrella DNS filtering, BitDefender EDR, AppRiver Email Filter	6	\$165	\$990
Implement Hook Security Phishing Campaign	2	\$165	\$330
Project Management & QA	4	\$165	\$660
Total	41		\$6,765

Phase 2 Licensing	Quantity	Unit Price	Monthly Total
Cloud Management Services + Datto SaaS backup for M365 unlimited + Azure AD Basic	21	\$10	\$210
Managed Security Services (Umbrella, AppRiver, Hook Security, BitDefender EDR, Microsoft Intune MDM, CyberCNS)	21	\$13	\$273
Microsoft Office 365 G1 GCC license	Purchased from Kamind	\$8.80	
Total			\$483

Phase 3 Upgrades	Quantity	Unit Price	Total
BCP: Analysis, policies, & processes	10	\$165	\$1,650
Firewall & Switch SOWs TBD when we are ready for updated hardware quotes			
End-of-life workstations SOW TBD when we are ready for updated hardware quotes			
Total			\$1,650



Taxes, shipping, handling, and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

By signing below, you indicate that you agree with the above pricing and related terms, as outlined in this RFP response.

Riverstrong

Philomath Fire & Rescue

Signature: 
Hannah Mizener Nov 2, 2022 14:11 EDT

Signature: _____

Name: Hannah Mizener

Name: _____

Title: Customer Success Manager

Title: _____

Date: Nov 2, 2022

Date: _____

Riverstrong Services Snapshot

Riverstrong provides a comprehensive list of solutions to meet all your organization’s technology-based needs. Our depth and breadth of IT experience serve as a valuable resource for your business – and we’re only a phone call away should you require additional support.

End-User Support

- Identity and access management (IAM)
- Password optimization and best practices
- Employee security awareness training and simulated phishing attacks
- 24 x 7 network and security monitoring
- Call center IT support Monday – Friday 8:00 am to 5:00 pm PT
- Microsoft Office software support (Word, Excel, and more)
- Server and workstation management
- Operating system and service pack Installation
- Software patches
- Monitor and manage hard drive disk space
- Mobile phone support for email
- Spam and malware protection
- Onboarding and offboarding
- Set up/maintain Active Directory groups (accounting, admin, printers, sales, warehouse, etc.)
- Remote network and server management

Email Security



- Microsoft Outlook and account support
- Email Encryption services
- Quarantine mailboxes to safeguard from phishing other social engineering schemes
- Spoofing prevention
- Inbound email traffic management and filtering
- Secure environment with customization flexibility
- Industry-leading spam and virus filtering
- Software updates and patches to ensure maximum protection
- Advanced policy management recommendations
- Email compliance services
- Dual-factor Authentication
- Email encryption to block cybercriminals from reading their contents

Server and Remote Workplace Support

- Server maintenance and monitoring
- Memory management
- Remote Access & VPN management
- Remote device and site-to-site communication
- Data center and network management
- Software selection and customization
- Diagnosis and repair
- Server configuration and backup

Security Services

- Scan firewall logs for errors and suspicious activity
- Firewall management and firmware updates
- Protection against ransomware, spyware, trojans, and other forms of malware
- Internal/external Vulnerability Scans
- EDR/MDR with ransomware detection
- Managed Anti-virus & remediation
- Internal/External Penetration tests
- Modern data encryption to protect sensitive information in the event of a breach
- Managed Phishing simulation, awareness, and training
- DNS Filtering across connected devices

24/7 System Monitoring and Reporting

- System and Device Performance
- Device and perimeter security monitoring
- Network Connectivity
- Desktop and Server Alerts
- Infrastructure Monitoring & Mapping
- Quarterly service history reports
- Technology services review and improvement recommendations
- Trending IT reports
- IT budget roadmap



- Outline warranty, maintenance, and license refresh dates

- Hardware and system lifecycle planning
- IT strategy roadmap

Business Continuity and Disaster Recovery

- Oversee daily data backup initiatives
- Manage, optimize, and maintain data backup
- Disaster response testing
- Data encryption to lock sensitive information during a security breach
- IT Management Planning

- Backup Risk Assessment Policy Review/Audit
- IT Management Planning
- Backup Risk Assessment Policy Review/Audit
- Data backup Management
- Critical impact assessment

Cloud Management

- Configure applications according to best cloud security practices
- Initiate timely updates and improved access management
- Enhance the performance of cloud applications to deliver efficiency gains

- Account Management
- Cloud storage management
- Compliance best practices to evade risks
- Cloud-to-Cloud SaaS Backup
- Data center and virtualization
- Office 365 Email Migration

Network Infrastructure Management

- Strategic IT management
- Technology planning and business alignment through an agenda-driven, annual and quarterly planning process
- Baseline services to ensure consistent security and data protection

- Managed antivirus and DNS protection
- Managed firewall
- Managed cloud-based business continuity and disaster recovery solution
- Endpoint protection
- Perimeter security

Managed IT

- End-to-end management of the IT environment
- Network assessment, consultation, and design
- End-user and desktop management
- Server management

- Backup and data recovery
- Network monitoring
- Office 365 training and support
- Security assessment and services
- Managed Hosted VOIP Telephony



Digital Transformation

- Go-to Market strategy
- Custom Web Development
- Customer relationship management (CRM)
- Sales enablement
- Custom e-commerce development
- Business Intelligence
- Business Intelligence & Analytics