

# PHILOMATH FIRE & RESCUE

August 8, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
  1. Minutes – July 11, 2022
  2. Minutes – July 20, 2022
  3. Bills – July 2022
  4. Chief Vacation Hours
  5. Civil Service Commission Minutes – July 5, 2022
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar
    - Board Documents for Disposal
  2. Fire Chief – Miller Report
  3. Board Secretary – Rodriguez
    - Revenue/Expense Report
    - Review of Check Register
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association - Louden
  2. IAFF Local 4925 – Licon
- VI. OLD BUSINESS
  1. Chief Review Process – Edmonds & Phillips
  2. Levy Discussion - Miller
  3. Board Self-Evaluation – Corbin & Brand
  4. Strategic Plan – Miller & Rodriguez
  5. Standard of Coverage – Annual Review
  6. Lieutenant Job Description
- VII. NEW BUSINESS
  1. Double Eagle Paving – Invoice #8121
  2. Streamline – Digital Newsletter
- VIII. ACTION ITEMS
- IX. NEXT MEETING – September 12, 2022
- X. ADJOURNMENT

A Fire Board member shall strive to:

Make decisions only after all available facts bearing on a question have been presented and discussed.

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

# PHILOMATH FIRE & RESCUE

July 11, 2022

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:03 by President Phillips. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Joe Brier was not present. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.  
Guests: Volunteer President Andy Louden, Deputy Chief (DC) Chancy Ferguson, Volunteer Treasurer Jean Goul, Volunteer Vice President Jessica Olsen, Acting Volunteer Secretary Sam Schmeusser, Part-Time Firefighter Alex Schilz, and Ted Baker – Hoskins-Kings Valley (HKV) Board member.  
Remote Attendees: Brad Fuqua - Philomath News, Dan Kearl, Victor Haney, Melissa Miller, Viktor Bovbjerg, and Lindsay Taylor.
- II. CONSENT AGENDA – OA Rodriguez reviewed a note about the minutes submitted by Treasurer Corbin noting a typo for correction. She also reminded the Board that the Consent Agenda items will be reviewed individually but voted on and approved as a group unless a particular item necessitates separation for discussion and approval.
  1. Minutes – June 13, 2022 – Included in Board packet.
  2. Minutes – July 5, 2022 – Included in Board packet.
  3. Bills – June 2022 – OA Rodriguez reviewed the inventory corrections listed under 6901 – Cost of Goods Sold, as well as expenses in 6040 – Publication and Elections, 6090 – Education/Training, and 6161 – Vehicle Maintenance for the purchase of a trailer that was budgeted for Fiscal Year 2022 – 2023. She noted the month-end total for the June 2022 bills of \$37,171.08.
  4. Chief Vacation Hours were included in the Board packet.
  5. Civil Service Appointment – OA Rodriguez noted that Commissioner Sage indicated that he would not be interested in continuing in his role on the Civil Service Commission. She indicated that recruitment to fill that opening will be posted online.

**Vice President Brand motioned to approve the consent agenda as presented. Edmonds seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – DC Ferguson noted that the crews who responded to the Frolic Grounds fire performed exceptionally, and he wanted to bring that to the attention of the Board. DC Ferguson added that the mutual aid response worked like a “well-oiled machine”.
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar – President Phillips quickly reviewed the Board Calendar for the month of July, noting that several items will be addressed in New Business. Treasurer Corbin asked about the Volunteer Appreciation Event.
    - Combine COLA & Wage Recommendations on Board Calendar – OA Rodriguez recommended combining these two items on the Board Calendar and moving them to March so that they can be discussed in time to include them in the budget development.
  2. Fire Chief –

- Chief Miller discussed an infographic depicting the groups associated within the Philomath Fire & Rescue department including the Volunteers, Officers, Paid Staff and Union Members. Volunteer President Loudon clarified that all members of Philomath Fire & Rescue are members of the Volunteer Association, according to their bylaws. Chief Miller clarified that the term “Community Volunteer” is now being used to refer to any responder who responds from home, regardless of whether they live in-district.
- Chief Miller presented a breakdown of the expenses of the volunteer members as well as their response to calls and standby. Chief Miller clarified that he broke out to costs of the Resident Volunteer separate from the Community Volunteers. He added that the administrative support cost of the volunteers totals approximately \$230,977.
- Chief Miller reviewed his report, as included in the Board Packet, and added that he is very sorry that this [vote of no confidence] has gotten this far, stating that he is doing all he can to lead the department through the current challenges.
- Vice President Brand asked Chief Miller to present the totals for Mutual Aid response to the Philomath Fire District at future monthly meetings. Chief Miller and the Board discussed staffing Station 202 with volunteers and part-time employees as well as the gas card incentive Chief Miller recommended instituting.

### 3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez reviewed the Fiscal Year End balances and the cash carryover, noting that the District is not expected to carryover any excess funds into Fiscal Year 2022 – 2023.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account. She also noted that the State Fire Marshal Grant was deposited into the District’s account in June 2022 in the amount of \$30,800.

## V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reviewed his report, included in the Board Packet. Volunteer President Loudon distributed an email that included the DPSST Fire Ground Leader requirements, which he noted is more than what the Volunteers are recommending for the qualifications of the personnel to staff Station 202. Volunteer President Loudon stated that the Volunteer Association is viewing the suspension of himself and Vice President Olsen as retaliation for bringing up safety concerns and, as such, they have initiated a BOLI complaint. He encouraged the Board to read through the attachments to his report to get a thorough understanding of the communications between the Volunteer Association and Chief Miller.
2. IAFF Local 4925 – Volunteer President Loudon disbursed an email from the Union Legal Representative to the District Representative to the Board on behalf of Union President Licon, who was unable to be present. OA Rodriguez read the motions presented by the Union, included in the Board Packet. The Board members noted that they had questions for the Union and would like to revisit both of these motions at the August meeting.

## VI. OLD BUSINESS

1. Board Policies - 2<sup>nd</sup> Reading – OA Rodriguez noted clarifications and typographical changes brought to her attention by Treasurer Corbin. **President Phillips motioned to approve the Board Policies with the noted, non-substantive changes. Edmonds seconded. Motion passed 4-0.**

2. Chief Review Process – President Phillips noted that she, Edmonds, and Chief Miller have been working on developing the forms that will become part of the Chief Evaluation Process. She expects to have these documents available for approval at the August meeting.
3. Hoskins-Kings Valley (HKV) Inter-Governmental Agreement (IGA) – President Phillips thanked the HKV Board for meeting with her and Adam, the HKV Volunteer Chief. Edmonds stated that there was no disagreement between the two boards and President Phillips clarified that both boards understand that response to HKV from Station 202 would be dependent upon staffing. **Edmonds moved to approve the Hoskins-Kings Valley Inter-Governmental Agreement. President Phillips seconded.** Treasurer Corbin stated that he believes there should be no mention of response from Station 202 in the agreement. He said he otherwise thinks that this is an overall good plan. Treasurer Corbin also expressed concerns about the costs of staffing Station 202 adding that he thinks the contract amount won't cover the actual expenses of subsidizing HKV. **Motion passed 3-1 (Yea – Edmonds, Phillips, Brand; No – Corbin).** Mr. Baker stated that he sees this as a step to help harmonize and synchronize local departments to help function more efficiently, adding that it is only a year-long contract and adjustments are expected. He thanked the Philomath Board and Chief Miller for their work, noting that he looks forward to working with Blodgett in the future, too.
4. Levy Discussion – Chief Miller apologized and stated that he had nothing additional to discuss at this time.
5. Board Self-Evaluation – Vice President Brand stated that SDAO would not be able to work with the Board on a self-evaluation until August. Edmonds asked Vice President Brand to get some clarification on the process of the self-evaluation. OA Rodriguez noted that this Board Self-Evaluation is a different process than the Annual Best Practices review.
6. Strategic Plan – OA Rodriguez reported that the Strategic Plan was returned from the June meeting. She briefly reviewed the color-coding of the document, noting that this is a document that will receive ongoing revision in order to keep it updated with the progress of District projects and goals. Edmonds added that this document would not replace the Master Plan but is more focused on the details of the various goals and projects of the District. Edmonds added that he would like to see this document again to discuss the various projects at greater detail.

## VII. NEW BUSINESS

1. Standard of Coverage – Annual Review – OA Rodriguez reminded the Board that this policy was brought forward from the June meeting. She added that there is a recommended section title change on page 19 in order to clarify the information contained therein. The staff and Board discussed the purpose of the Standard of Coverage document and its interpretation. The staff and Board also discussed in-district, versus mutual aid response. **President Phillips moved to have the Standard of Coverage to a 2<sup>nd</sup> reading.** Vice President Brand noted a discrepancy relating to a statement about staffing Station 202 and 203, he recommended rewording for clarification. Chief Miller agreed that the document needs additional review of the document, to return for a 1<sup>st</sup> reading at the August meeting.
2. Annual Review of Board Documents for Disposal – OA Rodriguez reminded the Board that this is an annual reminder for the Board to review the documents that they store. President Phillips volunteered to review the Board documents in storage and will report at the August meeting if anything is due for disposal.
3. Approve Recurring Journal Entries – OA Rodriguez reviewed the origins of the recurring journal entries, noting that half of them are related to payroll, with the other half relating to monthly automatic payments. She also noted that each of the listed items also generates a

paper invoice that is reviewed by the Chief and the Board Treasurer. **President Phillips motioned to approve the Recurring Journal Entries for Fiscal Year 2022-2023 as presented. Vice President Brand seconded. Motion passed 4-0.**

4. State & Approve Board meeting Days & Time – **Edmonds motioned for the Board of Directors to continue meeting on the 2<sup>nd</sup> Monday of each month at 3 pm unless otherwise noted. President Phillips seconded. Motion passed 4-0.**
5. Election of Board Officers – OA Rodriguez reminded the Board that the Officer positions were recently re-elected, noting that in July is when the position elections are typically held. She stated that the Board could keep the current elections or opt to re-elect at this time. The Board discussed maintaining the current officers and agreed that would be the best action at this time. **Edmonds motion to keep the Board Officers in their current positions through the Fiscal Year 2022 – 2023. Vice President Brand seconded. Motion passed 4-0.**
6. Lieutenant Job Description – 1<sup>st</sup> Reading – OA Rodriguez noted that the Lieutenant (LT) Job Description was up for review in March of 2020 and was not sufficiently followed up on. Chief Miller also noted that this updated description was used for the last hiring for the Lieutenant position. The Board requested this draft be brought back to the August meeting with track changes.

VIII. ACTION ITEMS –

Union Motions – Edmonds reread the motions presented by the Union, included in the Board packet. Vice President Brand stated that he had questions about the rationale behind the motions. OA Rodriguez reminded to Board that the union made these requests at the June meeting and were requested by the Board to put together motion verbiage for the Board to consider. The Board requested that the motions be returned at the August meeting to be discussed further.

OA Wage Recommendation – **President Phillips motioned to increase the Office Administrator monthly wage from \$4286 to \$4700. Vice President Brand and Edmonds seconded.** The Board agreed that the OA Rodriguez's contributions to the District are valuable and appreciated. **Motion passed 4-0.**

The Board took a 5-minute break at 16:42. Vice President Brand and Mr. Baker left the meeting.

The Board resumed their meeting at 16:47.

HR and Operational Reviews – President Phillips reported that SDAO recommended the District work with HR Answers for a Human Resources review in relation to the retaliation charges. She noted that she will start working with HR Answers and Mark Wolf, legal counsel for the Board, and will return a quote for the work to the Board to review and approve before the end of July. President Phillips added that the SDAO Operational review will take place shortly after the HR review. The Board discussed scheduling a Special Session Board meeting to approve the quote for HR Answers, likely during the week of July 18<sup>th</sup>, in order to start the review as quickly as possible. President Phillips stated that the Organizational Review will be worked through with the help of SDAO and Vice President Brand will be the point person for that. She added that ideally reports will be completed by the end of August.

Appreciation Event – OA Rodriguez reviewed prior planning for the Appreciation Event. The Board discussed pushing back the event, possibly to Spring 2023. The Board asked that the Volunteers be surveyed about when the planning of the event would be best for them and asked that President Louden report back to the Board.

Fire District Personnel – Edmonds thanked the staff for putting together the organization chart clarifying the overlapping roles and titles of the personnel noting that it helps him understand which groups are being discussed and who that consists of. Chief Miller clarified that the term “Community Volunteer” will, from now on, refer to all volunteers who respond from home, regardless of whether or not they live in district.

- IX. NEXT MEETING – August 8, 2022
- X. ADJOURNMENT – Meeting adjourned at 16:59.

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# PHILOMATH FIRE & RESCUE

July 20, 2022

**Location: Philomath Fire & Rescue**

**Noon**

**Special Session Board Meeting**

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors Special Session meeting was called to order by President Phillips at 11:59. Board members present included President Daphne Phillips, Joe Brier, Doug Edmonds, Treasurer Ken Corbin, and Vice President Rick Brand. Staff present was Office Administrator (OA) Lilee Rodriguez.  
Guests: Andy Loudon, Jessica Olsen, and Dan Kearn
- II. DISCUSSION – President Phillips reminded the Board that they are there to approve the quote from HR Answers for their fact-finding investigation into the 3 charges of retaliation. Vice **President Brand motioned to approve payment of the quote from HR Answers. President Phillips seconded.** President Phillips noted that the quote is for approximately \$6,000 covering approximately 30 hours of work with the work completed over the next 2 to 4 weeks. **Motion passed 5-0.**
- III. ADJOURNMENT – Meeting adjourned at 12:04.

## Philomath Fire and Rescue Transaction by Account July 2022

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6091 · Tuition Reimbursement</b>					
Bill	07/05/2022	Stephanie Vallancey Martinson	Rope Rescue Class reimbursement	1,286.25	1,286.25
		Total 6091 · Tuition Reimbursement		1,286.25	1,286.25
<b>6001 · Contracted Professional Service</b>					
Bill	07/25/2022	Streamline	Streamline - Annual Subscription	4,320.00	4,320.00
Bill	07/25/2022	Kamind IT, Inc.	microsoft 365 monthly support	195.84	4,515.84
Bill	07/25/2022	Local Government Law Group	SDC communications	98.00	4,613.84
Bill	07/25/2022	Local Government Law Group	revenue discussions	73.50	4,687.34
Bill	07/25/2022	Local Government Law Group	talk with board and FC about dynamics	122.50	4,809.84
Bill	07/25/2022	Local Government Law Group	vote of no confidence discussion	171.50	4,981.34
Bill	07/25/2022	Local Government Law Group	email review, letters, article, call with u...	220.50	5,201.84
Bill	07/25/2022	Local Government Law Group	consult with board for personnel matter	49.00	5,250.84
Bill	07/25/2022	Local Government Law Group	call with board regarding union allegati...	171.50	5,422.34
		Total 6001 · Contracted Professional Service		5,422.34	5,422.34
<b>6010 · Office Supplies</b>					
Bill	07/25/2022	OSCU 402518-73	computer protection plan	67.98	67.98
Bill	07/25/2022	OSCU 402518-73	2 computers - admin & FC	754.00	821.98
Bill	07/25/2022	OSCU 402518-73	2 monitors - FC	231.14	1,053.12
Bill	07/25/2022	J. Thayer Company	replacement casters for conference roo...	41.00	1,094.12
Bill	07/25/2022	Ultrax	back hall copier - copies	23.86	1,117.98
Bill	07/26/2022	Lillee Rodriguez	notebooks, pen holders	57.92	1,175.90
		Total 6010 · Office Supplies		1,175.90	1,175.90
<b>6011 · Postage/Shipping</b>					
Bill	07/25/2022	OSCU 402518-72	Stamps and first class letters with retur...	94.40	94.40
Bill	07/25/2022	OSCU 402518-72	first class letters and return receipt x2	15.70	110.10
		Total 6011 · Postage/Shipping		110.10	110.10
<b>6020 · Insurance and Bond</b>					
Bill	07/05/2022	Special Districts Insurance Servi...	Work Comp Insurance 22 - 23 37W527...	17,549.89	17,549.89
		Total 6020 · Insurance and Bond		17,549.89	17,549.89
<b>6030 · Dues and Fees</b>					
Ch...	07/10/2022	AsiFlex	admin fee	11.25	11.25
Bill	07/25/2022	OSCU 402518-70	Oregon Fire Chief Association - Miller	120.00	131.25
Bill	07/25/2022	League of Oregon Cities	Annual membership	500.00	631.25
Bill	07/25/2022	OSCU 402518-71	Oregon Fire Chiefs Association memb...	120.00	751.25
Bill	07/25/2022	OSCU 402518-73	NFPA membership	175.00	926.25
Bill	07/26/2022	MES Northwest	Annual subscription and fee	5,290.00	6,216.25
Ch...	07/31/2022		Service Charge	0.10	6,216.35
		Total 6030 · Dues and Fees		6,216.35	6,216.35
<b>6050 · Utilities</b>					
Bill	07/05/2022	Pacific Power	201 - Power	603.08	603.08
Bill	07/25/2022	Consumers Power Inc.	Bellfountain - power	71.41	674.49
Bill	07/25/2022	Consumers Power Inc.	203 - power	110.25	784.74
Bill	07/25/2022	City of Philomath	201 - water	319.00	1,103.74
Bill	07/25/2022	City of Philomath	Fire line - water	15.20	1,118.94
Bill	07/25/2022	Culligan	201, 202, 203 bottled water	149.15	1,268.09
Bill	07/25/2022	NW Natural	201 - Natural Gas	71.27	1,339.36
Bill	07/26/2022	Consumers Power Inc.	Daisy Dr - power	30.60	1,369.96
Bill	07/26/2022	Consumers Power Inc.	Priest Rd - power	64.73	1,434.69
Bill	07/26/2022	Consumers Power Inc.	202 - power	67.22	1,501.91
Bill	07/26/2022	Republic Services	201 - garbage	240.65	1,742.56
Bill	07/26/2022	Republic Services	203 - garbage	34.21	1,776.77
		Total 6050 · Utilities		1,776.77	1,776.77



## Philomath Fire and Rescue Transaction by Account July 2022

Type	Date	Name	Memo	Amount	Balance
<b>6060 · Telephone, Pagers, Internet</b>					
Ch...	07/04/2022	AT&T Mobility	ESO Tablets	40.44	40.44
Bill	07/05/2022	Pioneer Telephone Cooperative	202 - Phones	245.54	285.98
Bill	07/05/2022	Alyrica	201 - Phones & Internet	592.86	878.84
Ch...	07/07/2022	Comcast	201 - cable	13.21	892.05
Ch...	07/21/2022	Verizon	LT Phone & tablets	351.66	1,243.71
Bill	07/25/2022	Century Link	203 - phones	128.11	1,371.82
Bill	07/25/2022	Security Alarm Corp	Video service	795.51	2,167.33
Total 6060 · Telephone, Pagers, Internet				2,167.33	2,167.33
<b>6070 · Travel</b>					
Bill	07/21/2022	OSCU 402518-72	Lunch for FF Recruitment Evaluators	228.77	228.77
Bill	07/25/2022	OSCU 402518-70	Lunch at Fire Defense Board meeting x3	70.00	298.77
Bill	07/25/2022	OSCU 402518-72	Donuts for FF recruitment	47.25	346.02
Bill	07/25/2022	Bimart Corporation	drinks for FF recruitment	52.50	398.52
Bill	07/25/2022	OSCU 402518-70	Lunch - Board member & FC	44.84	443.36
Total 6070 · Travel				443.36	443.36
<b>6090 · Education/Training</b>					
Bill	07/05/2022	Jessica Olsen	EMS license recert reimbursement	23.00	23.00
Bill	07/25/2022	Bio-Med Testing	background checks - Woodruff, Lewis B.	58.00	81.00
Bill	07/25/2022	Department of Public Safety Sta...	Woodruff fingerprints	46.25	127.25
Bill	07/25/2022	Ryan Phan	NREMT application reimbursement	155.75	283.00
Bill	07/25/2022	OSCU 402518-70	Compassionate Connecting class - Miller	349.00	632.00
Total 6090 · Education/Training				632.00	632.00
<b>6100 · Equipment Maintenance Agreement</b>					
Ch...	07/15/2022	De Lage Landen Financial Servi...	Admin copier lease	151.00	151.00
Total 6100 · Equipment Maintenance Agreement				151.00	151.00
<b>6130 · Gas &amp; Oil</b>					
Bill	07/25/2022	MPTV, Inc.	fuel for small engines	47.97	47.97
Bill	07/26/2022	Carson Oil	Fuel	1,312.04	1,360.01
Total 6130 · Gas & Oil				1,360.01	1,360.01
<b>6161 · Vehicle Maintenance</b>					
Bill	07/05/2022	Lewis and Clark RFPD	Used light bar lights	1,000.00	1,000.00
Bill	07/21/2022	Hughes Fire Equipment, Inc.	294 - windshield repair	396.18	1,396.18
Bill	07/21/2022	Beggs Tire & Wheel	263 - tire balance	90.00	1,486.18
Bill	07/25/2022	Hughes Fire Equipment, Inc.	294 - windshield repair	206.42	1,692.60
Bill	07/25/2022	Hughes Fire Equipment, Inc.	231 - pump leak	215.30	1,907.90
Bill	07/25/2022	TWGW, Inc. dba Philomath Napa	290 - new battery	169.99	2,077.89
Total 6161 · Vehicle Maintenance				2,077.89	2,077.89
<b>6170 · Building Maint and Improvements</b>					
Bill	07/21/2022	Performance Systems Integration	201 - Sprinkler system repair	2,951.25	2,951.25
Bill	07/25/2022	Applegate Door Co.	transmitters for bay doors	175.00	3,126.25
Bill	07/25/2022	MPTV, Inc.	flourescent bulbs	14.99	3,141.24
Bill	07/25/2022	MPTV, Inc.	201 - electrical connections for lighting ...	23.46	3,164.70
Total 6170 · Building Maint and Improvements				3,164.70	3,164.70
<b>6180 · Grounds Maintenance</b>					
Bill	07/25/2022	MPTV, Inc.	201 - hose nozzle	16.99	16.99
Total 6180 · Grounds Maintenance				16.99	16.99
<b>6190 · Small Tools &amp; Equipment</b>					
Bill	07/25/2022	MPTV, Inc.	weed whacker string	45.98	45.98
Bill	07/25/2022	OSCU 402518-70	wrenches	8.50	54.48
Bill	07/25/2022	OSCU 402518-73	cordless duster for equipment mainten...	47.99	102.47
Total 6190 · Small Tools & Equipment				102.47	102.47

## Philomath Fire and Rescue Transaction by Account July 2022

Type	Date	Name	Memo	Amount	Balance
<b>6200 · Supplies - Department</b>					
Bill	07/25/2022	OSCU 402518-73	International Code Council digital codes	348.00	348.00
Bill	07/25/2022	MPTV, Inc.	bit set	28.49	376.49
Bill	07/25/2022	Bimart Corporation	bottled water	102.24	478.73
Bill	07/25/2022	MPTV, Inc.	miscellaneous nozzles	38.97	517.70
Bill	07/25/2022	MPTV, Inc.	cleaning supplies - chlorine	6.99	524.69
Bill	07/25/2022	MPTV, Inc.	safety glasses and cable cutters	48.98	573.67
Bill	07/25/2022	OSCU 402518-70	garbage bags	9.90	583.57
Bill	07/26/2022	Walter E. Nelson Co.	toilet paper, paper towels	173.82	757.39
Bill	07/26/2022	OSCU 402518-70	heavy duty webbing	237.24	994.63
Total 6200 · Supplies - Department				994.63	994.63
<b>6210 · Supplies - Medical</b>					
Bill	07/01/2022	Life Assist, Inc.	coban tape, sponges, gauze, test strips...	436.82	436.82
Bill	07/25/2022	Life Assist, Inc.	gauze, test strips, lancets, diphenhuda...	172.87	609.69
Bill	07/25/2022	Zoll Medical Corporation	thermal paper, 12-led	820.96	1,430.65
Bill	07/25/2022	Life Assist, Inc.	coban, sponges, gauze, pads, test strip...	436.82	1,867.47
Bill	07/25/2022	Life Assist, Inc.	diltiazem	57.60	1,925.07
Bill	07/25/2022	Life Assist, Inc.	diphenhydramine	55.25	1,980.32
Bill	07/25/2022	Medline Industries, Inc.	gloves	108.40	2,088.72
Bill	07/26/2022	Medline Industries, Inc.	penlights	22.52	2,111.24
Bill	07/26/2022	Industrial Welding Supply, Inc	Oxygen	19.35	2,130.59
Total 6210 · Supplies - Medical				2,130.59	2,130.59
<b>6250 · Uniforms</b>					
Bill	07/21/2022	SeaWestern	Trousers	343.74	343.74
Bill	07/25/2022	SeaWestern	1 set of turnouts - Yates/Brozovich	2,500.00	2,843.74
Bill	07/25/2022	Northwest Safety Clean	Turnouts cleaning and inspection	474.15	3,317.89
Bill	07/25/2022	Cascade Fire Equipment Co.	shirts	175.16	3,493.05
Bill	07/25/2022	Shirt Circuit	printed shirts	781.60	4,274.65
Total 6250 · Uniforms				4,274.65	4,274.65
<b>6310 · Physical &amp; Immunizations</b>					
Bill	07/26/2022	Occupational Medicine Dept.	Vaccinations/titers - Bovbjerg, Louden	44.00	44.00
Total 6310 · Physical & Immunizations				44.00	44.00
<b>6900 · Miscellaneous Expense</b>					
Bill	07/25/2022	MPTV, Inc.	replacement chain for frolic fire response	21.18	21.18
Total 6900 · Miscellaneous Expense				21.18	21.18
Total 6000 · Materials and Services				51,118.40	51,118.40
Total Expense				51,118.40	51,118.40
Net Ordinary Income				-51,118.40	-51,118.40
<b>Net Income</b>				<b>-51,118.40</b>	<b>-51,118.40</b>

**Tom Miller Leave Usage**  
**July 1, 2022 through June 30, 2023**

Beginning Balance as of July 1, 2022	<b>574.91</b>	<b>179.5</b>
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	Sick Leave	Vacation
<b>July</b>		
accrual	9	0
taken	0	0
balance	583.91	179.5

<b>August</b>		
accrual	9	0
taken		
balance	592.91	179.5

<b>September</b>		
accrual	9	0
taken		
balance	601.91	179.5

<b>October</b>		
accrual	9	0
taken		
balance	610.91	179.5

	Sick Leave	Vacation
<b>November</b>		
accrual	9	0
taken		
balance	619.91	179.5

<b>December</b>		
accrual	9	0
taken		
balance	628.91	179.5

<b>January</b>		
accrual	9	0
taken		
balance	637.91	179.5

<b>February</b>		
accrual	9	0
taken		
balance	646.91	179.5

	Sick Leave	Vacation
<b>March</b>		
accrual	9	0
taken		
balance	655.91	179.5

<b>April</b>		
accrual	9	0
taken		
balance	664.91	299.5

<b>May</b>		
accrual	9	0
taken		
balance	673.91	299.5

<b>June</b>		
accrual	9	0
taken		
balance	682.91	299.5

# Philomath Fire & Rescue

Civil Service Commission

Regular Session

Tuesday, July 5<sup>th</sup>, 2022

4:30 pm

- I. Roll Call – The Philomath Fire & Rescue Civil Service Commission meeting was called to order at 16:45. Civil Service Commissioners (CSC) present were Van Hunsaker and Michael Sage. CSC member not present was Tom Plant. Staff present were Office Administrator (OA) Lillee Rodriguez and Deputy Chief (DC) Chancy Ferguson.
- II. Changes or Additions to Agenda – None.
- III. Approval of April 5, 2022 Minutes – **Hunsaker motioned to approve the minutes as presented. Sage seconded. Motion passed 2-0.**
- IV. Quarterly Payroll Report – 2<sup>nd</sup> Quarter 2022 – OA Rodriguez presented the 2<sup>nd</sup> Quarter Payroll Report, noting wage changes due to incentive promotions and annual increases. She added that the hourly wages for the part-time personnel was increased from \$15.73 to \$17.76 in order to be more competitive for Firefighter recruitment in a very tight labor market. OA Rodriguez discussed the process for comparison of the Deputy Chief wages that went into DC Ferguson’s wage adjustments.
- V. Personnel – DC Ferguson discussed recent personnel changes, including the departure of one of the Lieutenant employees. He discussed some of the changes for firefighter recruitment throughout the state that have impacted the District personnel retention. DC Ferguson noted that the District received 6 applications for the Daytime Firefighter position, with 5 applicants progressing to testing for the role. DC Ferguson also discussed the promotional process for Licon shifting from the Acting In Capacity to Shift Lieutenant.  
Staff also discussed the rotation of personnel in the Resident Volunteer (RV) program. DC Ferguson discussed the Daytime Firefighter testing process.
- VI. Future meeting dates – October 4, 2022, January 3, 2023, April 4, 2023
- VII. Adjournment – Meeting adjourned at 17:03.

Handouts included:

April 5, 2022 Minutes

2<sup>nd</sup> Quarter Payroll Report

**From:** [Daphne Phillips](#)  
**To:** [Ken Corbin](#); [Lillee Rodriguez](#)  
**Subject:** Re: [EXTERNAL] Questions emailed to the board.  
**Date:** Thursday, 4 August, 2022 16:51:42

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Thank you, Ken. We can make sure these comments get read during public comment. However, we are under no obligation to answer the questions. The board may elect to address the questions; that may depend on how packed our agenda is. I will make sure Chief is aware of the questions so he is prepared if the board chooses to address them.

Thank you both,  
Daphne

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**From:** Ken Corbin <ken.corbin@philomathfire.com>  
**Sent:** Thursday, August 4, 2022 4:35 PM  
**To:** Lillee Rodriguez <lillee.rodriguez@philomathfire.com>  
**Cc:** Daphne Phillips <daphne.phillips@philomathfire.com>  
**Subject:** FW: [EXTERNAL] Questions emailed to the board.

Hi Lillee,

Could you make sure that the questions Rory raised at the July meeting as well as those included in this thread are read during the public comment section of Monday's board meeting. And copy Chief Miller on what they are so he will be prepared to answer them.

Thanks for everything,  
-Ken

---

**From:** Rory Loveland <rorylvoland@gmail.com>  
**Sent:** Wednesday, August 3, 2022 2:51 PM  
**To:** Daphne Phillips <daphne.phillips@philomathfire.com>; Ken Corbin <ken.corbin@philomathfire.com>  
**Subject:** Re: [EXTERNAL] Questions emailed to the board.

Thank you very much. I would ask that all of my questions previously read, are read again. As I shared with Ken I will unfortunately be on shift that day. Although I am very interested in the answers.

Rory Loveland  
541-602-3557

On Aug 3, 2022, at 14:45, Daphne Phillips <[daphne.phillips@philomathfire.com](mailto:daphne.phillips@philomathfire.com)> wrote:

Good afternoon, Rory-

Thank you for your questions. We will read these in the public comments section of our next board meeting, or you are welcome to bring them yourself.

Thank you for your interest,  
Daphne Phillips  
Board President

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**From:** Ken Corbin <[ken.corbin@philomathfire.com](mailto:ken.corbin@philomathfire.com)>  
**Sent:** Wednesday, August 3, 2022 10:05 AM  
**To:** Rory Loveland <[roryloveland@gmail.com](mailto:roryloveland@gmail.com)>  
**Cc:** Daphne Phillips <[daphne.phillips@philomathfire.com](mailto:daphne.phillips@philomathfire.com)>  
**Subject:** RE: [EXTERNAL] Questions emailed to the board.

Hi Rory,

You are correct. Your questions were read at the July board meeting, but we never did get around to trying to answer them. Worse, I can not find any mention of those questions being raised in the meeting minutes. Others have been asking the same questions that you are asking and they all deserve some proper answers. We will do our best to get those answers.

The August board meeting will be held at 3PM on August 8 and you are welcome to attend either in person or remotely.

Thanks for your concern,  
-Ken

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**From:** Rory Loveland <[roryloveland@gmail.com](mailto:roryloveland@gmail.com)>  
**Sent:** Tuesday, August 2, 2022 2:40 PM  
**To:** Daphne Phillips <[daphne.phillips@philomathfire.com](mailto:daphne.phillips@philomathfire.com)>; Ken Corbin <[ken.corbin@philomathfire.com](mailto:ken.corbin@philomathfire.com)>; Rick Brand <[rick.brand@philomathfire.com](mailto:rick.brand@philomathfire.com)>; Doug Edmonds <[doug.edmonds@philomathfire.com](mailto:doug.edmonds@philomathfire.com)>  
**Subject:** [EXTERNAL] Questions emailed to the board.

Hello,

I emailed several questions to be read during the June board meeting. It appears they were read, as it is reflected in the minutes. It does not appear however, that the questions were answered. I have seen that the HKV agreement was voted on and passed. Has there been a proposed budget and staffing plan for station 202? I am also wondering if there is any written agreement for auto or mutual aid to Lincoln county?

Thank you for your time and I look forward to hearing from you.

Rory Loveland  
5416023557

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## 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

## CHIEF'S REPORT

August 8, 2022

### 1. Personnel:

- Completed Daytime Firefighter Process and hired FF Levi Schell for the position.
- Daytime coverage of Station 202 continues. We are staffing it only three days a week average. I am hoping to increase that through more part-time hiring and participation and more encouragement towards the volunteers.
- Received notification from the Fire District's Attorney of an Unfair Labor Practice against the District and Fire Chief on behalf of Local 4925. I have been working with him to formulate an informal response to the allegations before it went to the Administrative Law Judge.
- Numerous cases of COVID are going through the Resident Volunteer ranks, cases are light and only lasting a few days.
- Completed three Nonviolent Communication Classes that were recommended by the Board.

### 2. Volunteers:

- Three Community Volunteers were processed-out for non-participation.
- Resident Volunteer costs calculated, per last month's request.
- Met with the DC Ferguson and AC Theurer regarding how to proceed with the suspensions. Disciplinary Review Boards will be held soon.
- Discovered Andy Loudon has started volunteering at another department and is currently deployed on a conflagration with them.

### 3. Apparatus Update:

- All apparatus is in good working order

### 4. Equipment Update:

- Performed annual PMs in Station 201 Generator

### 5. Building Update:

- OSHA Health and Safety performed a courtesy inspection of all our occupied facilities and provided a report.

### 6. Meetings:

- Attended HKVs Board Meeting and drills. We have established a good training plan and discussed how to proceed with the IGA.
- Conducted the Benton Fire Defense Board Meeting in Monroe. Major topic of discussion was electronic notification of calls and fire districts that do not respond due to lack of staffing.

7. RunTracker:

- **102 calls for July:** 25 Fire (25%), 77 Medicals (75%), **2022 Calls:** 517, projected 892, we are 58% through the year. **In 2021** we ran 857 calls.
- **Mutual Aid for the month:** Monroe-1, Kings Valley- 3, Blodgett-4, Corvallis- 1, Alsea- 1, Lincoln Co.- 2, and Conflagration- 0
- **Current Personnel:** Career- 7, Part time- 3, Resident Volunteers- 9, Comm. Volunteers- 32
- **Vol. Standby Participation YTD:** Event Standbys- 435 hrs., Station Standbys- 654 hrs.
- **Average Personnel Per Call:** Career- 1.49, Volunteers- .6, Standby- 1.20, RVs- 2.04



# Resident Volunteer Expense Breakdown

Annual Costs Associated  
with supporting the Resident  
Volunteer (RV) Program

# RV Expense – Annual Breakdown

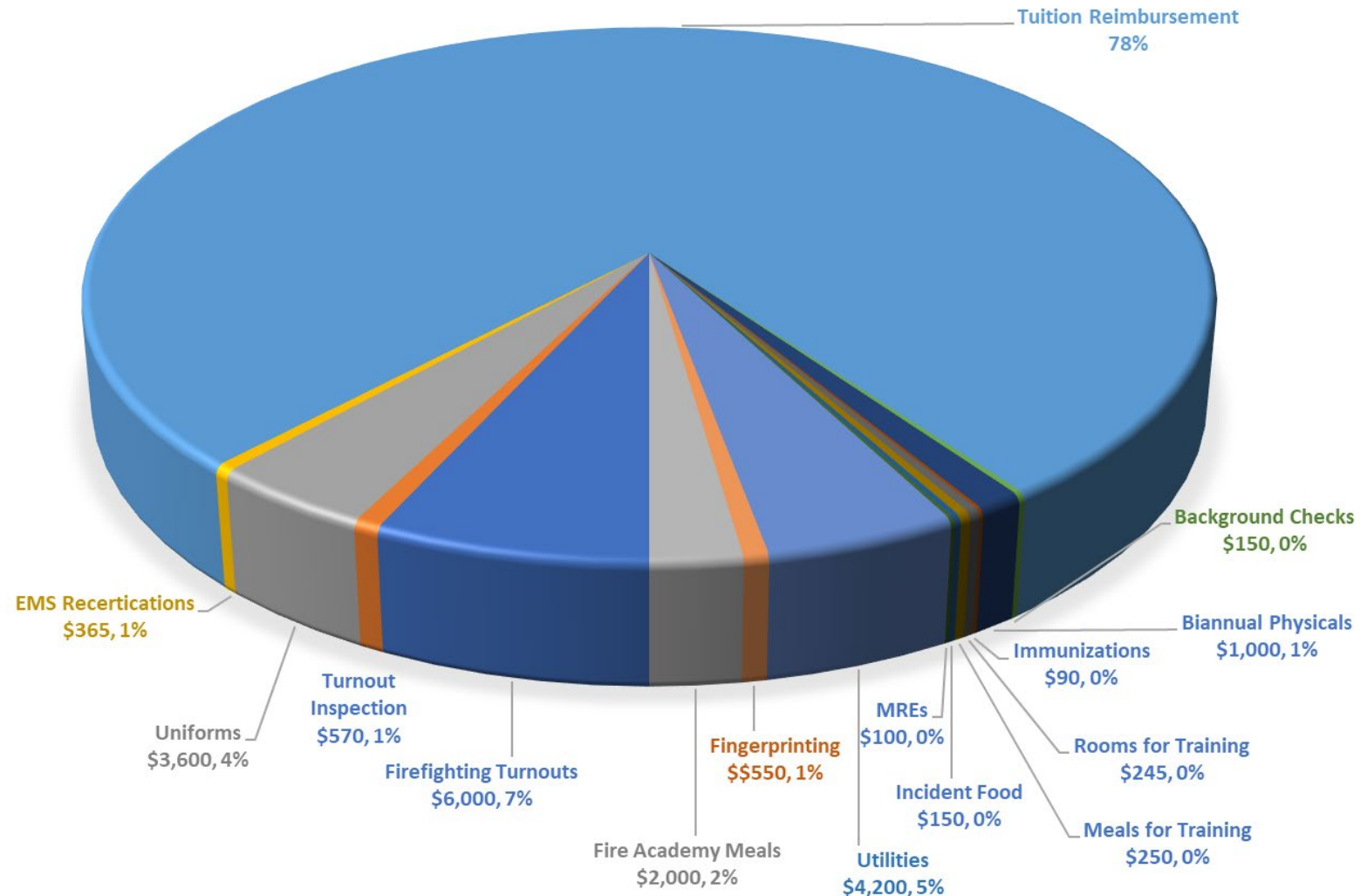
Total Annual Resident Volunteer Expenses: **\$87,270**

Current # of RVs: 9

RVs Per Call: 2.06

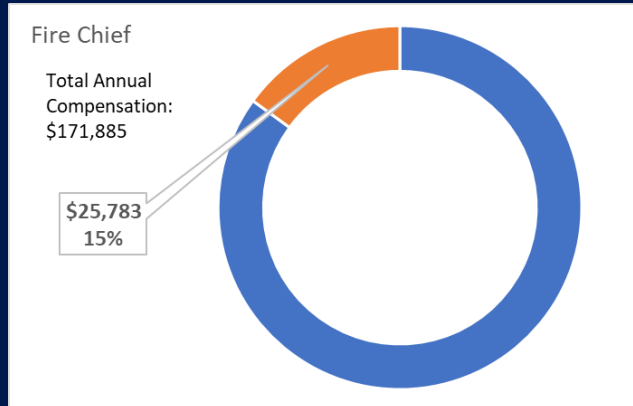
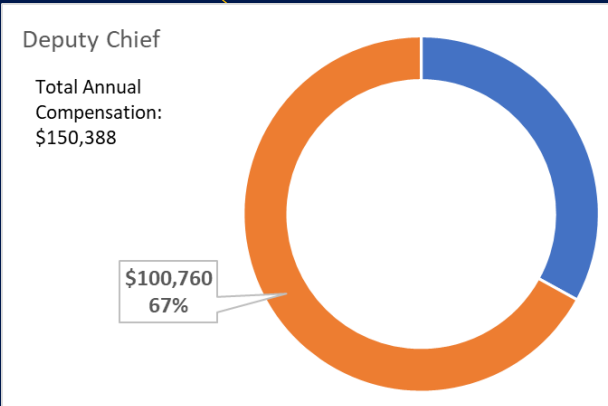
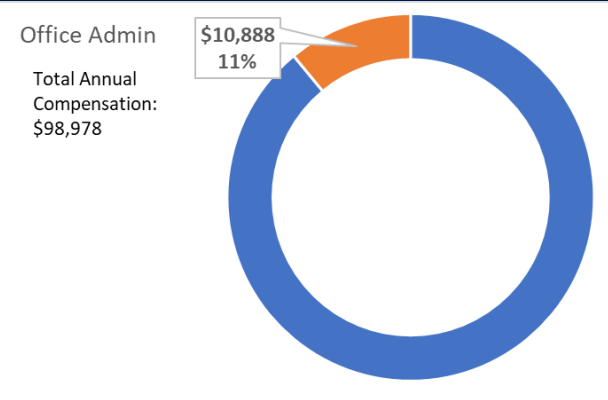
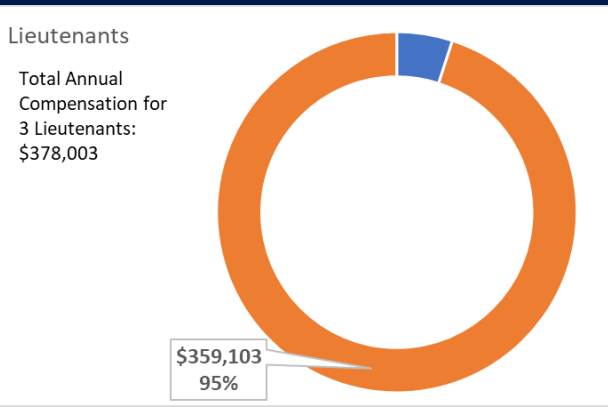
Cost Per RV: \$9,697

RESIDENT VOLUNTEER EXPENSES - ANNUAL BREAKDOWN



# Staff Commitments to RVs

- Chief Miller spends about 15% of his time supporting RVs
- Deputy Chief Ferguson spends about 67% of his time supporting RVs
- Office Administrator Rodriguez spends about 11% of her time supporting RVs
- Lieutenants spend about 95% of their time supporting the RVs
- Total administrative expenses committed to supporting RVs, approximately: **\$496,533**



# Volunteer Expense – Annual Breakdown

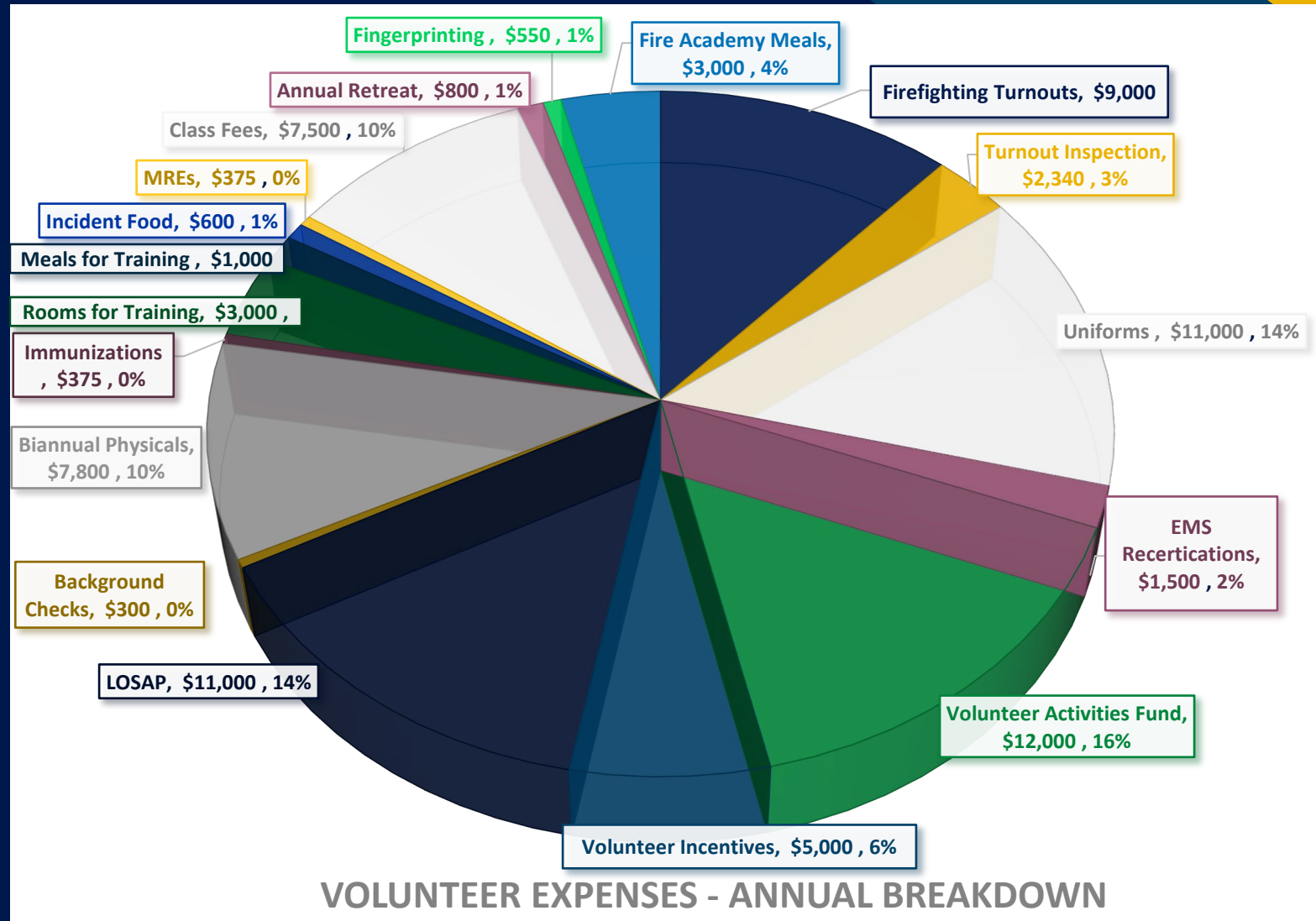
Total Annual Volunteer Expenses: \$77,140

Current # of Volunteers: 37

Volunteers Per Call: .6

Volunteer Standby Per Call: .18

Cost Per Volunteer: \$2,085





# Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Oregon Occupational Safety & Health Division (OR-OSHA)

[osha.oregon.gov](http://osha.oregon.gov)

July 15, 2022

Cpt. Richard M Saalsaa  
Fire and Life Safety Officer, EMT  
Philomath Fire & Rescue  
1035 Main Street  
Philomath, OR 97370

**RE: Consultation Report 22-0956, 0957, 0959**

Dear Cpt. Saalsaa:

Thank you for the opportunity to visit your District to conduct a comprehensive safety and health consultation on July 7, 2022. I appreciate the information you and DC Ferguson provided.

Oregon OSHA is now tracking correction of serious hazards identified during consultation visits to Public Entities, at least to the degree information is available. You are strongly encouraged to ensure that any hazards that we identified are corrected. The District's administration should take the recommendations generated from this report seriously and respond as to what the corrective measures to the items designated as 'SERIOUS' will be.

At the end of this report, I have provided you with a work sheet(s) (Hazard Identification and Correction); including all hazard(s) identified during my consultation visit. There is an area for you to describe what corrective action was taken, and the date that the correction was completed. To assist Oregon OSHA with the tracking and abatement of serious hazards, I would appreciate it if you would document the corrective actions taken for all serious hazard(s), and email your completed work sheet(s) to us.

### **General Summary:**

This visit covered three locations:

- 1035 Main Street, Philomath, Station 201
- 34925 Wren Rd, Philomath, Station 202
- 25700 Llewellyn Rd., Corvallis, Station 203

The common theme of all three stations was chemical management, and emergency eyewash units. Primarily for the various cleaning chemicals used for various needs. However, I was impressed with your answers to my safety and health questions related to the general functions of the District..

**Eyewash:** During our walk through of the facility, I tasked DC Ferguson to locate certain safety data sheets (SDSs) mainly to see if an eyewash unit was required in the area, and to see if the appropriate level of personal protection was being provided.

TASK – Continue to use the SDSs, to look up certain information such as eyewash needs, first aid measures and what to do if the products spills. Management should refer to them to ensure the appropriate level of personal protection is being worn and to determine if an emergency eyewash unit is required for the product in question. Once complete, provide training and periodically quiz the staff to ensure they retain the knowledge they have gained from the training.

For the most part, all your available eyewash units activated correctly when tested. Only one had an issue of the unit was installed backwards, but that was immediately corrected. All your eyewash units should be inspected when they get their weekly flush.

We discussed at length the need for an eyewash unit in the Janitorial closets where the concentrated cleaning chemicals are mixed and dispensed. As mention earlier, researching the SDSs to determine if an eyewash is necessary is an important exercise. Make sure you follow through with this for the cleaning chemicals. Remember, look beyond Section 4, First Aid, look to other sections such as Section 11, Toxicological Information to determine the chemicals' hazard to the eyes. Please refer to the [Eyewash Fact Sheet](#) for more information on this topic.

For a plumbed-in unit [a weekly 3-minute flushing](#) of the water line is recommended to ensure clean water and to ensure the eyewash is operable. An amoeba (Acanthamoeba) which is normally present in tap water will proliferate in stagnant water of un-serviced eyewash stations. The amoeba is capable of causing severe eye infections and clinical treatment with most antibiotics may not be effective. Infections may result in loss of the affected eye.

The other area we discussed was the potential of housing firefighters at Station 202. The question being, is the converted job shack which is separated from the station sufficient for housing staff/students?



First thing that would need to be addressed is the living/sleeping quarters detached from the station. As far as Oregon OSHA is concerned, you will need to refer to [437-002-0142 Labor Camps](#).

Housing for fire and rescue falls under the Division 2 rule (see link above), then they would have to comply with Agriculture Labor Housing rule per this section **in Division 2:**

The access to the restroom and kitchen area is a different story. Currently the engine housed in this particular bay, only allows approximately 12 inches of access to the kitchen and restroom area. It is unreasonable to assume the proposed residence at this station would pull the engine out of the bay each time they want to access the kitchen and/or the restroom.

I encourage you to review [437-002-0142 Labor Camps](#), as well as consult with your local city and county authorities regarding your housing ideas. Between these resources, you should be able to make informed decisions.

The following report includes a section on your written safety programs and a list of the hazards observed during the assessment of your three fire stations that need to be addressed. I have included recommendations for corrections/abatement, and the related rule.

### ***Safety and Health Management:***

Virtually every injury and illness that takes place in the fire service happens just before, during and after the emergency. I will never be able to witness these particular work activities to evaluate them. That is why it is vital that you instill in the Officers and fire fighters, the importance of risk analysis, hazard evaluation, and continual training on the various aspects of the duties they are expected to perform. This would also include physical fitness and safe driving skills, the number one and two killers of fire fighters. With that said, the following report addresses my observations. In this report I have captured my observations as far as Oregon OSHA is concerned as well as included some useful links that will help you establish your Oregon OSHA required programs/SOGs.

NIOSH reports prove instrumental when it comes to efforts to prevent future firefighter deaths. One of the takeaways from all the NIOSH reports is the "[NIOSH Five](#)." NIOSH has identified the top five casual factors of firefighter deaths and injuries on the fireground:

- Improper Risk Assessment
- Lack of Incident Command
- Lack of Accountability
- Inadequate Communications
- Lack of SOPs or failure to follow established SOPs

While the NIOSH Five is an area of concentration to prevent future firefighter deaths, one area that does not seem to be addressed is the fire department culture. As mentioned, we did not get to witness the firefighter in action, so the chance to practice and ensure the culture of the fire district is to the level that all operations conducted are conducted in a safe manner is important to

verify. The above NIOSH Five are all related to culture, but it also includes simple things like having a backer when backing apparatuses, chalking apparatuses when in use, wearing seat belts, using the accountability system, and the list can go on and on. These simple things are vital to the safety culture of every fire district's firefighter safety.

**Standard Operating Guidelines SOGs:** You felt comfortable with your Policies/Procedures and SOGs, so we briefly discussed what Oregon OSHA would expect to see in the event you experienced an enforcement related visit. As discussed, I would be happy to return at a later date to review the written element of your safety and health program if you see the need. I have tried to capture most items we talked about during the consultation. Some of the specific items are listed below. If you have any questions regarding this report or our conversations onsite, please don't hesitate to contact me.

**Organizational Statement:** I want to emphasize the importance for the District to have an organizational statement. An organizational statement essentially will spell out what your District is capable of doing and what the expectations will be. For example, your District's decision to refer technical rescues to other Districts/Departments, your ability for structural, wildland firefighting as well as responding to motor vehicles crashes. This statement may be asked for in the event of an Oregon OSHA inspection.

For information purposes only, to comply with Oregon OSHA's [Rules for Firefighters, 437-002-0182](#), The organizational statement should include the following:

*(4) Organizational statement.*

*(a) The employer must develop and implement a written statement or policy that includes basic organizational structure, basic functions of the organization, and type, amount, and frequency of training to be provided.*

*(b) This statement must be made available for inspection by Oregon OSHA and by fire department employees or their designated representatives.*

This statement will help define the scope and capabilities of the District as well as focus the resources available to meet the expectations and determine the Standards of Coverage.

Since this rule is essentially performance based, it allows the District to determine whether it is properly deployed to meet its community's risks and expectations. There are several resources available, one being the [Oregon State Fire Marshal](#) . They have a link that provides a description of the Standards of Coverage and several examples and templates.

**Physical Fitness Evaluations:** From our discussions the District requires bi-yearly physicals, and physical ability tests once a year, and strongly encourages routine physical fitness at the stations. Again, for your information, OAR 437-002-0182(4) requires the employer to review and evaluate the physical capability of each employee annually to determine their ability to perform duties that may be assigned. The review and evaluation can be accomplished through:

- ☞ physical examination,
- ☞ stress testing, or
- ☞ satisfactory performance demonstrated during training.

If an employee with a known medical condition that would significantly impair their ability to engage in fire suppression activities at the emergency scene then the District must obtain a physician's certificate of the employees' fitness to participate in such activities. This will not limit the employer's ability to assign personnel to support activities (versus fire suppression activities).

These are Oregon OSHA minimal standards, however there are other organizations that have established additional standards to help provide guidance in establishing and administering physical fitness and physical capabilities programs. You may want to review the listed programs and standards for guidance. Since some of these documents are copy written, I will provide the links so you may obtain access to any that may be of benefit.

The National Fire Protection Association ([NFPA](#)) has these standards available on physical fitness, wellness and medical programs for firefighters.

[NFPA](#) 1500: Standard on Fire Department Occupational Safety and Health Program

[NFPA](#) 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments

[NFPA](#) 1583: Standard on Health-Related Fitness Programs for Fire Department Members

The International Association of Fire Chiefs ([IAFC](#)) and the International Association of Firefighters ( [IAFF](#) ) have joined together to form the Fire Service Joint Labor Management Wellness-Fitness Task Force. The Task Force has dedicated itself to developing a holistic, positive rehabilitating and educational approach to wellness and fitness programs in the fire service. This Task Force has developed the following programs.

- Fire Service Joint Labor-Management Wellness-Fitness Initiative
- The Candidate Physical Ability Test (CPAT)
- The Fire Service Peer Fitness Trainer Certification

**Water Potability:** We just touched on this, but since some of your stations are using well water, you will need to continue to have your water regularly tested to ensure it meets minimum water quality standards. The test results will need to be made available for review if asked for by Oregon OSHA or any other regulatory body.

*437-002-0141(1)(a) Potable water means water meeting the bacteriological and chemical quality requirements prescribed in the [OAR Chapter 333, Division 61, Public Water Systems, of the Oregon State Health Division](#).*

## **SAFETY AND HEALTH MANAGEMENT:**

The fire service focuses their training on eliminating and minimizing the very real hazards associated with this industry. From always looking for ways to improve equipment and tools used, to continual advances in personal protective equipment, to constant training on new and tried and true firefighting and rescue tactics. Because of this, it is a very difficult task to extend that level of safety culture into the place these people associate as a 'safe' place, the stations.

Part of an effective safety and health management system is changing the culture of the work place. Sometimes it is just a matter of retraining an individual who has picked up bad habits such as laundering turnouts at home, and sometimes it is changing how an entire industry thinks

There are two ways unsafe practices can be addressed. You can either turn your head and let it continue hoping that no serious incidents occur because of that practice, or work to change the culture. Part of an effective safety and health management system is changing the existing culture of the work place. Changing the work culture is not a simple task, however, if you break it down into the seven elements discussed in the [A Foundation for a Safe Workplace](#) link, it better defines the steps to be taken.

- **Management leadership**– First of all you need to buy-in from the Board of Directors. Once this is done, you can assure the rest of the officers are committed to changing the culture. Getting this support and management voicing this support is half the battle.
- **Hazard anticipation and detection**– This is second nature as far as the emergency aspect is concerned, primarily of the training received and the expectations associated with it. This same game plan is possible for the day to day activities in and around the stations, training on hazard anticipation and detection in the station environment, then the expectation of compliance.

This can start with the safety committee, conduct a baseline survey of your workplace — including work processes, equipment, and facilities — that identifies safety or health hazards. A complete survey will tell you where the hazards are, what they are, and how severe they could be. Have a group or individual such as your safety committee or your workers' compensation carrier survey your workplace with you. I encourage you to make sure all safety committee members have taken the required hazard identification

and accident investigation training. This can be achieved through a number of venues, such as through your insurance carrier, [SAIF](#) , or [Oregon OSHA online training services](#).

Develop a procedure that determines who will do accident and incident investigation and ensure the investigation will be thorough and accurate. Use an ***accident investigation form*** that documents when, how, where, and why the accident occurred. Get statements from witnesses and others involved in the accident, then prepare a report that describes how the accident can be prevented from happening again. Your safety committee should help investigate the accident, identify the cause, and prepare the report. The information gathered in this process can be an invaluable tool for the way you do business.

- ***Hazard prevention and control***– This is an ongoing process for all the equipment used for emergency response. In fact, that is what takes place when the staff are not responding to calls. The next step is to implement these same processes to the equipment in the station that support all the equipment used in the emergency responses. This would include making sure all the storage facilities are well organized and easily assessable, and making sure the appropriate PPE is being worn during maintenance, especially when handling the various chemical products available.
- ***Planning and evaluation*** - At least once each year, more often if necessary, step back and evaluate your safety and health efforts. Are you achieving your goals? If not, what are the reasons? Review injuries and illnesses, which can help you identify patterns. Were investigations thorough? Did the reports identify causes and recommend how to control or eliminate them? Reports that leave you wondering why accidents happened indicate that you need to improve accident investigation or reporting. If there are patterns developing in your evaluations, you now have a more focused place to address the specific issues at hand.
- ***Administration and supervision*** – For this culture change to be effective and lasting, the staff, at all levels must be held accountable for their choices. Symptoms of this could be firefighters not always following the established rules set by the fire district. Again, this falls in the safety culture aspect of your District.

Accountability can come in many different formats, the most common is a three tiered disciplinary system, the last level being termination. Remember, the most effective is positive recognition, acknowledging or rewarding actions that promote the safety culture you are striving for.

A disciplinary program for the fire industry can be a particular challenge, because you have specifically trained staff to perform specific duties, and if they are not available, the entire Company is affected. However, this allows you and the officers a chance to get creative. If you have a staff member that is having trouble with compliance, you could assign them the less desirable tasks around the station or district as a reward for their action or inaction.

- **Safety and health training** - All employees need to know their safety and health responsibilities, what hazards they could be exposed to, and how to control exposures. Again through the years of training and demonstration of knowledge of that training, the emergency service side of the equation is dialed in. These same fundamentals can be used for the non-emergency aspects of their jobs as well, always looking for a way to perform the task in the safest possible fashion.
- **Employee participation**– To successfully change culture, you need to get the employees involved with the process. If you make them feel that it is their task to develop or accomplish the task at hand they will develop ownership in that task, and compliance in the long run will be easier, there will be self-policing because they will want to see that task succeed.

This process definitely does not come together overnight. In fact, a culture change in a tradition oriented occupation as firefighting may seem impossible, but it isn't. If you can get buy-in and support from the Board of Directors, and you are willing to demonstrate that support, you are on your way. But if you do not see the value in this type of culture change and only voices support because that is what is expected, then changing the safety and health culture of this District, simply won't happen.

## **WRITTEN PROGRAMS:**

As mentioned earlier, the comments regarding your written programs are based on conversation only. I did not lay eyes on your policies programs or SOGs.

Infectious Disease Rule:

The [Infectious Disease Rule](#), OAR437-001-0744, is still in play. I encourage you to review this rule as well as appendix [A-11: Emergency Medical Services: First Responders, Firefighters, Emergency Medical Services and Non-Emergency Medical Transport](#) to ensure your staff are following this guidance.

Also, Oregon OSHA is now going to be asking for a plan on how to deal with heat related illnesses/injuries. This will apply to both wildland and structural firefighting activities. If you do not have one already, we recommend creating an SOG that will cover the aspects of rehabilitation on the fire/training scenes. The NFPA Standard 1584, *Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises 2015 Edition* is a good resource for this. Oregon OSHA has a resource for a heat related illness prevention program. We encourage you to reference this sample program as well.

Because turnouts are designed to keep heat out, it also keeps heat in. Another consideration is when the use of personal protective equipment (PPE) is required. The use of non-porous (non-breathable) full-body suits for instance, can cause heat-related illnesses among the workers using during relatively mild work activities without any additional sources of heat.

During all inspection activities, especially from June 15 through Oct. 1 of each year, compliance safety and health officers (CSHOs) will include a review of the employers' plans to address heat exposure and prevent heat-related illnesses at outdoor worksites and at indoor facilities where potential heat-related hazards may exist. [This Heat Illness Prevention Program](#) is a key part in addressing the heat related issues Oregon employers have to face. Also there are other helpful [Heat Related Resources](#) available to you as well. I encourage you to create a heat prevention program soon.

Questions have arose regarding this type of training especially for bloodborne pathogens where there is a requirement for medically trained individuals to be available to answer questions. Federal OSHA has addressed this issue in a [letter of interpretation](#) that essentially states, the trainer does not have to be on site for the training, but the trainer must be accessible to employees during the time of training, via telephone video chats, skype®, Zoom® etc.

[Wildland firefighting](#) and associated support activities such as fire camp services and fire management; emergency operations that are directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, structural firefighting, law enforcement, utilities, and communications has limited application to this rule. Other work activities involving only intermittent employee exposure of less than 15 minutes in an hour to an [ambient air concentration](#) for PM2.5 at or above 35.5 µg/m<sup>3</sup> (AQI 101) for a total exposure of less than one hour in a single 24-hour period have the same application.

Your specific questions regarding staging would fall under this exemption. Thinning and fuels reduction would not, UNLESS you are attempting to reduce the fuel load of an impending wildland fire. However, I would assume if there were a wildland fire anywhere near your jurisdiction, your crews would be focused on that, So for all practical purposes, your crews would fall under the acceptance above.

However, your crews will be required to comply with the specific applications which are as follows:.

#### (4) Information and training.

- Provide wildfire smoke training to all employees, including new employees, supervisory and non-supervisory employees, who may be exposed to an ambient air concentration for PM2.5 at or above 35.5 µg/m<sup>3</sup> (AQI 101).
  - The training must be provided annually before employees are exposed to smoke
- The training must include at least the following information:
  - The symptoms of wildfire smoke exposure:
    - Eyes: burning sensations, redness, and tearing of the eyes caused by irritation and inflammation of the eyes that can temporarily impair one's vision;
    - Respiratory system: runny nose, sore throat, cough, difficulty breathing, sinus irritation, wheezing, shortness of breath; and
    - Fatigue, headache, irregular heartbeat, chest pain.

- Health effects of smoke
- Employee’s rights to report health issues
- How employees can obtain the current average and forecasted ambient air concentration for PM2.5 and equivalent AQI value for their work location
- When, how and the limitations of filtering face pieces during wildfire operations.

The exact details of this training can be found in the links listed above. Please keep record of this training. This training supplemented with the rest of your training will comply with the training requirements spelled out in the listed topics.

**Hazard Communication & GHS:** The Hazard Communication rule requires employers to develop and implement a written hazard communication program. Ensure all primary and secondary containers are properly labeled. I noted some spray bottles that were either not labeled, the label was illegible or incomplete. The labels provided by the product’s manufacturer is the best way to go, but not required. Ensuring the containers are labeled would be a good task for the safety committee.

A sample written program is found in the back of the booklet titled, “[Oregon OSHA's guide to the GHS-aligned Hazard Communication Standard.](#)”



- ☞ Make sure your program includes an inventory of the safety data sheets (SDSs) and index them so that employees can easily find them when needed. This list will also need to include the random chemical products found in the maintenance bay at Sta. 201.
- ☞ Provide for methods to inform other contractors of the hazards they may be exposed to while working. Also make provisions to find out this same information from the other contractors working at your location.
- ☞ Provide employees with effective information and training on hazardous chemicals they use at the work site at the time of their initial assignment, and whenever a new hazard is introduced at the work site.



Oregon OSHA, in conjunction with Federal OSHA, had revised its Hazard Communications Program to comply with the [Globally Harmonized System of Classification and Labeling of Chemicals](#) or better known as GHS. The GHS will provide a more unified international harmonized system of standards to inform people about the chemicals present in their workplace and other environments. It will help; classify chemicals according to their hazard, and create a labeling system based on pictograms that are more universally understood.

The following are the major revisions to the Hazard Communication standard as adopted by Oregon OSHA.

- ✓ **Hazard Classification:** Chemical hazards will be determined by chemical manufacturers and importers. Specific criteria are provided for health and physical hazards as well as classification of chemical mixtures in the updated standard.
- ✓ **Labels:** Chemical manufacturers and importers will be required to use labels that include a signal word, pictogram, hazard statement and precautionary statement for each hazard class and category.
- ✓ **Safety Data Sheets (SDS):** For consistency, the revised sheets include 16 specific sections that must be completed. This system will gradually replace the current Material Safety Data Sheet (MSDS) based format.
- ✓ **Training:** Training was required on the new label elements and the safety data sheet format by December 1, 2013. You may use the [GHS training module](#) to satisfy this requirement as well. ***This portion of the training needs to be conducted as soon as possible if not already completed.***



Rule: [1910.1200 Hazard Communications](#)

Booklet: [Oregon OSHA's guide to the GHS-aligned Hazard Communication Standard](#)

Sample Programs: [A written Hazard Communication Plan](#)

[Example of a Hazard Communication training form](#)

[Example of an employee training record](#)

[Safety Data Sheets](#)

[Standard Pictograms](#)

[Hazard Communication and the Globally Harmonized System](#)

**Traffic Control:** Although we briefly discussed this topic while on site, and you indicated the staff are trained in TIMS, this tells me you have recognized the potential for exposure to traffic while either at the scene of an MVC or active structure or wildland fire. If your staff are doing any signaling or diverting of traffic, they should be trained in proper traffic control. Even if someone else is controlling traffic for them, they can adequately evaluate the situation to determine if it is safe enough. The training should also help them identify the proper way to place the advance warning signs and cones if needed. The Oregon OSHA code specifically states that: “Employers who are following the most current edition of the Oregon Department of Transportation’s Short Term Traffic Control Handbook will be considered to be in compliance with this requirement.” The following link is to the most current version of the [Temporary Traffic Control Handbook](#).

Refer to the [Hazard Alert: Traffic Hazards to Firefighters](#) and the [Oregon OSHA Web Site](#) for additional information.

**High Visibility Garments during Emergency Situations:** Since your District encompasses a major highway and county roads, a good percentage of your calls are vehicle related. Oregon OSHA rules about high visibility garments do NOT cover emergency responders during duress or emergency situations. You indicated a number of members just received [Traffic Incident Management TIMS](#) training, this should cover what is needed during a vehicle incident.

Emergency response situations are occasions when the employee cannot stop to put on traffic related personal protective equipment, including the initial stages of response to an accident or fire apparatus line hook up. Please refer to the [Oregon OSHA Policy Memo](#) and the [Fact Sheet](#) on the subject.

Another aspect to this particular rule, is other activities, such as your Association members taking part in fund raising activities such as Fill the Boot. In other words, any event that requires your staff to be exposed to vehicular traffic, they will need to don hi-vis garments.

**Lockout/Tagout.** You showed me a lockout tagout box in the bay of 201. You indicated minor repair and maintenance to your apparatus may be provided in house. The mechanical aspect of this is out sourced. If any of the work provided by the paid or volunteer staff goes beyond the minor repairs discussed, the District will be required to implement an energy isolation program or lock out and tag out program.

The Oregon OSHA standard for *The Control of Hazardous Energy (Lockout and Tagout)*, 1910.147, requires employers to control hazardous energy during service and maintenance activities. The standard applies to all general industry workplaces, including **the Fire apparatus**. Employers must ensure that automotive industry machines and equipment are isolated from their energy source and made inoperable during repair and maintenance. For the purpose of vehicle servicing and maintenance, hazardous



energy refers to: mechanical motion; potential energy due to pressure, gravity, or springs; battery-generated electrical energy; thermal energy, including chemical energy; and other forms of energy, which can cause injury to employees working with or around machines or equipment.

The 1910.147 standard requires an employer to develop an energy control program that is tailored to their workplace and will protect employees from the release of hazardous energy. The program must include instructions that define the energy control procedures and how to implement them. It must identify employee training requirements and inspection requirements. The standard allows flexibility in designing and implementing the program to fit the conditions in their workplace. It is essential for employers to use specific vehicle manufacturer servicing and maintenance guidelines and other relevant materials to establish hazardous energy control procedures.

A procedure must have, at a minimum, enough detail for authorized employees to have a clear understanding of the energy control measures so they can follow the steps to effectively control all types of hazardous energy.

Rule: [Lock out & Tag out, OAR437-004-1275](#)

Booklet: [Hazardous Energy](#)

Assistance: [Oregon OSHA Assistance Page](#)

[Fact Sheet: Lockout/Tagout for the automotive repair industry](#)

Forms: [Documenting a specific energy-control procedure](#)

[Example for documenting a specific energy-control procedure](#)

[Lock out/tag out inspection form](#)

[Sample lockout/tagout policy](#)

To avoid the requirements listed above, continue to hire an outside service such as an Emergency Vehicle Technician to perform the service requirements for your apparatuses, this will give you assurance the services were performed as expected and eliminate the need for an energy isolation program for your apparatuses.

**Respiratory Protection:** You indicated the respiratory protection program which includes fit tests and air quality checks have been conducted. We also discussed the documentation of Grade D air and the quality assurance certificate was filed away rather than posted. This air quality certification is typically posted by the cascade system.

Another potential issue is the need to fit test N95 respirators for the emergency medical staff, since the Health Department has designated your area as low risk as far as Tuberculosis is concerned.



The response we received from our Technical section is as follows: If you use the N95s in situations of potential exposure, such as when you go on a call, and the patient seems to exhibit signs of a respiratory disease, the N-95 is considered protective and the respiratory protection standard in its entirety would apply. If the patient doesn't present signs, but the emergency responder wants to wear it anyway, then it's voluntary use. With voluntary use, the wearer must be apprised of [Appendix D](#) of the respiratory standard.

The respiratory protection standard, 29 CFR 1910.134, under paragraph (f)(2), requires fit testing for all volunteer/employees using tight fitting respirators (SCBAs) also including filtering facepiece respirator. The fit test must be performed before the respirator is used in the workplace and must be repeated at least annually and whenever a different respirator facepiece is used or a change in the volunteer/employee's physical condition could affect the respirator fit.

Booklet: "[Breathe Right!](#)"

Assistance: [Oregon OSHA link to the Respiratory Protection Resources](#)  
[Program example for required respiratory use](#)  
[Medical Evaluation form in English](#)

**Hearing Conservation Program.** We did not test any of your fire equipment to determine the sound levels generated, but typically, the frequency and duration of operating the equipment the noise levels are not anticipated to exceed the levels listed in Table G-16 below. However, there may be instances where this may not be true such as operating the pump panel, or a chainsaw for an extended period of time. In addition, the grounds maintenance operations which include a weed wacker, and riding lawn mower, could possible generated sound levels at or above Oregon OSHA's threshold level of 85 decibels.

I encourage the use of hearing protection while operating any maintenance equipment or firefighting tools such as the chainsaw and/or K-12. For your information, if an 8-hour time weighted average (TWA) of 85 dBA is present in a work area, a Hearing Conservation Program must be developed and implemented. Upon request, an OR-OSHA Occupational Health Consultant or your worker's compensation insurance carrier may assist you in monitoring sound levels.

***Note:** Appendix G found on pages G-51&52 Division 2/G offers additional information on the scope and purpose of noise monitoring. The handbook titled "[Oregon OSHA's quick guide to hearing protection](#)" will be a good resource for determining methods of sound reduction.*

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

<sup>1</sup> When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions:  $C_1/T_1 + C_2/T_2 + C_n/T_n$  exceeds unity, then, the mixed exposure should be considered to exceed the limit value.  $C_n$  indicates the total time of exposure at a specified noise level, and  $T_n$  indicates the total time of exposure permitted at that level.

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

To summarize, it is the officer’s responsibility to conduct a hazard assessment for each task there is a potential for excessive noise exposure. That assessment will determine if hearing protection is required and/or if a hearing conservation program is needed. If you would like a sound level survey conducted of any drill or task that your staff perform, we would be happy to do that.

**Protective Equipment (PPE) Hazard Assessment:** It is important to remember, even though the emergency responders are provided with the proper equipment to perform their duties as emergency responders, it is equally important to protect them from the hazards associated with their day to day duties in and around the stations. Examples of this would be the housekeeping chores such as handling the various cleaning chemicals, to sharpening wild land tools and grounds maintenance. These types of activities require a personal protection hazard assessment to determine what level of protection is required to protect from the hazards associated with the task. You assured me the staff all have access to the appropriate PPE, but I never laid eyes on any, especially eye protection. I encourage you to have the safety committee ensure all the staff have and are wearing the appropriate PPE when doing Station related tasks that would require a certain level of PPE. This determination can be found in the product’s SDS.



At a minimum, you need to complete a PPE hazard assessment for all tasks non fire related tasks in and around the District that are potentially hazardous and require some level of PPE. Once completed, you are to verify that the required workplace hazard assessment has been performed through a written certification. Additional information on this subject can be found in the [Personal Protective Equipment Fact Sheet](#) .

General Industry Rule: [437-002-0120 PPE](#)  
Booklet: “[Oregon OSHA’s Quick Guide to the PPE Hazard Assessment](#)”  
Other Assistance: [Oregon OSHA Assistance Page on PPE Hazard assessment form](#)

### ***Training Provided :***

Training is mainly provided through Target Solutions® as well a daily trainings opportunities during each shift. The volunteers meet once a week for approximately three hours each week for various training opportunities as well. The training provided is to the level of NFPA specifications.

### ***Recordkeeping / Dart:***

In general, firms with 11 or more employees, including volunteers, must keep a current OSHA 300 form which lists the "recordable" accidents, illnesses, and injuries that have occurred. The log must be kept current to within 7 working days of the injury. The summary log (OSHA 300A) must be completed within 1 month of the close of the year and must be certified by the highest ranking manager that the log is true and complete (signed and dated). Once this has been done, a copy of the summary must be posted between February 1st and April 30th in a conspicuous location where employees can review it.



Remember, if you experience any needle sticks or punctures with instruments that are contaminated with blood or OPIM, those instances will need to be recorded on a [Sharps Injury Log, which should not be posted.](#)

Rule: [Division 1, 437-001-0700](#)  
Booklet: [OSHA 300 Log](#)  
Fact Sheets: “[Recording and Posting of Work Related Incidents](#)”  
“[Reporting of Work Related Incidents](#)”  
Other Assistance: [A-Z Index Page on Recordkeeping OSHA form 300 and 300A Excel](#)

### **Reporting Fatalities and Injuries to Oregon OSHA (OAR 437-001-0704).**

The recently adopted reporting rule retains the current requirement to report all work related fatalities and catastrophes to Oregon OSHA within 8 hours. It modifies the requirement to report overnight hospitalizations to report all work-related in-patient hospitalizations within 24 hours. It adds a requirement to report amputations and avulsions that include bone or cartilage loss and the loss of an eye within 24 hours. [Report a Fatality or Injury](#) webpage.

You only need to report a fatality to Oregon OSHA if the fatality occurs within 30 days of the work-related incident. For an in-patient hospitalization, amputation, avulsion, or loss of an eye, you only need to report the event if it occurs within 24 hours of the work related incident.

### **Where can you find more information?**

See the following list of industries that are newly exempt from recordkeeping and the industries that are newly required to maintain OSHA injury and illness records. You can find more information about these requirements on Oregon OSHA's [Recordkeeping/Reporting Webpage](#)

The final adopted rule text will be added to the [Oregon OSHA Division 1 webpage](#) in addition to the current rule, which remains in effect through December 31, 2015.

### **Need more information?**

Oregon OSHA contact: Dave McLaughlin at 503-947-7457 or [dave.mclaughlin@oregon.gov](mailto:dave.mclaughlin@oregon.gov)

Discussion of OSHA 300 log, 801, injuries, illness and any notable trends.

The incidence rates represent the number of injuries and illnesses per 100 full-time equivalent workers and were

$N$  = number of injuries and illnesses

$EH$  = total hours worked by all employees during the calendar year

200,000 = base for 100 full-time equivalent workers (working 40 hours per week,

50 weeks per year)

Based on this formula, and the employment data I have (11 total employees), your DART for 2021 is 27.27 and your TCIR is 81.81. The averages are below.

2020 NAICS Fed TCIR, 6.4, DART 4.4 for 921 Public Entity

2020 NAICS OR TCIR 4.9, DART 2.4 for Public Entity 92

I am suspect of the total number of employees we have in our information. I encourage you to double check the employment numbers which would include the volunteers and recalculate your DART.

Following the items discussed in the Safety & Health Management section of this report will help you reduce your elevated DART. If you would like additional assistance with this aspect of your Safety and Health program, please reach out.

### ***Safety Committee:***

You indicated there are at least 6 individuals on your safety committee, with you, Captain Saalsaa as chair. You are the only management representative on the committee and you were elected to chair the committee. You post the minutes in Station 201 which everyone can observe. We did not delve into the administrative aspects of your committee, however, the functionality of the committee seemed to be working well for the District.

The links provided will give you additional resources. The rules in Division 1, General Provisions detail the written requirements, functions and duties necessary for the committee to achieve its purpose.

The two required training elements (**in BOLD**) of the safety committee requirements should be formally conducted. This training can be found online at [orosh.org](http://orosh.org), or through , [SAIF](#). Please refer to: [Safety Committee Information](#) for options. Whatever route you choose, once this training is conducted, document it and make sure the training re-occurs annually or whenever a new member comes on board.

#### Safety Committee Members Should:

- Agree on a chairperson.
- Serve a minimum of one year, when possible.
- Be compensated at their regular pay rates.
- **Be trained in accident and incident investigation principles and know how to apply them.**
- **Be trained in hazard identification.**
- Receive safety committee meeting minutes.
- Represent the major activities of the Department.

#### The Safety Committee Should:

- Meet Monthly.
- Keep a record of each meeting for three years.
- Have procedures for workplace safety and health inspections.
- Establish accident investigation procedures.
- Establish a system for employees to report hazards
- Review inspection reports and make recommendations for improvement.
- Evaluate all accident and incident investigations.
- Make the meeting minutes available for all employees to review.
- Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability.

Inspecting the physical work environment is an important piece of the safety and health management system/program. The safety committee must conduct inspections quarterly, but the goal should be to have every employee continually watch for hazards and report them when identified. Be sure to have a hazard reporting system in place. You might also consider an incentive program which rewards for hazards reported. You may want to include a section in the minutes for hazards that were previously identified by individuals.



For more information on safety committees, refer to the following links:

Rule: [437-001-0765 Safety Committees and Safety Meetings](#)

Booklet: "[Quick Guide to Safety Committees And Safety Meetings](#)"

Sample Forms: [Minutes from safety meeting](#)

Check Lists: [Self Assessment Checklists](#)

Attached you will find the "Hazard Identification and Correction" work sheets which list the hazards observed during the consultation. The observations and recommendations made in this report are designated as SERIOUS (S) or OTHER THAN SERIOUS (OTS) based upon probable severity if an injury or illness were to occur. SERIOUS hazards are those situations or conditions which could result in serious illness, physical harm or death. OTHER THAN SERIOUS hazards are those situations or conditions which could result in employee injury or illness of a less serious nature. These designations are intended to help you prioritize corrective action. You should develop an action plan to ensure prompt correction of these identified hazards. Your company is exempt from a routine scheduled Oregon OSHA inspection at this location for 60 days from the date of this report. As mentioned during the consult, this does not exempt your company from enforcement action in the event of an accident investigation, a complaint, referral, or the observance of an imminent danger.

During the consultative visit, we attempted to identify all hazards. However, there may be some hazards that were not seen or identified. It remains the responsibility of the employer to ensure the safety and health of employees and to identify and correct all hazardous conditions and/or situations. This report cannot result in enforcement activity, nor can Oregon OSHA Enforcement use this report as a basis for citation. Information provided is not a formal endorsement of any vendor or product.

Oregon OSHA values your feedback. Please take a few moments to assist us in improving consultative services. In the next few days, you will receive an email with a link to our online survey. If multiple consultations (safety, ergo, health) were completed within the same time frame, you will receive multiple emailed links. Each survey is specific to the services provided; please provide feedback that is pertinent to that particular consultation.

Thank you for requesting our assistance to improve safety and health in your workplace. If there are any questions regarding occupational safety and health issues, please feel free to contact us.

Corbet (Cory) Stengel  
Sr. Occupational Health Consultant  
Oregon OSHA Consultation Services  
1230 NE 3<sup>rd</sup>, Ste. A-115  
Bend, OR 97701-4374  
(541) 388-6068  
(541) 633-2057  
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**HAZARD IDENTIFICATION AND CORRECTION**  
**Oregon Occupational Safety and Health Division**  
**Consultation Services**

**Firm Name:** Philomath Fire And Rescue      **Report Number:** 22-00959      **Date:** 07/07/2022

<i>No</i>	<i>Item</i>	<i>Location</i>	<i>S</i>	<i>OTS</i>	<i>Recommended Action</i>	<i>Assigned To</i>	<i>Due Date</i>
1	The labels on the containers of various containers were either not there, deteriorating or did not contain all the required information.  Rule: 29 CFR 1910.1200(f)(5)	All Stations		X	You must ensure these containers, and any other secondary container is tagged or marked with the product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.		
2	An eyewash was not available where chemicals are handled.  Rule: OAR 437-002-0161(5)(a)	All Stations	X		Install portable eyewash units in the areas where hazardous chemical products are used. Or do not use chemical products that require an emergency eyewash. Institute a a weekly flush. A weekly 3-minute flushing of the water line is recommended to ensure clean water and to ensure the eyewash is operable.		September 9, 2022

**Employer Signature:** \_\_\_\_\_

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

**HAZARD IDENTIFICATION AND CORRECTION**  
**Oregon Occupational Safety and Health Division**  
**Consultation Services**

**Firm Name:** Philomath Fire And Rescue

**Report Number:** 22-00959

**Date:** 07/07/2022

3	The certification document for Grade D breathing air was not posted near the cascade system.  Rule: OAR 437-002-0182(24)	Sta. 201		X	Locate this document and post a copy by the cascade system.		
4	The Bay was not big enough to allow minimum passage between apparatus.  Rule: OAR 437-002-0022(3)(a)	Sta. 202		X	Maintain the minimum required distance in these areas and areas like these. The minimum horizontal clearance of 22-inches must be maintained. Stepping over and/or squeezing past items, particularly when carrying something or when in a hurry, increases the likelihood of tripping and falling.		
5	The compressed gas cylinder was not secured in a fashion to prevent it from tipping over  Rule: 29 CFR 1910.430(e)(3)	Sta. 201, SCBA room		X	Cylinder was secured at the time of consultation		

**Employer Signature:** \_\_\_\_\_

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

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of July 31, 2022

	GO Bond 2016...	GO Bond 2016...	General Fund	Building Rese...
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	0.00	-204,999.78	627,202.86	-226,122.00
1000 · Petty Cash	0.00	0.00	50.00	0.00
1050 · Local Government Investment Poo	5,938.00	268,349.90	-273,644.19	396,645.53
1060 · OSU - Savings Account	0.00	0.00	11,080.10	0.00
<b>Total Checking/Savings</b>	<b>5,938.00</b>	<b>63,350.12</b>	<b>364,688.77</b>	<b>170,523.53</b>
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	38,010.75	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>38,010.75</b>	<b>0.00</b>
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	21,146.55	0.00
12100 · Inventory Asset	0.00	0.00	3,668.39	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,814.94</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>5,938.00</b>	<b>63,350.12</b>	<b>427,514.46</b>	<b>170,523.53</b>
<b>TOTAL ASSETS</b>	<b>5,938.00</b>	<b>63,350.12</b>	<b>427,514.46</b>	<b>170,523.53</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	3,821.95	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>3,821.95</b>	<b>0.00</b>
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	20,331.45	0.00
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	327.58	0.00
2100 · Wages Payable	0.00	0.00	28,662.99	0.00
2110 · Federal Income Tax Payable	0.00	0.00	4,541.00	0.00
2120 · FICA Payable	0.00	0.00	5,403.78	0.00
2125 · Medicare Payable	0.00	0.00	1,263.96	0.00
2130 · State Income Tax Payable	0.00	0.00	3,346.60	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	37.96	0.00
2140 · PERS Payable	0.00	0.00	13,008.66	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	300.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-2,026.01	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-310.38	0.00
2230 · Flexible Spending Account	0.00	0.00	944.33	0.00
2232 · Union Dues	0.00	0.00	692.64	0.00
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>56,193.11</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>76,524.56</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>80,346.51</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>80,346.51</b>	<b>0.00</b>
Equity				
3010 · Fund Balance	0.00	-125,338.17	-845,174.57	-1,029,007.62
3200 · Unallocated Fund Balance	-299,453.00	123,596.00	1,148,370.68	1,030,414.14
Net Income	0.00	67,163.78	372,806.35	169,117.01
<b>Total Equity</b>	<b>-299,453.00</b>	<b>65,421.61</b>	<b>676,002.46</b>	<b>170,523.53</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,453.00</b>	<b>65,421.61</b>	<b>756,348.97</b>	<b>170,523.53</b>
<b>UNBALANCED CLASSES</b>	<b>305,391.00</b>	<b>-2,071.49</b>	<b>-328,834.51</b>	<b>0.00</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of July 31, 2022

	Equipment Re...	Vehicle Reser...	Unclas...	TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-48,241.00	-72,120.49	-250.00	75,469.59
1000 · Petty Cash	0.00	0.00	0.00	50.00
1050 · Local Government Investment Poo	245,123.92	-31,642.00	0.00	610,771.16
1060 · OSU - Savings Account	0.00	0.00	327.72	11,407.82
<b>Total Checking/Savings</b>	<b>196,882.92</b>	<b>-103,762.49</b>	<b>77.72</b>	<b>697,698.57</b>
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	0.00	38,010.75
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,010.75</b>
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	0.00	3,668.39
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,814.94</b>
<b>Total Current Assets</b>	<b>196,882.92</b>	<b>-103,762.49</b>	<b>77.72</b>	<b>760,524.26</b>
<b>TOTAL ASSETS</b>	<b>196,882.92</b>	<b>-103,762.49</b>	<b>77.72</b>	<b>760,524.26</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	-250.00	3,571.95
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>3,571.95</b>
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	0.00	20,331.45
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00	327.58
2100 · Wages Payable	0.00	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	0.00	4,541.00
2120 · FICA Payable	0.00	0.00	0.00	5,403.78
2125 · Medicare Payable	0.00	0.00	0.00	1,263.96
2130 · State Income Tax Payable	0.00	0.00	0.00	3,346.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00	37.96
2140 · PERS Payable	0.00	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00	-2,026.01
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00	-310.38
2230 · Flexible Spending Account	0.00	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	0.00	692.64
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,193.11</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>76,524.56</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>80,096.51</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>	<b>80,096.51</b>
Equity				
3010 · Fund Balance	-672,916.10	-335,582.41	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	674,120.04	336,019.92	327.72	3,013,395.50
Net Income	65,963.98	0.00	0.00	675,051.12
<b>Total Equity</b>	<b>67,167.92</b>	<b>437.51</b>	<b>327.72</b>	<b>680,427.75</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>67,167.92</b>	<b>437.51</b>	<b>77.72</b>	<b>760,524.26</b>
<b>UNBALANCED CLASSES</b>	<b>129,715.00</b>	<b>-104,200.00</b>	<b>0.00</b>	<b>-0.00</b>

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Accrual Basis

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

	GO Bond 2016 - Debt Services				General Fund		
	Jul 22	Budget	\$ Over Bud...	% of Budget	Jul 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4042 · Bond Income - Prop Tax Interest	1,464.70				0.00		
4041 · Bond Income - Delinquent Taxes	72.62				0.00		
4060 · Conflagration Income	0.00				0.00	170,000.00	-170,000.00
4050 · Public Education Income	0.00				655.00	8,000.00	-7,345.00
4040 · Bond Income	2,213.58	0.00	2,213.58	100.0%	0.00		
4000 · Carryover Fund Balance	63,412.88				492,929.81	450,483.00	42,446.81
4010 · Delinquent Property Taxes	0.00				235.24	16,000.00	-15,764.76
4020 · Current Property Taxes	0.00				7,359.37	1,482,923.00	-1,475,563.63
4025 · Interest - Property Tax	0.00				4,863.62	2,000.00	2,863.62
4026 · Interest Income	0.00	0.00	0.00	0.0%	695.66	3,550.00	-2,854.34
4900 · Miscellaneous Income	0.00				0.00	42,795.00	-42,795.00
<b>Total Income</b>	<u>67,163.78</u>	<u>0.00</u>	<u>67,163.78</u>	<u>100.0%</u>	<u>506,738.70</u>	<u>2,175,751.00</u>	<u>-1,669,012.30</u>
<b>Gross Profit</b>	67,163.78	0.00	67,163.78	100.0%	506,738.70	2,175,751.00	-1,669,012.30
<b>Expense</b>							
9010 · Transfers	0.00				0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00				0.00	619,828.00	-619,828.00
5000 · Personnel Expenses	0.00				82,612.48	1,208,470.00	-1,125,857.52
6000 · Materials and Services	0.00				51,319.87	559,090.00	-507,770.13
7000 · Capital Outlay	0.00	0.00	0.00	0.0%	0.00		
<b>Total Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>133,932.35</u>	<u>2,387,388.00</u>	<u>-2,253,455.65</u>
<b>Net Ordinary Income</b>	<u>67,163.78</u>	<u>0.00</u>	<u>67,163.78</u>	<u>100.0%</u>	<u>372,806.35</u>	<u>-211,637.00</u>	<u>584,443.35</u>
<b>Net Income</b>	<u><u>67,163.78</u></u>	<u><u>0.00</u></u>	<u><u>67,163.78</u></u>	<u><u>100.0%</u></u>	<u><u>372,806.35</u></u>	<u><u>-211,637.00</u></u>	<u><u>584,443.35</u></u>

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Accrual Basis

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

	General Fu... % of Budget	Building Reserve Fund				Equipment Reserve Fund		
		Jul 22	Budget	\$ Over Bud...	% of Budget	Jul 22	Budget	\$ Over Bud...
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
4042 · Bond Income - Prop Tax Interest		0.00				0.00		
4041 · Bond Income - Delinquent Taxes		0.00				0.00		
4060 · Conflagration Income	0.0%	0.00				0.00		
4050 · Public Education Income	8.2%	0.00				0.00		
4040 · Bond Income		0.00				0.00		
4000 · Carryover Fund Balance	109.4%	183,175.01	182,825.00	350.01	100.2%	65,963.98	65,838.00	125.98
4010 · Delinquent Property Taxes	1.5%	0.00				0.00		
4020 · Current Property Taxes	0.5%	0.00				0.00		
4025 · Interest - Property Tax	243.2%	0.00				0.00		
4026 · Interest Income	19.6%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4900 · Miscellaneous Income	0.0%	0.00				0.00		
<b>Total Income</b>	23.3%	183,175.01	182,825.00	350.01	100.2%	65,963.98	65,838.00	125.98
<b>Gross Profit</b>	23.3%	183,175.01	182,825.00	350.01	100.2%	65,963.98	65,838.00	125.98
<b>Expense</b>								
9010 · Transfers	0.0%	0.00	25,000.00	-25,000.00	0.0%	0.00		
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	825.00	-825.00	0.0%	0.00	1,281.00	-1,281.00
5000 · Personnel Expenses	6.8%	0.00				0.00		
6000 · Materials and Services	9.2%	0.00				0.00		
7000 · Capital Outlay		14,058.00	0.00	14,058.00	100.0%	0.00	0.00	0.00
<b>Total Expense</b>	5.6%	14,058.00	25,825.00	-11,767.00	54.4%	0.00	1,281.00	-1,281.00
<b>Net Ordinary Income</b>	-176.2%	169,117.01	157,000.00	12,117.01	107.7%	65,963.98	64,557.00	1,406.98
<b>Net Income</b>	<b>-176.2%</b>	<b>169,117.01</b>	<b>157,000.00</b>	<b>12,117.01</b>	<b>107.7%</b>	<b>65,963.98</b>	<b>64,557.00</b>	<b>1,406.98</b>

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

	Equipment ... % of Budget	Vehicle Reserve Fund				TOTAL	
		Jul 22	Budget	\$ Over Bud...	% of Budget	Jul 22	Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4042 · Bond Income - Prop Tax Interest		0.00				1,464.70	0.00
4041 · Bond Income - Delinquent Taxes		0.00				72.62	0.00
4060 · Conflagration Income		0.00				0.00	170,000.00
4050 · Public Education Income		0.00				655.00	8,000.00
4040 · Bond Income		0.00				2,213.58	0.00
4000 · Carryover Fund Balance	100.2%	0.00				805,481.68	699,146.00
4010 · Delinquent Property Taxes		0.00				235.24	16,000.00
4020 · Current Property Taxes		0.00				7,359.37	1,482,923.00
4025 · Interest - Property Tax		0.00				4,863.62	2,000.00
4026 · Interest Income	0.0%	0.00	0.00	0.00	0.0%	695.66	3,550.00
4900 · Miscellaneous Income		0.00				0.00	42,795.00
<b>Total Income</b>	100.2%	0.00	0.00	0.00	0.0%	823,041.47	2,424,414.00
<b>Gross Profit</b>	100.2%	0.00	0.00	0.00	0.0%	823,041.47	2,424,414.00
<b>Expense</b>							
9010 · Transfers		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		0.00				82,612.48	1,208,470.00
6000 · Materials and Services		0.00				51,319.87	559,090.00
7000 · Capital Outlay	0.0%	0.00				14,058.00	0.00
<b>Total Expense</b>	0.0%	0.00	9,920.00	-9,920.00	0.0%	147,990.35	2,424,414.00
<b>Net Ordinary Income</b>	102.2%	0.00	-9,920.00	9,920.00	0.0%	675,051.12	0.00
<b>Net Income</b>	<b>102.2%</b>	<b>0.00</b>	<b>-9,920.00</b>	<b>9,920.00</b>	<b>0.0%</b>	<b>675,051.12</b>	<b>0.00</b>



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Accrual Basis

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

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	TOTAL	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	1,464.70	100.0%
4041 · Bond Income - Delinquent Taxes	72.62	100.0%
4060 · Conflagration Income	-170,000.00	0.0%
4050 · Public Education Income	-7,345.00	8.2%
4040 · Bond Income	2,213.58	100.0%
4000 · Carryover Fund Balance	106,335.68	115.2%
4010 · Delinquent Property Taxes	-15,764.76	1.5%
4020 · Current Property Taxes	-1,475,563.63	0.5%
4025 · Interest - Property Tax	2,863.62	243.2%
4026 · Interest Income	-2,854.34	19.6%
4900 · Miscellaneous Income	-42,795.00	0.0%
<b>Total Income</b>	<u>-1,601,372.53</u>	<u>33.9%</u>
<b>Gross Profit</b>	-1,601,372.53	33.9%
Expense		
9010 · Transfers	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	-626,894.00	0.0%
5000 · Personnel Expenses	-1,125,857.52	6.8%
6000 · Materials and Services	-507,770.13	9.2%
7000 · Capital Outlay	14,058.00	100.0%
<b>Total Expense</b>	<u>-2,276,423.65</u>	<u>6.1%</u>
<b>Net Ordinary Income</b>	<u>675,051.12</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>675,051.12</u></u>	<u><u>100.0%</u></u>

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

	GO Bond 201...	General Fund	Building Rese...	Equipment Re...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4042 · Bond Income - Prop Tax Interest	1,464.70	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	72.62	0.00	0.00	0.00
4050 · Public Education Income	0.00	655.00	0.00	0.00
4040 · Bond Income	2,213.58	0.00	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	492,929.81	183,175.01	65,963.98
4010 · Delinquent Property Taxes	0.00	235.24	0.00	0.00
4020 · Current Property Taxes	0.00	7,359.37	0.00	0.00
4025 · Interest - Property Tax	0.00	4,863.62	0.00	0.00
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	0.00	10.68	0.00	0.00
4030 · Investments - LGIP	0.00	684.98	0.00	0.00
<b>Total 4026 · Interest Income</b>	<b>0.00</b>	<b>695.66</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>67,163.78</b>	<b>506,738.70</b>	<b>183,175.01</b>	<b>65,963.98</b>
<b>Gross Profit</b>	<b>67,163.78</b>	<b>506,738.70</b>	<b>183,175.01</b>	<b>65,963.98</b>
<b>Expense</b>				
<b>5000 · Personnel Expenses</b>				
5131 · Non-Union Overtime Wages	0.00	37.08	0.00	0.00
5100 · Fire Chief Wages	0.00	8,877.00	0.00	0.00
5105 · Deputy Chief Wages	0.00	6,895.00	0.00	0.00
5110 · Admin Asst Wages	0.00	4,286.00	0.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	6,253.64	0.00	0.00
5125 · Firefighter Wages	0.00	14,917.82	0.00	0.00
5130 · Overtime Wages	0.00	4,607.16	0.00	0.00
5135 · Extra Hire	0.00	3,547.66	0.00	0.00
5430 · PERS - Employe	0.00	11,926.10	0.00	0.00
5431 · PERS - Pickup 6%	0.00	2,954.78	0.00	0.00
5440 · Health Insurance	0.00	18,310.24	0.00	0.00
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>	<b>82,612.48</b>	<b>0.00</b>	<b>0.00</b>
<b>6000 · Materials and Services</b>				
<b>6205 · Supplies - Residences</b>				
6205-1 · Supplies - Residence - 201	0.00	201.47	0.00	0.00
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>	<b>201.47</b>	<b>0.00</b>	<b>0.00</b>
6091 · Tuition Reimbursement	0.00	1,286.25	0.00	0.00
6001 · Contracted Professional Service	0.00	5,422.34	0.00	0.00
6010 · Office Supplies	0.00	1,175.90	0.00	0.00
6011 · Postage/Shipping	0.00	110.10	0.00	0.00
6020 · Insurance and Bond	0.00	17,549.89	0.00	0.00
6030 · Dues and Fees	0.00	6,216.35	0.00	0.00
6050 · Utilities	0.00	1,776.77	0.00	0.00
6060 · Telephone, Pagers, Internet	0.00	2,167.33	0.00	0.00
6070 · Travel	0.00	443.36	0.00	0.00
6090 · Education/Training	0.00	632.00	0.00	0.00
6100 · Equipment Maintenance Agreement	0.00	151.00	0.00	0.00
6130 · Gas & Oil	0.00	1,360.01	0.00	0.00
6161 · Vehicle Maintenance	0.00	2,077.89	0.00	0.00
6170 · Building Maint and Improvements	0.00	3,164.70	0.00	0.00
6180 · Grounds Maintenance	0.00	16.99	0.00	0.00
6190 · Small Tools & Equipment	0.00	102.47	0.00	0.00
6200 · Supplies - Department	0.00	994.63	0.00	0.00
6210 · Supplies - Medical	0.00	2,130.59	0.00	0.00
6250 · Uniforms	0.00	4,274.65	0.00	0.00
6310 · Physical & Immunizations	0.00	44.00	0.00	0.00
6900 · Miscellaneous Expense	0.00	21.18	0.00	0.00
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>	<b>51,319.87</b>	<b>0.00</b>	<b>0.00</b>

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

	<u>GO Bond 201...</u>	<u>General Fund</u>	<u>Building Rese...</u>	<u>Equipment Re...</u>
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7133 · Facilities	0.00	0.00	14,058.00	0.00
<b>Total 7130 · Capital Outlay - Bond</b>	<u>0.00</u>	<u>0.00</u>	<u>14,058.00</u>	<u>0.00</u>
<b>Total 7000 · Capital Outlay</b>	<u>0.00</u>	<u>0.00</u>	<u>14,058.00</u>	<u>0.00</u>
<b>Total Expense</b>	<u>0.00</u>	<u>133,932.35</u>	<u>14,058.00</u>	<u>0.00</u>
<b>Net Ordinary Income</b>	<u>67,163.78</u>	<u>372,806.35</u>	<u>169,117.01</u>	<u>65,963.98</u>
<b>Net Income</b>	<u><b>67,163.78</b></u>	<u><b>372,806.35</b></u>	<u><b>169,117.01</b></u>	<u><b>65,963.98</b></u>

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

	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4042 · Bond Income - Prop Tax Interest	1,464.70
4041 · Bond Income - Delinquent Taxes	72.62
4050 · Public Education Income	655.00
4040 · Bond Income	2,213.58
4000 · Carryover Fund Balance	805,481.68
4010 · Delinquent Property Taxes	235.24
4020 · Current Property Taxes	7,359.37
4025 · Interest - Property Tax	4,863.62
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	10.68
4030 · Investments - LGIP	684.98
	<hr/>
Total 4026 · Interest Income	695.66
	<hr/>
Total Income	823,041.47
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Gross Profit	823,041.47
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	37.08
5100 · Fire Chief Wages	8,877.00
5105 · Deputy Chief Wages	6,895.00
5110 · Admin Asst Wages	4,286.00
5120 · Fire & Life Safety Officer Wage	6,253.64
5125 · Firefighter Wages	14,917.82
5130 · Overtime Wages	4,607.16
5135 · Extra Hire	3,547.66
5430 · PERS - Employe	11,926.10
5431 · PERS - Pickup 6%	2,954.78
5440 · Health Insurance	18,310.24
	<hr/>
Total 5000 · Personnel Expenses	82,612.48
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-1 · Supplies - Residence - 201	201.47
	<hr/>
Total 6205 · Supplies - Residences	201.47
6091 · Tuition Reimbursement	1,286.25
6001 · Contracted Professional Service	5,422.34
6010 · Office Supplies	1,175.90
6011 · Postage/Shipping	110.10
6020 · Insurance and Bond	17,549.89
6030 · Dues and Fees	6,216.35
6050 · Utilities	1,776.77
6060 · Telephone, Pagers, Internet	2,167.33
6070 · Travel	443.36
6090 · Education/Training	632.00
6100 · Equipment Maintenance Agreement	151.00
6130 · Gas & Oil	1,360.01
6161 · Vehicle Maintenance	2,077.89
6170 · Building Maint and Improvements	3,164.70
6180 · Grounds Maintenance	16.99
6190 · Small Tools & Equipment	102.47
6200 · Supplies - Department	994.63
6210 · Supplies - Medical	2,130.59
6250 · Uniforms	4,274.65
6310 · Physical & Immunizations	44.00
6900 · Miscellaneous Expense	21.18
	<hr/>
Total 6000 · Materials and Services	51,319.87

2:29 PM

08/05/22

Accrual Basis

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

---

	<u>TOTAL</u>
7000 · Capital Outlay	
7130 · Capital Outlay - Bond	
7133 · Facilities	14,058.00
Total 7130 · Capital Outlay - Bond	<u>14,058.00</u>
Total 7000 · Capital Outlay	<u>14,058.00</u>
Total Expense	<u>147,990.35</u>
Net Ordinary Income	<u>675,051.12</u>
Net Income	<u><u>675,051.12</u></u>

Philomath Fire and Rescue

08/05/2022 2:37 PM

Register: 1015 · Citizens Bank Checking

From 07/01/2022 through 07/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/04/2022			1050 · Local Governm...	Deposit			75,000.00	136,316.18
07/04/2022	EFT	AT&T Mobility	6000 · Materials and S...		40.44			136,275.74
07/05/2022	EFT	PERS	-split-		14,880.88			121,394.86
07/05/2022	33180	OSCU 402518-71	2010 · Accounts Payable		658.80			120,736.06
07/05/2022	33181	OSCU 402518-72	2010 · Accounts Payable		2,317.01			118,419.05
07/05/2022	33182	OSCU 402518-73	2010 · Accounts Payable		614.04			117,805.01
07/05/2022	33183	OSCU 402518-70	2010 · Accounts Payable		930.75			116,874.26
07/05/2022	33184	Alyrica	2010 · Accounts Payable		592.86			116,281.40
07/05/2022	33185	CIS Trust	2010 · Accounts Payable		9,479.95			106,801.45
07/05/2022	33186	Jessica Olsen	2010 · Accounts Payable		23.00			106,778.45
07/05/2022	33187	Lewis and Clark RFPD	2010 · Accounts Payable		1,000.00			105,778.45
07/05/2022	33188	Life Assist, Inc.	2010 · Accounts Payable		436.82			105,341.63
07/05/2022	33189	Pacific Power	2010 · Accounts Payable		603.08			104,738.55
07/05/2022	33190	Pioneer Telephone C...	2010 · Accounts Payable		245.54			104,493.01
07/05/2022	33191	Special Districts Insu...	2010 · Accounts Payable		17,549.89			86,943.12
07/05/2022	33192	Stephanie Vallancey ...	2010 · Accounts Payable		1,286.25			85,656.87
07/05/2022	PR 0622		-split-	Miller	6,486.97			79,169.90
07/05/2022	PR 0622		1015 · Citizens Bank C...	Rodriguez	3,155.86			76,014.04
07/05/2022	PR 0622		1015 · Citizens Bank C...	Moser	4,719.40			71,294.64
07/05/2022	PR 0622		1015 · Citizens Bank C...	Saalsaa	5,138.62			66,156.02
07/05/2022	PR 0622		1015 · Citizens Bank C...	Taylor	3,585.79			62,570.23
07/05/2022	PR 0622		1015 · Citizens Bank C...	Ferguson	4,890.93			57,679.30
07/05/2022	PR 0622		1015 · Citizens Bank C...	Licon	4,986.24			52,693.06
07/05/2022	PR 0622		1015 · Citizens Bank C...	Schell	2,237.22			50,455.84
07/05/2022	PR 0622		1015 · Citizens Bank C...	Goldman	542.16			49,913.68
07/07/2022			4050 · Public Educatio...	Deposit			65.00	49,978.68
07/07/2022	EFT	Colonial Life	-split-		153.40			49,825.28
07/07/2022	EFT	Comcast	6000 · Materials and S...		13.21			49,812.07
07/10/2022	EFT	AsiFlex	6000 · Materials and S...		11.25			49,800.82
07/11/2022			4050 · Public Educatio...	Deposit			55.00	49,855.82
07/14/2022			4050 · Public Educatio...	Deposit			175.00	50,030.82
07/15/2022			1050 · Local Governm...	Deposit			75,000.00	125,030.82
07/15/2022	EFT	Aflac	-split-		161.07			124,869.75
07/15/2022	EFT	De Lage Landen Fin...	6000 · Materials and S...		151.00			124,718.75
07/21/2022	EFT	Verizon	6000 · Materials and S...		351.66			124,367.09
07/26/2022		Hughes Fire Equipm...	2010 · Accounts Payable	QuickBooks ge...				124,367.09
07/26/2022	EFT	AsiFlex	2400 · Payroll Liabiliti...		325.00			124,042.09
07/26/2022	33193	Applegate Door Co.	2010 · Accounts Payable		175.00			123,867.09
07/26/2022	33194	Beggs Tire & Wheel	2010 · Accounts Payable		90.00			123,777.09
07/26/2022	33195	Bimart Corporation	2010 · Accounts Payable		121.76			123,655.33

Philomath Fire and Rescue

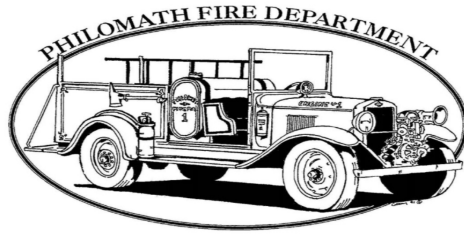
08/05/2022 2:37 PM

Register: 1015 · Citizens Bank Checking

From 07/01/2022 through 07/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/26/2022	33196	Bio-Med Testing	2010 · Accounts Payable		58.00			123,597.33
07/26/2022	33197	Carson Oil	2010 · Accounts Payable		1,312.04			122,285.29
07/26/2022	33198	Cascade Fire Equipm...	2010 · Accounts Payable		175.16			122,110.13
07/26/2022	33199	Century Link	2010 · Accounts Payable		128.11			121,982.02
07/26/2022	33200	CIS Trust	2010 · Accounts Payable		9,527.35			112,454.67
07/26/2022	33201	City of Philomath	2010 · Accounts Payable		334.20			112,120.47
07/26/2022	33202	Consumers Power Inc.	2010 · Accounts Payable		344.21			111,776.26
07/26/2022	33203	Culligan	2010 · Accounts Payable		149.15			111,627.11
07/26/2022	33204	Department of Public...	2010 · Accounts Payable		46.25			111,580.86
07/26/2022	33205	Double Eagle Paving...	2010 · Accounts Payable		14,058.00			97,522.86
07/26/2022	33206	J. Thayer Company	2010 · Accounts Payable		41.00			97,481.86
07/26/2022	33207	Kamind IT, Inc.	2010 · Accounts Payable		195.84			97,286.02
07/26/2022	33208	League of Oregon Ci...	2010 · Accounts Payable		500.00			96,786.02
07/26/2022	33209	Life Assist, Inc.	2010 · Accounts Payable		722.54			96,063.48
07/26/2022	33210	Local Government L...	2010 · Accounts Payable		906.50			95,156.98
07/26/2022	33211	Medline Industries, I...	2010 · Accounts Payable		130.92			95,026.06
07/26/2022	33212	MES Northwest	2010 · Accounts Payable		5,290.00			89,736.06
07/26/2022	33213	MPTV, Inc.	2010 · Accounts Payable		248.52			89,487.54
07/26/2022	33214	Northwest Safety Cle...	2010 · Accounts Payable		474.15			89,013.39
07/26/2022	33215	NW Natural	2010 · Accounts Payable		71.27			88,942.12
07/26/2022	33216	Occupational Medici...	2010 · Accounts Payable		44.00			88,898.12
07/26/2022	33217	Performance Systems...	2010 · Accounts Payable		2,951.25			85,946.87
07/26/2022	33218	Republic Services	2010 · Accounts Payable		274.86			85,672.01
07/26/2022	33219	Ryan Phan	2010 · Accounts Payable		155.75			85,516.26
07/26/2022	33220	SeaWestern	2010 · Accounts Payable		2,843.74			82,672.52
07/26/2022	33221	Security Alarm Corp	2010 · Accounts Payable		795.51			81,877.01
07/26/2022	33222	Shirt Circuit	2010 · Accounts Payable		781.60			81,095.41
07/26/2022	33223	Streamline	2010 · Accounts Payable		4,320.00			76,775.41
07/26/2022	33224	TWGW, Inc. dba Phi...	2010 · Accounts Payable		185.95			76,589.46
07/26/2022	33225	Ultrex	2010 · Accounts Payable		23.86			76,565.60
07/26/2022	33226	Walter E. Nelson Co.	2010 · Accounts Payable		173.82			76,391.78
07/26/2022	33227	Zoll Medical Corpor...	2010 · Accounts Payable		820.96			75,570.82
07/26/2022	33228	Lillee Rodriguez	2010 · Accounts Payable		111.91			75,458.91
07/31/2022			4026 · Interest Income:...	Interest		X	10.68	75,469.59



## Philomath Fire and Rescue Volunteer Association, Inc

### Board Report 8 August 2022

#### Volunteer Activity

- 3 of our members along with Lt. Taylor attended a local VBS getting to help educate, show off the fire engine, and partake in racing through the obstacle course with the kids.
- 3 of our members provided medical standby coverage for our local Carriage races held Sunday July 24th.
- In lieu of our August Business Meeting, 5 of our members joined in on our community's National Night Out activities that were a hit with the kids being able play with water and our burn house prop.

#### Appreciation Event Survey:

- We sent out a survey to our members inquiring when and where they'd like to attend the annual appreciation event, and the results returned a desire for holding off till next year for a less formal outside event.
- The Association is planning our brief delivery of awards and certificates at a monthly business meeting to cover this years awards.

#### Recruitment and Retention

- Dan Eddy, who leads our recruitment and retention efforts is currently away on BLM assignment, so at this time we have no updates.

#### Volunteer Status

- Gained a couple of volunteers.
- One member on a leave of absence.
- One member on light duty.
- One member out of the area for BLM fire duties.
- Few out sporadically for COVID cases.

#### Tactical Pause



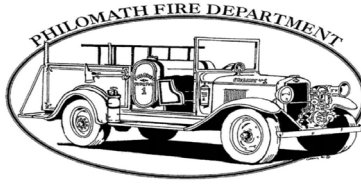
- The Association is not and never has been against the staffing of St. 202 as we share the same desire as the department to provide support to our neighbors, as long as it can be done in a safe manner for all.
- We are standing behind the tactical pause until there are agreed upon solutions to all points of the tactical pause that are supported by all involved parties.
- Per Chief Miller's request on 14 June for a detailed list in the way of training for staffing of St. 202, we promptly provided on 18 June a detailed breakdown of what training and skill a crew leader /senior FF should require for a successful and safe response. We understand per Board President Daphne's request that this be remedied immediately. However, as of 4 August, we've not received a response or effort from Chief Miller to sit down in a meeting together to discuss as his email indicated would be the plan. (Please see attached email).

#### Suspension of Association Officers

- On 21 July the Association emailed Chief Miller requesting immediate reinstatement for full active service as President Loudon and Vice President Olsen have been suspended contrary to department volunteer policy with no charges specified or progress made toward resolving this issue together in an effective manner that adheres to department policy. (Please see attached email).
  - Chief Miller's response was that he is working with DC Ferguson, AC Theurer, and the District's Attorney Mark Wolfe to determine all the charges against President Loudon and Vice President Olsen. He states the suspensions will remain in effect until a hearing is held to determine President Loudon's and Vice President Olsen's future with the district. No dates or anticipated timelines were given. (Please see attached email).

Respectfully submitted,

Andrew Loudon, President  
Jessica Olsen, Vice President  
Jean Goul, Treasurer  
Stephanie Vallancey, Secretary



Philomath Fire and Rescue Volunteer Association, Inc

18 June 2022

Chief Miller

In response to your email of 14 June regarding the start of staffing at St 202 on 21 June involving volunteers: If it is your intent to staff St 202 with a qualified officer and a temporary firefighter or RV during the day as previously agreed, then that meets the intent of the first point of the Tactical Pause which we consider is still in effect.

As to your request regarding the safety issues regarding the staffing of St 202, the number, training, experience, and qualifications of those assigned, attached are our desired crew leader criteria, to assure our members' safety and their ability to serve the public well. The department has identified the need of the rank of Senior Firefighter as a non-officer crew leader. We suggest the attached be the basis of the Senior FF job description as it has not yet been developed. This would provide consistent performance expectations while adding response capabilities to all stations. We fully believe the competency of the crew leader should be consistent across the department, and not decreased at certain stations. Please let us know when you would like to meet to discuss this recommendation fully.

Please keep in mind that there are two additional areas in the tactical pause that are yet unmet: Operational Guidelines and Logistical support. We look forward to resolving these issues in the near future.

Respectfully submitted.

Andrew Louden	Jessica Olsen
President	Vice President
Jean Goul	Samantha Schmeusser
Treasurer	Secretary (Acting)

From: Tom Miller <tom.miller@philomathfire.com> Sent: Tuesday, June 14, 2022 8:32:36 PM  
To: Andy Louden <andy.louden@philomathfire.com>; Jessica Melahn  
(jessica.melahn@yahoo.com) <jessica.melahn@yahoo.com> Cc: Chancy Ferguson  
<chancy.ferguson@philomathfire.com>; Lillee Rodriguez  
<lillee.rodriguez@philomathfire.com> Subject: 202 Coverage

Andy and Jessica,

Starting Tuesday June 21, we will start staffing Station 202 during the day. This will mainly be accomplished with a part time paid staff and RVs.

Yesterday at the board meeting, it was stated that our previous agreement of Initial Tactic Class, Apparatus Operator, and EMR was not enough training to allow RVs to be alone in Wren. I am hereby ordering you provide detailed list of you what you feel an RV needs, in the way of training, to be allowed to sleep out at Station 202 and respond to calls. Remember a Duty Officer will be 7 minutes behind them. This list needs to be comprehensive and realistic. If you are recommending a task book, I want to see a sample version of it by the above date.

This is your project, not Chancy's or Lillee's. They have been instructed to stay out of it and allow the volunteers come up with this on their own. I also want you keep in mind that these training requirements will most likely apply to 203 residents as well.

Once I return from vacation, we will sit down and discuss what you have come up with and make adjustments accordingly. I look forward to seeing what you come up with and let me know if you have any questions.

Sincerely,

Tom Miller

AAS/BS/FSCEO

Fire Chief/AEMT

Philomath Fire & Rescue

PO Box 247

Philomath, OR 97370

Phone: 541-360-0030

Cell: 719-660-4947

RV or Volunteer Crew Leader

## Crew leader /Senior FF Requirements

- Voluntary Assignment
- Minimum of 1 year experience
- EMT Basic or higher
- Traffic Incident Management training
- PFR Volunteer Senior Firefighter
  - DPSST
    - FF2
    - Wildland FFT1
    - Driving
      - Apparatus driver
      - Pumper Operator,
      - Wildland engine operator
      - Tender operator
  - Extrication (Chris Mills' class)
- Recommendation by their LT
  - Right seat time on engine/Rescue
    - Fire
    - MVA
    - Medical
  - Professional demeanor
- Evaluation Panel
  - Fire
    - Structure
    - Wildland
  - Medical
    - Medical
    - Trauma
  - Motor vehicle accidents
    - Traffic safety
    - Hazmat
    - Extrication

### RV or Volunteer crew member

- Entry Qualified
- EMR or higher
- Wildland FFT2
- Extrication (Chris Mills' class)

**From:** [Jessica Melahn](#)  
**To:** [Lillee Rodriguez](#)  
**Subject:** [EXTERNAL] PFRVA Board Report Supporting Email 4 of 4  
**Date:** Friday, 5 August, 2022 09:01:49

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----- Forwarded Message -----

**From:** Tom Miller <tom.miller@philomathfire.com>  
**To:** Andy Louden <andy.louden@philomathfire.com>; Rick Brand <rick.brand@philomathfire.com>  
**Cc:** Jessica Melahn (jessica.melahn@yahoo.com) <jessica.melahn@yahoo.com>; Viktor Bovbjerg <viktor.bovbjerg@philomathfire.com>; Chancy Ferguson <chancy.ferguson@philomathfire.com>; Marty Theurer <marty.theurer@philomathfire.com>  
**Sent:** Friday, July 22, 2022 at 06:15:03 AM PDT  
**Subject:** RE: Suspension

Andy,

I have received your response to my request for information. It was not what I requested, but we are considering it your response. I am working with DC Ferguson, AC Theurer, and the District's Attorney Mark Wolfe to determine all the charges against you and Jessica. I am dealing with union issues simultaneously, that is why it is taking so long. Your suspension is still in effect until you have had your hearing. Once you have received your notice of the hearing, we will set up a time and location for it. At that time, your future with the district will be determined, so I recommend that you come prepared for the hearing.

Let me know if you have any questions.

Thanks,

Tom Miller

Fire Chief

---

**From:** Andy Louden <andy.louden@philomathfire.com>  
**Sent:** Thursday, 21 July, 2022 17:13  
**To:** Tom Miller <tom.miller@philomathfire.com>; Rick Brand <rick.brand@philomathfire.com>  
**Cc:** Viktor Bovbjerg <widdak@gmail.com>; Jessica Melahn (jessica.melahn@yahoo.com) <jessica.melahn@yahoo.com>  
**Subject:** Suspension

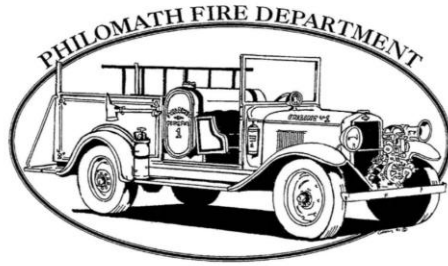
Chief Miller and Board Vice President Brand

Please find attached a letter from the Association regarding President Louden and Vice President Olsen's suspension.

Respectfully submitted.

Andy Loudon

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Philomath Fire and Rescue Volunteer Association, Inc

21 July 2022

Chief Miller:

The Association has not received your response to our letter emailed to you on 7 July 2022 regarding the suspension of President Loudon and Vice President Olsen. They have been suspended since 21 June, contrary to the department volunteer policy, with no charges specified and no progress toward resolving this issue together in an effective manner that adheres to department policy. We are therefore requesting their immediate reinstatement to full active service, their suspensions expunged from their personnel records, and their reinstatement be announced to all recipients (64) in your 21 June suspension email.

We look forward to your prompt response.

Respectfully,

Viktor Bovbjerg  
Representative for President Loudon and Vice President Olsen

Andrew Loudon  
President

Jessica Olsen  
Vice President

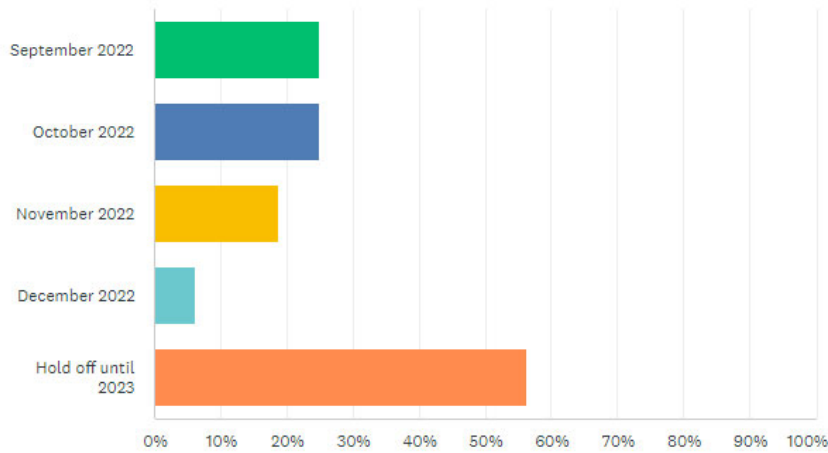
Jean Goul  
Treasurer

Stephanie Vallancey  
Secretary

Q1

### Which month would best suit you for an appreciation event?

Answered: 16 Skipped: 0

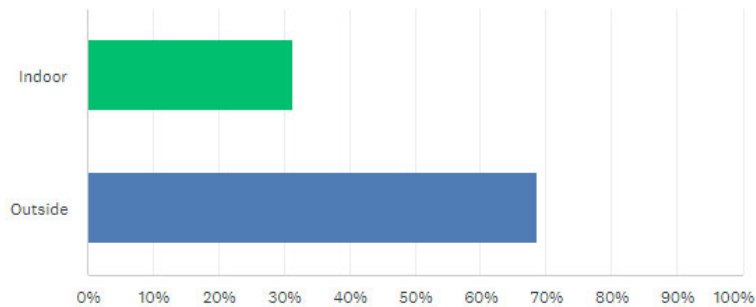


ANSWER CHOICES	RESPONSES
September 2022	25.00% 4
October 2022	25.00% 4
November 2022	18.75% 3
December 2022	6.25% 1
Hold off until 2023	56.25% 9
<b>Total Respondents: 16</b>	

Q2

### Would you prefer an indoor or outside event?

Answered: 16 Skipped: 0

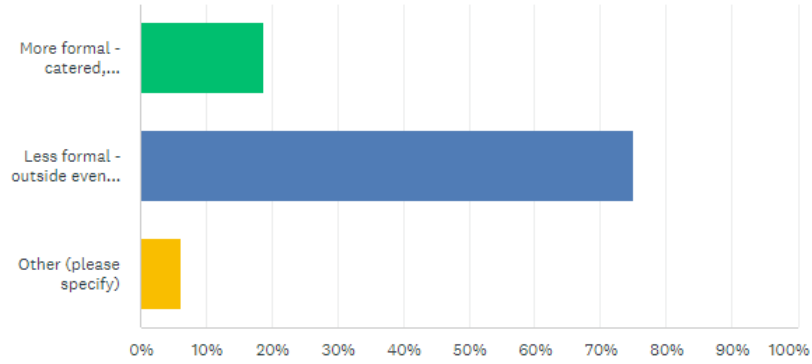


ANSWER CHOICES	RESPONSES
Indoor	31.25% 5
Outside	68.75% 11
<b>TOTAL</b>	<b>16</b>



### Would you prefer a more or less formal event?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
More formal - catered, sit-down dinner, more formal dress	18.75% 3
Less formal - outside event with buffet style catering, less formal attire	75.00% 12
Other (please specify)	<a href="#">Responses</a> 6.25% 1
<b>TOTAL</b>	<b>16</b>

# Fire Chief Self-Evaluation



Employee's Name: Name

Date: Date

Title: Title

Evaluator: Supervisor

Evaluation Period: Period

## Job Review

---

1. Discuss your performance on the essential functions of your position? Were there any special circumstances that have helped or hindered you in your position this year?

2. What were your goals for the review period? List them and discuss whether you achieved them or not. If you did not achieve a goal, please discuss the reasons why.

## Accomplishments

---

1. What do you think has been your most important contribution to the district?

2. Describe development/community-building activities that you participated in since last year (e.g., offsite seminars/classes, association memberships, onsite training, peer-training, on-the-job experience, better exposure to challenging projects).

## Goal Setting

---

1. What are the goals you have set for yourself for the coming year and what actions will you take to accomplish these goals? How can the board support you in accomplishing the goals?

2. What would you like to accomplish in the coming year for your own development? Do you feel you need any additional training in any of your job tasks/assignments?

## Management

---

1. How are you managing the fiscal health of your department?

2. How have you shown leadership this year?

## Management Self-Evaluation (Continued)

3. What is most challenging for you as a manager of employees? On the flip side, what is most rewarding for you as a manager of employees?

### Communication

---

1. Do you have any suggestions that would improve the operations of your workgroup and/or department?

2. Is there anything else you would like to share in this self-evaluation that was not specifically asked/addressed above?

### Staff Pulse Checks

---

1. How have the quarterly pulse checks with staff informed your work in the past year?



**Philomath Fire & Rescue  
Fire Department  
JOB PERFORMANCE EVALUATION FORM  
Fire Chief  
Confidential**

**Date:** [Click here to enter a date.](#)

**Employee:** [Click here to enter text.](#)

**Department:** [Click here to enter text.](#)

**Title:** [Click here to enter text.](#)

**Supervisor:** [Click here to enter text.](#)

**Evaluation Period:** [Click here to enter text.](#)

**Type:** Choose an item.

## PERFORMANCE PLANNING AND RESULTS

### Performance Review

- Use completed self-evaluation provided by the employee.
- Rate the employee's level of performance using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance, review and list goals, add comments, sign and file.

### Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings:  
(There should be supporting comments to justify ratings of "Below Expectations")

- 5: Performance is routinely above job requirements. Performance at this level is clearly superior and difficult to achieve.
- 4: Performance is sometimes above job requirements; consistent high-quality work.
- 3: Performance is regularly competent and dependable. This level of performance is expected.
- 2: Performance needs extra attention; sometimes does not fulfill requirements.
- 1: Performance fails to meet job requirements on a frequent basis. Improvement is required.

**Section A: Job Description:** Rate the employee’s performance on the essential functions on the job description using the 1-5 scale, or N/A if applicable. Look at all bullet points and provide an average. If there is an outlier, break out item and provide comments, below.

<p><b>Leadership</b> – Routinely demonstrates leadership abilities:</p> <ul style="list-style-type: none"> <li>a. Operates with high moral standards regarding duties and responsibility</li> <li>b. Provides effective leadership for all personnel necessary to carry out the business and mission of the district</li> <li>c. Responds to critical emergencies with the capability of supporting or assuming command</li> <li>d. Establishes challenging goals and provides opportunities for staff growth, delegating and coordinating effectively</li> <li>e. Initiates changes and identifies new methods to improve results</li> </ul>	<p><b>Score:</b></p>
<p><b>Comments/Outliers:</b></p>	
<p><b>Communication</b> –</p> <ul style="list-style-type: none"> <li>a. Communicates effectively and respectfully with district personnel, board of directors, budget committee, civil service, labor officials, and the community</li> <li>b. Makes effective public presentations</li> <li>c. Gains cooperation through respectful discussion</li> </ul>	<p><b>Score:</b></p>
<p><b>Comments/Outliers:</b></p>	
<p><b>Teamwork</b> –</p> <ul style="list-style-type: none"> <li>d. Effective in getting along with fellow employees and volunteers</li> <li>e. Respects others’ rights and shows a cooperative, respectful spirit</li> </ul>	<p><b>Score:</b></p>
<p><b>Comments/Outliers:</b></p>	
<p><b>Decision Making/Problem Solving</b> –</p> <ul style="list-style-type: none"> <li>a. Understands problems and makes timely, practical decisions that result in effective solutions.</li> <li>b. Reacts quickly and calmly in emergency situations</li> </ul>	<p><b>Score:</b></p>
<p><b>Comments/Outliers:</b></p>	
<p><b>Board Relationships</b> –</p> <ul style="list-style-type: none"> <li>a. Achieves performance goals set with the board, in alignment with the strategic plan.</li> <li>b. Makes effective, clear recommendations to the Board</li> </ul>	<p><b>Score:</b></p>
<p><b>Comments/Outliers:</b></p>	
<p><b>Financial Responsibility</b> –</p> <ul style="list-style-type: none"> <li>a. Implements appropriate reporting and control procedures</li> <li>b. Operates efficiently at lowest cost; staying within established budgets</li> </ul>	<p><b>Score:</b></p>

<b>Comments/Outliers:</b>	
<b>Safety –</b> a. Work habits and attitudes toward workplace safety support a safe employee workplace b. Safety practices support community safety c. Station is supplied with proper facilities and equipment for staff to work effectively and safety	<b>Score:</b>
<b>Comments/Outliers:</b>	
<b>Dependability –</b> a. In compliance with instructions/guidance and performs well under usual and unusual circumstances b. Shows good working habits	<b>Score:</b>
<b>Comments/Outliers:</b>	
<b>Human Resource Management –</b> a. Oversees the district’s personnel management system including hiring, promotions, appraisals, and discipline, including taking appropriate and timely action with marginal or unsatisfactory performers	<b>Score:</b>
<b>Comments/Outliers:</b>	

**Goals/accomplishments completed during evaluation period which support strategic plan.** Supervisors:  
Discuss progress made by employee towards goals and state degree of achievement on listed goals.

**List and discuss 1-5 expectations/goals for the upcoming review period.** Remember SMART goals.  
(Specific, Measurable, Achievable, Relevant, and Time-Bound)

**If contract year, eligible for contract renewal?** [Y, N, N/A]

**Eligible for Merit Increase:** [Y, N, N/A]

**Supervisor Comments:** Make general comments regarding employee's performance during the appraisal year. Must discuss all "below expectation" ratings with clear direction on what is required to bring performance in-line with expectations and "exceed expectation" ratings and why the performance is exceptional. If in work-plan, tie comments to work plan behavior change expectations.

**Employee Comments:**

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Employee \_\_\_\_\_ Date \_\_\_\_\_

*I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that my Self-Evaluation Form will be attached to this document.*

Evaluated by \_\_\_\_\_ Date \_\_\_\_\_

Board President \_\_\_\_\_ Date \_\_\_\_\_



## Philomath Fire & Rescue Fire Department Quarterly Pulse Check

- Discuss these questions with staff quarterly.
- Compile results into report for Chief on quarterly basis; anonymize comments.

1. **Topical Question** (may be repeated as necessary, or changed to stay current)

*Example: How can we improve XX training course?*

2. **Pulse Question** (this stays the same every quarter)

a. How happy are you at work? *Rate 1-5, 5 being "very happy"*

b. Do you have all the tools, resources, and support needed to perform to the best of your ability?



# 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 and Union Representation.

### **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, 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.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.

## ORGANIZATIONAL MANUAL

- 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.
- Response to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Fire Chief

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.
- 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.

### **Minimum Requirements:**

- Be in good standing with the District
- Minimum of three (3) years' experience in fire suppression (with one year with Philomath Fire & Rescue for Volunteer Lieutenants)

## ORGANIZATIONAL MANUAL

- 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 EMT Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus 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 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
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

### **Training/Education:**

A Lieutenant is 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 Fire Chief.

### **Physical Demands:**

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

The 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.

## ORGANIZATIONAL MANUAL

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 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.



# INVOICE 8121

## DOUBLE EAGLE PAVING LLC

30844 Ehlen Drive Albany, Or 97321  
Phone 541-758-7273 Fax 541-926-9399  
CCB # 228259

**Bid Number:** 8121      **PO Number:** 8121      **Date** 06/29/22

**Customer Info:**

Name: Philomath Fire Dept  
Address:

Phone: 541-360-0030  
Cell:  
Fax:

**Work Site Info:**

Name:  
Address: 1035 Main Street, Philomath

Email  
[chancy.ferguson@philomathfire.com](mailto:chancy.ferguson@philomathfire.com)

Description of Work	Quantity	Unit Price	Extension
14x70 Remove and replace		Lump	\$14,058.00
Ordered By <u>FERGUSON</u> Rec'd/Initials <u>CF</u> Chief Approval <u>TW</u> Board Review _____ GL Code <u>7130V</u>			
<b>Lump Sum <input checked="" type="checkbox"/> Unit Price _____</b>		<b>Total</b>	<b>\$14,058.00</b>

**TERMS:** Payment due upon completion. A finance charge of 1 1/2% per month will be charged on the unpaid balance after 30 days from date of completion. This is an annual percentage rate of 18%.

**PERSONAL NOTICE:** We reserve the right to claim lien for all labor and materials furnished on this job according to Oregon Revised Statute 87.021

By \_\_\_\_\_  
Double Eagle Paving, LLC

QUOTE



# Philomath Fire and Rescue District

**Philomath Fire and Rescue District**  
1035 Main Street  
Philomath, OR 97370  
United States

**Lillee Rodriguez**  
Office Administrator  
lillee.rodriguez@philomathfire.com  
5413600030

**Reference: 20220525-153451910**  
Quote created: May 25, 2022  
Quote expires: June 24, 2022  
Quote created by: Maria Lara  
maria@getstreamline.com  
+1 (916) 900-6619

## Comments from Maria Lara

Previous monthly charges: \$360  
New monthly charges: \$60 for Streamline Engage

Pricing breakdown:

- Streamline Web: \$200/month
- Streamline Engage add-on: \$60/month
- Streamline Portal: \$160

## Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Streamline Web w/Engage Member 1m-5m	web_e_m_1m-5m	1	\$260.00 / month	\$260.00 / month
Streamline Portal w/Engage Member (2020 launch promotion) 1m-5m	portal_e_m_1m- 5m_pl	1	\$160.00 / month	\$160.00 / month

## Subtotals

Monthly subtotal \$420.00

**Total \$420.00**

## Questions? Contact me



Maria Lara

maria@getstreamline.com

+1 (916) 900-6619

Streamline

2321 P Street

Sacramento, CA 95816

US