

# PHILOMATH FIRE & RESCUE

October 17, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT>

09

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
  1. Minutes – September 8<sup>th</sup>, 2022
  2. Minutes - September 12<sup>th</sup>, 2022
  3. Minutes – September 23<sup>rd</sup>, 2022
  4. Bills – September
  5. Civil Service Commission Minutes
  6. Chief Vacation Hours
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar
    - Board Announcement – Fire Chief
  2. Board Secretary Report
  3. DC Saalsaa Revenue/Statistic Report
    - Review of Check Register – Checks #33361 – Paula Anderson, 33362 – Alex Schilz issued with 1 signature each
    - Audit FY Ending 06/30/22 Notes
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association - Louden
  2. IAFF Local 4925 – Licon
- VI. OLD BUSINESS
  1. Chief Review Process – Edmonds & Phillips
  2. Board Self-Assessment - Brand
  3. Lieutenant Job Description – 1<sup>st</sup> Reading
  4. Administrative Assistant Job Description – 1<sup>st</sup> Reading
  5. SDAO Best Practices Self-Assessment Work Session
- VII. NEW BUSINESS
  1. Cyber Security – DC Saalsaa
  2. Strategic Plan Quarterly Update
  3. Questions and Answers Opportunity: Board/Staff/Volunteers
  4. Quarterly Board Report to Volunteers

VIII. ACTION ITEMS

IX. NEXT MEETING – November 14, 2022

X. ADJOURNMENT

A Fire Board member shall strive to:

Respect opinions of others and graciously accept the principle of “majority rules” in Board meetings.

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

## Lillee Rodriguez

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

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

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

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

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

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

4:38 pm, public session adjourns.

# PHILOMATH FIRE & RESCUE

September 12, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:00 by President Phillips. Board members present were President Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds, and Vice President Rick Brand. Joe Brier was not present. Staff present was Deputy Chief (DC) Chancy Ferguson.  
Guests – Victor Haney, Dan Kearl, Katie Kearns, Bob Riegelmann, Brad Fuqua, Jessica Olsen, Andrew Licon, Rich Saalsaa, Andy Louden, Charles Woodruff, Jean Goul, Scott Moser, Jackie Goldman, Layne Converse, Sam Schmeusser, Troy Schaffer, Hiram Loyd, Viktor Bovbjerg, and Ryan Phan.
- II. CONSENT AGENDA
  1. Minutes – August 4, 2022
  2. Minutes – August 8, 2022
  3. Bills – August 2022
  4. Chief Vacation HoursPresident Phillips read notes, included in the Board Packet, from OA Rodriguez that including notations relating to various bills for September 2022. President Phillis also read aloud the Reminders for the Board Members. **Edmonds motioned to approve the consent agenda as presented. President Phillips seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – Member of the public had questions about the appointment of a Chief.
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar – The Board reviewed the upcoming conferences. They also noted that further discussion relating to the Volunteer Appreciation dinner will take place in early 2023.
    - Reminders for Board Members were read under the Consent Agenda.
  2. Fire Chief – DC Ferguson read through his Chief’s report. DC Ferguson also addressed the changes in personnel and encouraged the volunteers, personnel, and board members to work together for the success of the District, committing himself to the same.
  3. Board Secretary – President Phillips read OA Rodriguez’s written report, included in the board packet).
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer President Louden stated that the volunteers are ready to work with DC Ferguson and the District as a whole. President Louden read his Volunteer report, noting that the tactical pause is still in place and that the Volunteers will work towards increasing their social media presence and recruitment. The Board and staff talked about the upcoming Open House and Health Fair scheduled for October 15<sup>th</sup>.
  2. IAFF Local 4925 – Union President Licon stated that the Union supports the appointment of DC Ferguson as interim Chief. Union President Licon expressed concern about the pay raise approved for OA Rodriguez.
- VI. OLD BUSINESS

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

VII. NEW BUSINESS

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

VIII. ACTION ITEMS

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

IX. NEXT MEETING – October 10, 2022

X. ADJOURNMENT – Meeting adjourned at 15:56.

# PHILOMATH FIRE & RESCUE

September 23, 2022

Location: Philomath Fire & Rescue

3:00 pm

## Executive Session

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

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

## Special Session Board Meeting

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

## Philomath Fire and Rescue Transaction by Account September 2022

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6216 · Supplies - FA/CPR Education</b>					
Bill	09/26/2022	OSCU 402518-73	6 fa/cpr cards	120.00	120.00
Bill	09/26/2022	OSCU 402518-73	7 fa/cpr cards	140.00	260.00
Bill	09/26/2022	OSCU 402518-73	fa/cpr books	481.25	741.25
Bill	09/26/2022	Cheri Damitio	Instructor fees - fa/cpr class 09/13/22	162.50	903.75
Bill	09/26/2022	Cheri Damitio	Instructor fees - Fa/CPR class 09/20/22	168.75	1,072.50
Bill	09/26/2022	Cheri Damitio	instructor fees - FA/CPR class 09/21/22	81.25	1,153.75
Total 6216 · Supplies - FA/CPR Education				1,153.75	1,153.75
<b>6091 · Tuition Reimbursement</b>					
Bill	09/26/2022	Brandon Dowell	Summer 2022 Tuition Reimbursement	2,789.50	2,789.50
Bill	09/26/2022	Cassidy Worthington-Lundg...	Summer 2022 Tuition Reimbursement	1,650.00	4,439.50
Total 6091 · Tuition Reimbursement				4,439.50	4,439.50
<b>6001 · Contracted Professional Service</b>					
Bill	09/26/2022	Local Government Law Group	ULP discussions, emails, phone calls	1,586.00	1,586.00
Bill	09/26/2022	Local Government Law Group	ULP discussions, phone calls, emails	3,900.00	5,486.00
Bill	09/26/2022	Local Government Law Group	HR Answers discussions, phone calls, ...	286.00	5,772.00
Bill	09/26/2022	Security Alarm Corp	Fire System support	165.31	5,937.31
Bill	09/26/2022	Kamind IT, Inc.	Microsoft 365 support	195.84	6,133.15
Total 6001 · Contracted Professional Service				6,133.15	6,133.15
<b>6010 · Office Supplies</b>					
Bill	09/26/2022	OSCU 402518-73	surge protector backup	194.50	194.50
Bill	09/26/2022	OSCU 402518-72	copy paper	50.99	245.49
Bill	09/26/2022	OSCU 402518-72	Open House posters	19.20	264.69
Bill	09/26/2022	OSCU 402518-73	external hard drive	189.99	454.68
Bill	09/26/2022	OSCU 402518-73	server protection plan	29.99	484.67
Bill	09/26/2022	MPTV, Inc.	cork board	23.99	508.66
Total 6010 · Office Supplies				508.66	508.66
<b>6011 · Postage/Shipping</b>					
Bill	09/26/2022	OSCU 402518-72	shipping for soiled turnouts	18.17	18.17
Bill	09/26/2022	OSCU 402518-72	stamps	81.60	99.77
Total 6011 · Postage/Shipping				99.77	99.77
<b>6020 · Insurance and Bond</b>					
Bill	09/26/2022	Special Districts Insurance ...	New 232 addition to insurance	848.00	848.00
Total 6020 · Insurance and Bond				848.00	848.00
<b>6030 · Dues and Fees</b>					
Check	09/10/2022	AsiFlex	admin fee	11.25	11.25
Check	09/30/2022		Service Charge	0.10	11.35
Total 6030 · Dues and Fees				11.35	11.35
<b>6040 · Publications and Elections</b>					
Bill	09/26/2022	OSCU 402518-72	AA Recruitment publication	57.80	57.80
Bill	09/26/2022	OSCU 402518-72	AA recruitment publication	57.80	115.60
Total 6040 · Publications and Elections				115.60	115.60

## Philomath Fire and Rescue Transaction by Account September 2022

Type	Date	Name	Memo	Amount	Balance
<b>6050 · Utilities</b>					
Bill	09/26/2022	Republic Services	201 - garbage	240.65	240.65
Bill	09/26/2022	Republic Services	203 - garbage	34.21	274.86
Bill	09/26/2022	City of Philomath	Fire Line - water	15.20	290.06
Bill	09/26/2022	City of Philomath	201 - water	611.30	901.36
Bill	09/26/2022	Consumers Power Inc.	Priest Rd - Power	75.50	976.86
Bill	09/26/2022	Consumers Power Inc.	Daisy - Power	30.23	1,007.09
Bill	09/26/2022	Consumers Power Inc.	202 - power	88.01	1,095.10
Bill	09/26/2022	NW Natural	201 - natural gas	53.23	1,148.33
Bill	09/26/2022	Culligan	bottled water	126.90	1,275.23
Total 6050 · Utilities				1,275.23	1,275.23
<b>6060 · Telephone, Pagers, Internet</b>					
Bill	09/01/2022	Alyrica	201 - phones & internet	612.86	612.86
Check	09/04/2022	AT&T Mobility	ESO Tablets	40.47	653.33
Check	09/21/2022	Verizon	Tablets & LT Phone	293.71	947.04
Bill	09/26/2022	Century Link	203 - Phones	128.11	1,075.15
Total 6060 · Telephone, Pagers, Internet				1,075.15	1,075.15
<b>6070 · Travel</b>					
Bill	09/26/2022	OSCU 402518-72	donuts after gsw call	20.75	20.75
Bill	09/26/2022	OSCU 402518-70	CONFLAG food	25.26	46.01
Total 6070 · Travel				46.01	46.01
<b>6090 · Education/Training</b>					
Bill	09/26/2022	Spaeth Lumber Co., Inc	supplies for training prop	7.99	7.99
Bill	09/26/2022	Spaeth Lumber Co., Inc	stakes for training prop	26.47	34.46
Bill	09/26/2022	Bio-Med Testing	background checks - pindell, lawson-H...	58.00	92.46
Bill	09/26/2022	Spaeth Lumber Co., Inc	wood shims for training prop	6.00	98.46
Total 6090 · Education/Training				98.46	98.46
<b>6100 · Equipment Maintenance Agreement</b>					
Check	09/15/2022	De Lage Landen Financial ...	201 - admin copier lease	152.50	152.50
Check	09/15/2022	De Lage Landen Financial ...	Admin copier & service	152.50	305.00
Total 6100 · Equipment Maintenance Agreement				305.00	305.00
<b>6130 · Gas &amp; Oil</b>					
Bill	09/26/2022	Carson Oil	fuel	1,256.81	1,256.81
Bill	09/26/2022	Carson Oil	Fuel	1,059.10	2,315.91
Total 6130 · Gas & Oil				2,315.91	2,315.91
<b>6160 · Equipment Maintenance</b>					
Bill	09/01/2022	SeaWestern	SCBA regulator flow test	2,380.00	2,380.00
Bill	09/26/2022	Truck N Tractor	pump repair	426.00	2,806.00
Total 6160 · Equipment Maintenance				2,806.00	2,806.00
<b>6161 · Vehicle Maintenance</b>					
Bill	09/26/2022	OSCU 402518-73	231,251 - cup holders	31.98	31.98
Total 6161 · Vehicle Maintenance				31.98	31.98
<b>6170 · Building Maint and Improvements</b>					
Bill	09/26/2022	MPTV, Inc.	hose, adapters, fasteners, connectors	41.22	41.22
Bill	09/26/2022	MPTV, Inc.	fasteners	1.77	42.99
Bill	09/26/2022	OSCU 402518-73	eye wash stations and signage	365.97	408.96
Total 6170 · Building Maint and Improvements				408.96	408.96
<b>6200 · Supplies - Department</b>					
Bill	09/26/2022	Walter E. Nelson Co.	disinfecting wipes	42.00	42.00
Bill	09/26/2022	Walter E. Nelson Co.	sanitizer, paper towel, detergent	142.51	184.51
Total 6200 · Supplies - Department				184.51	184.51



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

Type	Date	Name	Memo	Amount	Balance
<b>6210 · Supplies - Medical</b>					
Bill	09/26/2022	Zoll Medical Corporation	nasal canulas - adult & pediatric	535.50	535.50
Bill	09/26/2022	Medline Industries, Inc.	electrodes, gloves, oxiters, ondansetron	153.33	688.83
Bill	09/26/2022	Medline Industries, Inc.	respirator	470.56	1,159.39
Bill	09/26/2022	Medline Industries, Inc.	sodium chloride, stethoscope	188.59	1,347.98
Bill	09/26/2022	OSCU 402518-72	aspirin	6.98	1,354.96
Total 6210 · Supplies - Medical				1,354.96	1,354.96
<b>6215 · Supplies - Prevention</b>					
Bill	09/26/2022	OSCU 402518-73	fire safety kits and handouts for open h...	402.00	402.00
Total 6215 · Supplies - Prevention				402.00	402.00
<b>6240 · Supplies - Consumables</b>					
Bill	09/26/2022	TWGW, Inc. dba Philomath ...	tire cleaner	15.98	15.98
Total 6240 · Supplies - Consumables				15.98	15.98
<b>6250 · Uniforms</b>					
Bill	09/26/2022	911 Supply	jackets	121.21	121.21
Bill	09/26/2022	Northwest Safety Clean	Nametag - Converse	74.43	195.64
Bill	09/26/2022	SeaWestern	Turnouts	1,553.90	1,749.54
Bill	09/26/2022	Fran Buster	patch sewing	70.00	1,819.54
Total 6250 · Uniforms				1,819.54	1,819.54
<b>6900 · Miscellaneous Expense</b>					
Bill	09/26/2022	Stephanie Vallancey Martin...	OSU Game Standby	159.84	159.84
Total 6900 · Miscellaneous Expense				159.84	159.84
Total 6000 · Materials and Services				25,609.31	25,609.31
Total Expense				25,609.31	25,609.31
Net Ordinary Income				-25,609.31	-25,609.31
<b>Net Income</b>				<b>-25,609.31</b>	<b>-25,609.31</b>

Philomath Fire and Rescue  
Civil Service Commission Meeting

Tuesday, October 4th, 2022

Station 201

5:00 pm

- I. Roll Call: Meeting called to order at 17:02 hours. Members present: Tom Plant, Michael Sage, and Chancy Ferguson Fire Chief.
- II. Motion to approve the minutes of the July 5<sup>th</sup> meeting made by Tom Plant, Seconded by Michael Sage. Motion approved.
- III. Quarterly Pay roll Report was provided to Civil service commissioners, one correction was noted for Paula Andersons hourly rate.
- IV. Personnel: Commissioners discussed whether they should be involved in the scoring of the Office administrator's position. It was decided by the commissioners that they did not want to be involved I the testing process for the position. Commissioners were also adiced that we will be starting the testing process for another Firefighter Position with the potential loss of a current employee.
- V. Future Meeting Dates: January 3, 2023, April 4, 2023, July 11, 2023
- VI. The meeting was adjourned at 17:18 Hours.

Respectfully submitted by:

Chancy Ferguson Fire Chief

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

Beginning Balance as of September 1, 2022	219.5	121.66
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	Sick Leave	Vacation
<b>July</b>		

	Sick Leave	Vacation
<b>August</b>		

	Sick Leave	Vacation
<b>September</b>		
accrual	8	8
taken	0	0
balance	227.5	129.66

	Sick Leave	Vacation
<b>October</b>		
accrual	8	10
taken		
balance	235.5	139.66

	Sick Leave	Vacation
<b>November</b>		
accrual	8	10
taken		
balance	243.5	149.66

	Sick Leave	Vacation
<b>December</b>		
accrual	8	10
taken		
balance	251.5	159.66

	Sick Leave	Vacation
<b>January</b>		
accrual	8	10
taken		
balance	259.5	169.66

	Sick Leave	Vacation
<b>February</b>		
accrual	8	10
taken		
balance	267.5	179.66

	Sick Leave	Vacation
<b>March</b>		
accrual	8	10
taken		
balance	275.5	189.66

	Sick Leave	Vacation
<b>April</b>		
accrual	8	10
taken		
balance	283.5	199.66

	Sick Leave	Vacation
<b>May</b>		
accrual	8	10
taken		
balance	291.5	209.66

	Sick Leave	Vacation
<b>June</b>		
accrual	8	10
taken		
balance	299.5	219.66

## Philomath Fire & Rescue Annual Board Calendar

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

## Board Statement

Re: Fire Chief and Interim Contract

The Board is pleased to announce that Chancy Ferguson has signed an interim contract with the District, for the period of September 28, 2022 through March 28, 2024. The title of the position is Fire Chief, and Chief Ferguson has responsibilities for all duties of the Fire Chief position.

Chief Ferguson has appointed Rich Saalsaa as Deputy Chief for the same interim period.

At the conclusion of this interim period, both the Fire Chief and Deputy Fire Chief positions will be reviewed and candidate(s) considered for long-term, permanent agreements.

The Board greatly appreciates both Chief Ferguson and DC Saalsaa for their expertise, heart, and team spirit as we build a better future, together.

The Board is also immensely proud of and grateful to the entire workforce of Philomath Fire and Rescue, both staff and volunteers. You provide excellent, professional, and life-saving services to the community every day, and we thank you for your dedication and hard work through challenging times.



# Philomath Fire & Rescue

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

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## PHILOMATH FIRE & RESCUE CHIEF'S REPORT October 10, 2022

### **Personnel:**

**Administrative Assistant:** The Administrative Assistant positing closed Friday 10-7-22. We have received 2 applications and will be scheduling an interview/testing process later this week.

**Career Responders:** Firefighter Andrew Licon has accepted a conditional offer at the City of Corvallis Fire Department. We are expecting his last shift to be in mid-November. Once we have received written notice that he will formally vacating his position we will post for the opening.

**Resident Volunteers:** We are currently fully-staffed with 9 Resident Volunteers.

### **Union Communications:**

2 MOU's have been signed by IAFF local 4925 and myself. The first MOU is allowing a shift schedule change from the current "Modified Detroit Schedule" to a "48 hours on duty, 96 hours off duty schedule. This schedule has no impact on the budget or monthly hours worked. The second MOU covers DC Saalsaa's interim position.

### **Training Activities:**

- Lt. Bovbjerg and I will complete a live fire instructor class 10-7-22
- FF. Schell completed NFPA Safety Officer training
- The Tender Operator Academy was completed. The has 3 personnel working through the Water Tender Operator training
- October 11, 2022 will be the first day of our in-house FFI academy. The academy should conclude at the beginning of December.

### **Apparatus/Equipment:**

- Engine 231 has been in the shop for an intermittent check engine light relating to emission issues. The mechanic estimates a \$6,500 repair cost.



# Philomath Fire & Rescue

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

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## Building Update:

- OSHA remediations have been completed.
- Fire Suppression system at station 201 has been repaired.

## Community Involvement/Meetings:

- I have attended multiple Fire Defense Board meetings throughout this past month.
- Chief Barnes (Monroe FD), Chief Janes (Corvallis FD) and I will meet on October 19 to discuss the Greenberry Gap.
- DC. Saalsaa attended a Philomath City/ Philomath School District meeting related to the flow of traffic through the school zones.
- Board Member Edmonds, DC Saalsaa, C-Shift, and I attended the groundbreaking ceremony for the Philomath Street scape project.
- The Department has held multiple meetings to develop a vision for the future. We have already found several opportunities to explore.

Respectfully submitted,

Chief Ferguson

**Report to the Board of Directors  
17 October 2022**

**DC Rich Saalsaa**

**Statistics for September 2022**

Total monthly calls: 686  
Fire calls: 150 (22%)  
EMS Calls: 536 (78%)  
Calls Sep 2021: 657 (Trend: +4%)

Projected 2022: 900+ (2021: 857)

Significant calls:

9/5 Conflagration response (Cedar Creek)  
9/22 Tractor fire on Greenberry Rd property  
9/29 MVC Hwy 34/Grey Creek Ln – extrication required

Breakdown of calls for the year by area:

Station 201 RURAL	138
Station 201 W. City	206
Station 201 E. City	167
Station 202	25
Station 203	46
Adair	0
Alsea	9
Blodgett	20
CFD	21
Conflagration	1
Kings Valley	22
Lincoln Co	9
Marys Peak	10
Misc Mutual Aid	3
Monroe	9
Total	686

**Training for September 2022**

10 drills for 12 hours.

Respectfully submitted,

DC Rich Saalsaa



**Report to the Board of Directors  
17 October 2022**

**DC Rich Saalsaa**

**Network and Computer Analysis Project (Cybersecurity)**

Philomath Fire & Rescue (PFR) engaged the services of Riverstrong to assess the current state of the Computer and Network infrastructure at our places of operations. I have been working with Doug Edmonds on creating a project to update our computer systems with a systematic, phased-oriented approach that will meet our budgetary constraints and address any security weaknesses / vulnerabilities in our network and cyber operations.

I have released a Request for Proposal (RFP) to Riverstrong and KAMIND, Inc. to provide for a work plan approach to meeting our needs. I am attaching the RFP here for your information and the approach we are taking to locate an organization that will not only assist us with modernizing our security but also provide IT services that will free up current staff time (I put in at least 8-10 hours per week on average on IT-related issues).

The timeline for the RFP process is contained in the RFP. I am hoping to bring to the Board a recommendation in December for a January project start.

Respectfully submitted,

DC Rich Saalsaa

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

	GO Bond 20...	General Fund	Building Res...	Equipment ...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4042 · Bond Income - Prop Tax Interest	1,574.63	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	1,557.71	0.00	0.00	0.00
4060 · Conflagration Income	0.00	19,284.73	0.00	0.00
4050 · Public Education Income	0.00	2,140.00	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	5,167.51	0.00	0.00
4020 · Current Property Taxes	0.00	7,359.37	0.00	0.00
4025 · Interest - Property Tax	0.00	5,089.15	0.00	0.00
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	0.00	17.76	0.00	0.00
4030 · Investments - LGIP	245.84	940.11	610.69	238.22
4026 · Interest Income - Other	0.00	138.62	0.00	0.00
<b>Total 4026 · Interest Income</b>	<b>245.84</b>	<b>1,096.49</b>	<b>610.69</b>	<b>238.22</b>
4900 · Miscellaneous Income	0.00	70.00	0.00	0.00
<b>Total Income</b>	<b>69,004.64</b>	<b>533,137.06</b>	<b>183,785.70</b>	<b>66,202.20</b>
<b>Gross Profit</b>	<b>69,004.64</b>	<b>533,137.06</b>	<b>183,785.70</b>	<b>66,202.20</b>
<b>Expense</b>				
5000 · Personnel Expenses				
5131 · Non-Union Overtime Wages	0.00	37.08	0.00	0.00
5136 · Conflagration Wages	0.00	14,884.24	0.00	0.00
5100 · Fire Chief Wages	0.00	26,631.00	0.00	0.00
5105 · Deputy Chief Wages	0.00	21,445.00	0.00	0.00
5110 · Admin Asst Wages	0.00	13,686.00	0.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	23,532.64	0.00	0.00
5125 · Firefighter Wages	0.00	47,349.82	0.00	0.00
5130 · Overtime Wages	0.00	15,606.19	0.00	0.00
5135 · Extra Hire	0.00	13,688.62	0.00	0.00
5405 · Employers FICA	0.00	6,335.99	0.00	0.00
5410 · Employers Medicare	0.00	1,481.80	0.00	0.00
5430 · PERS - Employe	0.00	40,860.81	0.00	0.00
5431 · PERS - Pickup 6%	0.00	10,106.45	0.00	0.00
5440 · Health Insurance	0.00	31,620.02	0.00	0.00
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>	<b>267,265.66</b>	<b>0.00</b>	<b>0.00</b>
6000 · Materials and Services				
6205 · Supplies - Residences				
6205-3 · Supplies - Residence - 203	0.00	11.94	0.00	0.00
6205-1 · Supplies - Residence - 201	0.00	238.44	0.00	0.00
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>	<b>250.38</b>	<b>0.00</b>	<b>0.00</b>
6901 · Cost of Goods Sold	0.00	7.10	0.00	0.00
6216 · Supplies - FA/CPR Education	0.00	2,436.20	0.00	0.00
6091 · Tuition Reimbursement	0.00	8,401.75	0.00	0.00
6001 · Contracted Professional Service	0.00	14,517.33	0.00	0.00
6010 · Office Supplies	0.00	1,920.97	0.00	0.00
6011 · Postage/Shipping	0.00	288.41	0.00	0.00
6020 · Insurance and Bond	0.00	19,765.89	0.00	0.00
6030 · Dues and Fees	0.00	6,314.16	0.00	0.00
6040 · Publications and Elections	0.00	115.60	0.00	0.00
6050 · Utilities	0.00	6,028.28	0.00	0.00
6060 · Telephone, Pagers, Internet	0.00	6,222.14	0.00	0.00
6070 · Travel	0.00	1,023.40	0.00	0.00
6080 · Conference	0.00	269.00	0.00	0.00
6090 · Education/Training	0.00	772.70	0.00	0.00
6100 · Equipment Maintenance Agreement	0.00	607.00	0.00	0.00
6130 · Gas & Oil	0.00	7,805.07	0.00	0.00
6160 · Equipment Maintenance	0.00	2,885.25	0.00	0.00
6161 · Vehicle Maintenance	0.00	2,871.53	0.00	0.00

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

	<u>GO Bond 20...</u>	<u>General Fund</u>	<u>Building Res...</u>	<u>Equipment ...</u>
6170 · Building Maint and Improvements	0.00	5,567.71	0.00	0.00
6180 · Grounds Maintenance	0.00	46.97	0.00	0.00
6190 · Small Tools & Equipment	0.00	101.40	0.00	0.00
6200 · Supplies - Department	0.00	1,877.64	0.00	0.00
6210 · Supplies - Medical	0.00	4,204.01	0.00	0.00
6215 · Supplies - Prevention	0.00	402.00	0.00	0.00
6240 · Supplies - Consumables	0.00	287.16	0.00	0.00
6250 · Uniforms	0.00	9,359.36	0.00	0.00
6270 · Volunteer - Activities	0.00	322.53	0.00	0.00
6310 · Physical & Immunizations	0.00	1,302.00	0.00	0.00
6320 · Community Involvement	0.00	118.38	0.00	0.00
6900 · Miscellaneous Expense	0.00	2,081.02	0.00	0.00
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>	<b>108,172.34</b>	<b>0.00</b>	<b>0.00</b>
<b>7000 · Capital Outlay</b>				
7110 · Capital Outlay - Building	0.00	0.00	14,058.00	0.00
<b>Total 7000 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>14,058.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>0.00</b>	<b>375,438.00</b>	<b>14,058.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>69,004.64</b>	<b>157,699.06</b>	<b>169,727.70</b>	<b>66,202.20</b>
<b>Net Income</b>	<b><u>69,004.64</u></b>	<b><u>157,699.06</u></b>	<b><u>169,727.70</u></b>	<b><u>66,202.20</u></b>

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

	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4042 · Bond Income - Prop Tax Interest	1,574.63
4041 · Bond Income - Delinquent Taxes	1,557.71
4060 · Conflagration Income	19,284.73
4050 · Public Education Income	2,140.00
4040 · Bond Income	2,213.58
4000 · Carryover Fund Balance	805,481.68
4010 · Delinquent Property Taxes	5,167.51
4020 · Current Property Taxes	7,359.37
4025 · Interest - Property Tax	5,089.15
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	17.76
4030 · Investments - LGIP	2,034.86
4026 · Interest Income - Other	138.62
	<hr/>
Total 4026 · Interest Income	2,191.24
4900 · Miscellaneous Income	70.00
	<hr/>
<b>Total Income</b>	<b>852,129.60</b>
<b>Gross Profit</b>	<b>852,129.60</b>
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	37.08
5136 · Conflagration Wages	14,884.24
5100 · Fire Chief Wages	26,631.00
5105 · Deputy Chief Wages	21,445.00
5110 · Admin Asst Wages	13,686.00
5120 · Fire & Life Safety Officer Wage	23,532.64
5125 · Firefighter Wages	47,349.82
5130 · Overtime Wages	15,606.19
5135 · Extra Hire	13,688.62
5405 · Employers FICA	6,335.99
5410 · Employers Medicare	1,481.80
5430 · PERS - Employe	40,860.81
5431 · PERS - Pickup 6%	10,106.45
5440 · Health Insurance	31,620.02
	<hr/>
Total 5000 · Personnel Expenses	267,265.66
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	11.94
6205-1 · Supplies - Residence - 201	238.44
	<hr/>
Total 6205 · Supplies - Residences	250.38
6901 · Cost of Goods Sold	7.10
6216 · Supplies - FA/CPR Education	2,436.20
6091 · Tuition Reimbursement	8,401.75
6001 · Contracted Professional Service	14,517.33
6010 · Office Supplies	1,920.97
6011 · Postage/Shipping	288.41
6020 · Insurance and Bond	19,765.89
6030 · Dues and Fees	6,314.16
6040 · Publications and Elections	115.60
6050 · Utilities	6,028.28
6060 · Telephone, Pagers, Internet	6,222.14
6070 · Travel	1,023.40
6080 · Conference	269.00
6090 · Education/Training	772.70
6100 · Equipment Maintenance Agreement	607.00
6130 · Gas & Oil	7,805.07
6160 · Equipment Maintenance	2,885.25
6161 · Vehicle Maintenance	2,871.53

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Accrual Basis

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

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	<u>TOTAL</u>
6170 · Building Maint and Improvements	5,567.71
6180 · Grounds Maintenance	46.97
6190 · Small Tools & Equipment	101.40
6200 · Supplies - Department	1,877.64
6210 · Supplies - Medical	4,204.01
6215 · Supplies - Prevention	402.00
6240 · Supplies - Consumables	287.16
6250 · Uniforms	9,359.36
6270 · Volunteer - Activities	322.53
6310 · Physical & Immunizations	1,302.00
6320 · Community Involvement	118.38
6900 · Miscellaneous Expense	<u>2,081.02</u>
Total 6000 · Materials and Services	108,172.34
7000 · Capital Outlay	
7110 · Capital Outlay - Building	<u>14,058.00</u>
Total 7000 · Capital Outlay	<u>14,058.00</u>
Total Expense	<u>389,496.00</u>
Net Ordinary Income	<u>462,633.60</u>
Net Income	<u><u>462,633.60</u></u>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of September 30, 2022

	GO Bond 2016 ...	GO Bond 2016 ...	General Fund
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	-204,999.78	637,465.44
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	270,238.35	-493,327.39
1060 · OSU - Savings Account	0.00	0.00	11,080.86
<b>Total Checking/Savings</b>	<b>5,938.00</b>	<b>65,238.57</b>	<b>155,268.91</b>
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	38,170.75
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>38,170.75</b>
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	3,661.29
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>
<b>Total Current Assets</b>	<b>5,938.00</b>	<b>65,238.57</b>	<b>218,247.50</b>
<b>TOTAL ASSETS</b>	<b>5,938.00</b>	<b>65,238.57</b>	<b>218,247.50</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	2,049.60
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>2,049.60</b>
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	20,331.45
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	309.49
2100 · Wages Payable	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	8,089.00
2120 · FICA Payable	0.00	0.00	6,852.40
2125 · Medicare Payable	0.00	0.00	1,614.98
2130 · State Income Tax Payable	0.00	0.00	5,166.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	-28.70
2140 · PERS Payable	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-2,154.41
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-442.54
2230 · Flexible Spending Account	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	692.64
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>62,765.44</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>83,096.89</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>85,146.49</b>
Total Liabilities	0.00	0.00	85,146.49
Equity			
3010 · Fund Balance	0.00	-125,338.17	-845,174.57
3200 · Unallocated Fund Balance	-299,453.00	123,643.59	1,149,411.03
Net Income	0.00	69,004.64	157,699.06
<b>Total Equity</b>	<b>-299,453.00</b>	<b>67,310.06</b>	<b>461,935.52</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,453.00</b>	<b>67,310.06</b>	<b>547,082.01</b>
<b>UNBALANCED CLASSES</b>	<b>305,391.00</b>	<b>-2,071.49</b>	<b>-328,834.51</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of September 30, 2022

	Building Reser...	Equipment Res...	Vehicle Reserv...	Uncla...
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-226,122.00	-48,241.00	-72,120.49	-250.00
1000 · Petty Cash	0.00	0.00	0.00	0.00
1050 · Local Government Investment Poo	397,393.68	245,411.64	-31,642.00	0.00
1060 · OSU - Savings Account	0.00	0.00	0.00	327.72
<b>Total Checking/Savings</b>	<b>171,271.68</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>77.72</b>
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>171,271.68</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>77.72</b>
<b>TOTAL ASSETS</b>	<b>171,271.68</b>	<b>197,170.64</b>	<b>-103,762.49</b>	<b>77.72</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	0.00	-250.00
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	0.00	0.00
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00	0.00
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-250.00</b>
Equity				
3010 · Fund Balance	-1,029,007.62	-672,916.10	-335,582.41	0.00
3200 · Unallocated Fund Balance	1,030,551.60	674,169.54	336,019.92	327.72
Net Income	169,727.70	66,202.20	0.00	0.00
<b>Total Equity</b>	<b>171,271.68</b>	<b>67,455.64</b>	<b>437.51</b>	<b>327.72</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>171,271.68</b>	<b>67,455.64</b>	<b>437.51</b>	<b>77.72</b>
<b>UNBALANCED CLASSES</b>	<b>0.00</b>	<b>129,715.00</b>	<b>-104,200.00</b>	<b>0.00</b>

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10/12/22

Accrual Basis

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
 As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Citizens Bank Checking	85,732.17
1000 · Petty Cash	50.00
1050 · Local Government Investment Poo	394,012.28
1060 · OSU - Savings Account	11,408.58
Total Checking/Savings	491,203.03
Accounts Receivable	
11000 · Accounts Receivable	38,170.75
Total Accounts Receivable	38,170.75
Other Current Assets	
1250 · Prepaid Assets	21,146.55
12100 · Inventory Asset	3,661.29
Total Other Current Assets	24,807.84
Total Current Assets	554,181.62
<b>TOTAL ASSETS</b>	<b>554,181.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	1,799.60
Total Accounts Payable	1,799.60
Other Current Liabilities	
2070 · Deferred Taxes	20,331.45
2400 · Payroll Liabilities	
2132 · Oregon Transit Tax Withholding	309.49
2100 · Wages Payable	28,662.99
2110 · Federal Income Tax Payable	8,089.00
2120 · FICA Payable	6,852.40
2125 · Medicare Payable	1,614.98
2130 · State Income Tax Payable	5,166.60
2131 · Works Benefit Fund Payable(WBF)	-28.70
2140 · PERS Payable	13,008.66
2145 · OR Saving Growth 457 Payable	50.00
2150 · Health Insurance Prem. Payable	-2,154.41
2210 · Health Ins Prem Ded Pre Tax	-442.54
2230 · Flexible Spending Account	944.33
2232 · Union Dues	692.64
Total 2400 · Payroll Liabilities	62,765.44
Total Other Current Liabilities	83,096.89
Total Current Liabilities	84,896.49
Total Liabilities	84,896.49
Equity	
3010 · Fund Balance	-3,008,018.87
3200 · Unallocated Fund Balance	3,014,670.40
Net Income	462,633.60
Total Equity	469,285.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>554,181.62</b>
<b>UNBALANCED CLASSES</b>	<b>-0.00</b>



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10/12/22

Accrual Basis

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

	GO Bond 2016 - Debt Services				General Fund		
	Jul - Sep 22	Budget	\$ Over Bud...	% of Budget	Jul - Sep 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4042 · Bond Income - Prop Tax Interest	1,574.63				0.00		
4041 · Bond Income - Delinquent Taxes	1,557.71				0.00		
4060 · Conflagration Income	0.00				19,284.73	170,000.00	-150,715.27
4050 · Public Education Income	0.00				2,140.00	8,000.00	-5,860.00
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				5,167.51	16,000.00	-10,832.49
4020 · Current Property Taxes	0.00				7,359.37	1,482,923.00	-1,475,563.63
4025 · Interest - Property Tax	0.00				5,089.15	2,000.00	3,089.15
4026 · Interest Income	245.84	0.00	245.84	100.0%	1,096.49	3,550.00	-2,453.51
4900 · Miscellaneous Income	0.00				70.00	42,795.00	-42,725.00
<b>Total Income</b>	<u>69,004.64</u>	<u>0.00</u>	<u>69,004.64</u>	<u>100.0%</u>	<u>533,137.06</u>	<u>2,175,751.00</u>	<u>-1,642,613.94</u>
<b>Gross Profit</b>	69,004.64	0.00	69,004.64	100.0%	533,137.06	2,175,751.00	-1,642,613.94
<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				267,265.66	1,208,470.00	-941,204.34
6000 · Materials and Services	0.00				108,172.34	559,090.00	-450,917.66
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>375,438.00</u>	<u>2,387,388.00</u>	<u>-2,011,950.00</u>
<b>Net Ordinary Income</b>	<u>69,004.64</u>	<u>0.00</u>	<u>69,004.64</u>	<u>100.0%</u>	<u>157,699.06</u>	<u>-211,637.00</u>	<u>369,336.06</u>
<b>Net Income</b>	<u><u>69,004.64</u></u>	<u><u>0.00</u></u>	<u><u>69,004.64</u></u>	<u><u>100.0%</u></u>	<u><u>157,699.06</u></u>	<u><u>-211,637.00</u></u>	<u><u>369,336.06</u></u>

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

	General Fu... % of Budget	Building Reserve Fund				Equipment Reserve Fund		
		Jul - Sep 22	Budget	\$ Over Bud...	% of Budget	Jul - Sep 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	11.3%	0.00				0.00		
4050 · Public Education Income	26.8%	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	32.3%	0.00				0.00		
4020 · Current Property Taxes	0.5%	0.00				0.00		
4025 · Interest - Property Tax	254.5%	0.00				0.00		
4026 · Interest Income	30.9%	610.69	0.00	610.69	100.0%	238.22	0.00	238.22
4900 · Miscellaneous Income	0.2%	0.00				0.00		
<b>Total Income</b>	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20
<b>Gross Profit</b>	24.5%	183,785.70	182,825.00	960.70	100.5%	66,202.20	65,838.00	364.20
<b>Expense</b>								
9010 · Transfers	0.0%	0.00	25,000.00	-25,000.00	0.0%	0.00		
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	825.00	-825.00	0.0%	0.00	1,281.00	-1,281.00
5000 · Personnel Expenses	22.1%	0.00				0.00		
6000 · Materials and Services	19.3%	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>	15.7%	14,058.00	25,825.00	-11,767.00	54.4%	0.00	1,281.00	-1,281.00
<b>Net Ordinary Income</b>	-74.5%	169,727.70	157,000.00	12,727.70	108.1%	66,202.20	64,557.00	1,645.20
<b>Net Income</b>	<b>-74.5%</b>	<b>169,727.70</b>	<b>157,000.00</b>	<b>12,727.70</b>	<b>108.1%</b>	<b>66,202.20</b>	<b>64,557.00</b>	<b>1,645.20</b>

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10/12/22

Accrual Basis

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

	Equipment ... % of Budget	Vehicle Reserve Fund				TOTAL	
		Jul - Sep 22	Budget	\$ Over Bud...	% of Budget	Jul - Sep 22	Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4042 · Bond Income - Prop Tax Interest		0.00				1,574.63	0.00
4041 · Bond Income - Delinquent Taxes		0.00				1,557.71	0.00
4060 · Conflagration Income		0.00				19,284.73	170,000.00
4050 · Public Education Income		0.00				2,140.00	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				5,167.51	16,000.00
4020 · Current Property Taxes		0.00				7,359.37	1,482,923.00
4025 · Interest - Property Tax		0.00				5,089.15	2,000.00
4026 · Interest Income	100.0%	0.00	0.00	0.00	0.0%	2,191.24	3,550.00
4900 · Miscellaneous Income		0.00				70.00	42,795.00
<b>Total Income</b>	100.6%	0.00	0.00	0.00	0.0%	852,129.60	2,424,414.00
<b>Gross Profit</b>	100.6%	0.00	0.00	0.00	0.0%	852,129.60	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				267,265.66	1,208,470.00
6000 · Materials and Services		0.00				108,172.34	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%	389,496.00	2,424,414.00
<b>Net Ordinary Income</b>	102.5%	0.00	-9,920.00	9,920.00	0.0%	462,633.60	0.00
<b>Net Income</b>	<b>102.5%</b>	<b>0.00</b>	<b>-9,920.00</b>	<b>9,920.00</b>	<b>0.0%</b>	<b>462,633.60</b>	<b>0.00</b>

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Accrual Basis

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

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	TOTAL	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	1,574.63	100.0%
4041 · Bond Income - Delinquent Taxes	1,557.71	100.0%
4060 · Conflagration Income	-150,715.27	11.3%
4050 · Public Education Income	-5,860.00	26.8%
4040 · Bond Income	2,213.58	100.0%
4000 · Carryover Fund Balance	106,335.68	115.2%
4010 · Delinquent Property Taxes	-10,832.49	32.3%
4020 · Current Property Taxes	-1,475,563.63	0.5%
4025 · Interest - Property Tax	3,089.15	254.5%
4026 · Interest Income	-1,358.76	61.7%
4900 · Miscellaneous Income	-42,725.00	0.2%
<b>Total Income</b>	<u>-1,572,284.40</u>	<u>35.1%</u>
<b>Gross Profit</b>	-1,572,284.40	35.1%
Expense		
9010 · Transfers	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	-626,894.00	0.0%
5000 · Personnel Expenses	-941,204.34	22.1%
6000 · Materials and Services	-450,917.66	19.3%
7000 · Capital Outlay	14,058.00	100.0%
<b>Total Expense</b>	<u>-2,034,918.00</u>	<u>16.1%</u>
<b>Net Ordinary Income</b>	<u>462,633.60</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>462,633.60</u></u>	<u><u>100.0%</u></u>

Philomath Fire and Rescue

10/12/2022 6:15 PM

Register: 1015 · Citizens Bank Checking

From 09/01/2022 through 09/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2022	EFT	Colonial Life	-split-		153.40			100,095.00
09/01/2022	EFT	Colonial Life	-split-		153.40			99,941.60
09/01/2022	33327	MPTV, Inc.	2010 · Accounts Payable		226.40			99,715.20
09/01/2022	33328	Alyrica	2010 · Accounts Payable		612.86			99,102.34
09/01/2022	33329	Consumers Power Inc.	2010 · Accounts Payable		223.76			98,878.58
09/01/2022	33330	Philomath Fire Distri...	2010 · Accounts Payable		340.85			98,537.73
09/02/2022	33326	Alex Schilz	-split-		521.48			98,016.25
09/02/2022	33331	OSCU 402518-73	2010 · Accounts Payable		502.71			97,513.54
09/02/2022	33332	OSCU 402518-71	2010 · Accounts Payable		243.73			97,269.81
09/02/2022	33333	OSCU 402518-72	2010 · Accounts Payable		1,648.62			95,621.19
09/02/2022	33334	SeaWestern	2010 · Accounts Payable		2,380.00			93,241.19
09/02/2022	33335	OSCU 402518-70	2010 · Accounts Payable		627.67			92,613.52
09/03/2022	EFT	AsiFlex	2400 · Payroll Liabiliti...		325.00			92,288.52
09/04/2022	EFT	AT&T Mobility	6000 · Materials and S...		40.47			92,248.05
09/05/2022	PR 0822		-split-	Miller	10,735.61			81,512.44
09/05/2022	PR 0822		1015 · Citizens Bank C...	Rodriguez	3,447.75			78,064.69
09/05/2022	PR 0822		1015 · Citizens Bank C...	Moser	4,708.34			73,356.35
09/05/2022	PR 0822		1015 · Citizens Bank C...	Saalsaa	5,639.82			67,716.53
09/05/2022	PR 0822		1015 · Citizens Bank C...	Taylor	4,061.55			63,654.98
09/05/2022	PR 0822		1015 · Citizens Bank C...	Ferguson	7,315.94			56,339.04
09/05/2022	PR 0822		1015 · Citizens Bank C...	Licon	5,853.28			50,485.76
09/05/2022	PR 0822		1015 · Citizens Bank C...	Schell	4,069.31			46,416.45
09/05/2022	PR 0822		1015 · Citizens Bank C...	Goldman	1,126.31			45,290.14
09/05/2022	PR 0822		1015 · Citizens Bank C...	Kearns	1,685.78			43,604.36
09/05/2022	PR 0822		1015 · Citizens Bank C...	Converse	1,519.74			42,084.62
09/05/2022	PR 0822		1015 · Citizens Bank C...	C. Eddy	1,360.40			40,724.22
09/09/2022			1050 · Local Governm...	Deposit			75,000.00	115,724.22
09/10/2022	EFT	AsiFlex	6000 · Materials and S...		11.25			115,712.97
09/15/2022	EFT	De Lage Landen Fin...	6000 · Materials and S...		152.50			115,560.47
09/15/2022	EFT	Aflac	-split-		161.07			115,399.40
09/15/2022	EFT	De Lage Landen Fin...	6000 · Materials and S...		152.50			115,246.90
09/21/2022	EFT	Verizon	6000 · Materials and S...		293.71			114,953.19
09/22/2022			12000 · Undeposited F...	Deposit			19,284.73	134,237.92
09/26/2022			4050 · Public Educatio...	Deposit			55.00	134,292.92
09/26/2022			4050 · Public Educatio...	Deposit			35.00	134,327.92
09/26/2022		Spaeth Lumber Co., I...	2010 · Accounts Payable	QuickBooks ge...				134,327.92
09/26/2022		Spaeth Lumber Co., I...	2010 · Accounts Payable	QuickBooks ge...				134,327.92
09/26/2022	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		250.00			134,077.92
09/26/2022	EFT	PERS	-split-		20,147.11			113,930.81
09/26/2022	33336	911 Supply	2010 · Accounts Payable		121.21			113,809.60

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 09/01/2022 through 09/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/26/2022	33337	Bio-Med Testing	2010 · Accounts Payable		58.00			113,751.60
09/26/2022	33338	Brandon Dowell	2010 · Accounts Payable		2,789.50			110,962.10
09/26/2022	33339	Carson Oil	2010 · Accounts Payable		2,315.91			108,646.19
09/26/2022	33340	Cassidy Worthington...	2010 · Accounts Payable		1,650.00			106,996.19
09/26/2022	33341	Century Link	2010 · Accounts Payable		128.11			106,868.08
09/26/2022	33342	Cheri Damitio	2010 · Accounts Payable		412.50			106,455.58
09/26/2022	33343	CIS Trust	2010 · Accounts Payable		8,653.05			97,802.53
09/26/2022	33344	City of Philomath	2010 · Accounts Payable		626.50			97,176.03
09/26/2022	33345	Consumers Power Inc.	2010 · Accounts Payable		193.74			96,982.29
09/26/2022	33346	Culligan	2010 · Accounts Payable		126.90			96,855.39
09/26/2022	33347	Fran Buster	2010 · Accounts Payable		70.00			96,785.39
09/26/2022	33348	Kamind IT, Inc.	2010 · Accounts Payable		195.84			96,589.55
09/26/2022	33349	Local Government L...	2010 · Accounts Payable		5,772.00			90,817.55
09/26/2022	33350	Medline Industries, I...	2010 · Accounts Payable		812.48			90,005.07
09/26/2022	33351	Northwest Safety Cle...	2010 · Accounts Payable		74.43			89,930.64
09/26/2022	33352	NW Natural	2010 · Accounts Payable		53.23			89,877.41
09/26/2022	33353	Republic Services	2010 · Accounts Payable		274.86			89,602.55
09/26/2022	33354	SeaWestern	2010 · Accounts Payable		1,553.90			88,048.65
09/26/2022	33355	Security Alarm Corp	2010 · Accounts Payable		165.31			87,883.34
09/26/2022	33356	Special Districts Insu...	2010 · Accounts Payable		848.00			87,035.34
09/26/2022	33357	Stephanie Vallancey ...	2010 · Accounts Payable		159.84			86,875.50
09/26/2022	33358	Truck N Tractor	2010 · Accounts Payable		426.00			86,449.50
09/26/2022	33359	Walter E. Nelson Co.	2010 · Accounts Payable		184.51			86,264.99
09/26/2022	33360	Zoll Medical Corpor...	2010 · Accounts Payable		535.50			85,729.49
09/30/2022			4026 · Interest Income:...	Interest		X	2.68	85,732.17

Audit Report Notes  
Fiscal Year 2021 – 2022  
09/28/2022

Overall, the Auditors were happy with what they saw of Fiscal Year 2021-2022. The auditors had a few recommendations going forward:

- The Board and Administrators should watch the documentary “[All the Queen’s Horses](#)” to understand why budgetary and financial oversight so important and how quickly financial issues can amplify with time.
- Fiscal Year-End Payroll Liabilities were not booked causing a near \$20,000 discrepancy. This is an area of improvement for future fiscal years.
- There were 3 over-expenditures noted:
  - **Capital Outlay – Vehicle** – overspent by \$48,751.75 – purchase of new 232
  - **Capital Outlay – Medical** – overspent by \$17,313.04 – Zoll Monitors – initially budgeted for refurbished monitors but purchased new for warranty
  - **Capital Outlay – Building** – overspent by \$14,058.00 due to 201 concrete repair happening 06/29 instead of 07/01.
- The Auditors also recommended that the District consider budgeting at the program level of “Fire & Emergency Services”, and continue to include the Personnel & Expenses, Materials & Services, and Capital Outlay breakdowns. This essentially puts all of our monies in the same Program Fund, thus insulating the District from any fund over expenditures. Currently, our budget is formulated by organizational unit, with each of the funds (personnel, materials & services, capital outlay) subject to its own over-expenditures. Budgeting at the Program level could save the District possible findings in future years. Can be considered for budgeting for Fiscal year 2023-2024.
- Encouraged strict oversight of credit card expenses. I reiterated, to admins, the use of the “Missing Receipt Documentation” form, primarily to have a process for keeping track of these incidents to identify patterns, thus preventing fraud and theft.
- Auditors cautioned for future fiscal years possibly needing to declare a deficiency in having an audit-level



# Philomath Professional Firefighters

## IAFF 4925

1035 Main Street  
Philomath, OR 97370  
541.360.0030

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### Board of Directors report for Philomath Professional Firefighters IAFF Local 4925

1. The interactions with new administration have been going very well and we are happy to keep working with Chief Ferguson and DC Saalsaa as we have been.
2. The Union and the district have come to terms and the demand to bargain is considered resolved, please see the attached MOU's.
3. I have accepted a position with Corvallis Fire Department. My Start date is Nov 16<sup>th</sup>. I do not have an end date with Philomath Fire yet in place as I am still going through the background investigatory process. I will still serve as the Union representative for IAFF Local 4925 during my employment with CFD.

Respectfully Submitted,

Andrew Licon  
President IAFF Local 4925





# Philomath Professional Firefighters

## IAFF 4925

1035 Main Street  
Philomath, OR 97370  
541.360.0030

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### Memorandum of understanding between Philomath Professional Firefighters IAFF Local 4925 and Philomath Fire & Rescue

Date: 09/29/2022

1. Rich Saalsaa has been appointed as the Deputy Fire Chief for Philomath Fire and Rescue. For the period of 28 September 2022 to 28 March 2024. Rich is vacating the Fire and Life Safety Officer position which is a represented position.
2. The District and the Union agree that the duties of the Fire and Life Safety officer will be reassigned to the Deputy Chief.
3. Rich Saalsaa is willingly withdrawing from the Union and all rights given by the Union by accepting the Deputy Chief position.
4. The District and the Union agree that the FTE vacated by Rich Saalsaa is still a funded and represented position and the District and the Union will meet soon to come up with a long-term plan regarding that empty FTE.
5. If the district wishes to remove Rich Saalsaa from the Deputy Chief position but not end his employment with the district, the Union and the District agree to allow Rich to return to his previous position of Fire & Life Safety Officer.
6. With respect to #5 the District and the Union agree that allowing administrative staff members to bump back to a represented positions is not precedent setting, and this will only be allowed this one time.

#### For the District:

Cherney Ferguson Line Chief  
Name/Title

[Signature]  
Signature

#### For the Union:

Andrew Licon, President

Name/Title

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Paul J. [unclear]".

Signature



# Philomath Professional Firefighters

## IAFF 4925

1035 Main Street  
Philomath, OR 97370  
541.360.0030

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### Memorandum of understanding between Philomath Professional Firefighters IAFF Local 4925 and Philomath Fire & Rescue

Date: 09/29/2022

1. Starting Nov 1<sup>st</sup>, 2022, all personnel assigned to shift work shall start a new shift schedule. The Schedule shall consist of 48 ours on duty followed by 96 hours off duty. This schedule shall supersede section 13.6 "Shifts" of the current CBA.
2. All personnel shall make this transition without loss of pay and the district understands this transition shall generate one over time shift caused by the transition.
3. The district and the union understand and agree that rest periods during shift work are important for the safety of the people we serve and for the safety of on duty crews.

#### For the district:

Chancy Ferguson Fire Chief  
Name/Title

Chancy Ferguson  
Signature

#### For the union:

Andrew Licon President, IAFF Local 4925  
Name/Title

Andrew Licon  
Signature

# SDIS 2023/2023 Best Practices Survey

SDIS 2023/2023

## Entity Name

Philomath Fire and Rescue

## Contact Name

Lillee Rodriguez

## Contact Email

lillee.rodiguez@philomathfire.com

## Contact Phone






541-360-0030

## Total Discount %

2

Check Yes if  
completed    Yes    Help    More Information



### Affiliate Membership - 2% Credit. Is your organization a member of:

- |   |   |                                     |   |   |
|---|---|-------------------------------------|---|---|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input checked="" type="checkbox"/> |   |  ( <a href="http://www.ofdda.com">http://www.ofdda.com</a> )   |
| 2 | Oregon Fire Chiefs Association (OFCA)?              | <input checked="" type="checkbox"/> | ? |  ( <a href="http://www.ofca.org">http://www.ofca.org</a> )     |
| 3 | Oregon Water Resources Congress (OWRC)?             | <input type="checkbox"/>            |   |  ( <a href="https://www.owrc.org/">https://www.owrc.org/</a> ) |
| 4 | Oregon Mosquito and Vector Control Association?     | <input type="checkbox"/>            |   |  ( <a href="http://www.omvca.org">http://www.omvca.org</a> )   |
| 5 | Oregon Recreation and Park Association (ORPA)?      | <input type="checkbox"/>            |   |  ( <a href="https://www.orpa.org">https://www.orpa.org</a> )   |

	Check Yes if completed	Yes	Help	More Information
6	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oregonports.com">http://www.oregonports.com</a> )
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oracwa.org">http://www.oracwa.org</a> )
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		<b>i</b> ( <a href="https://oacd.org">https://oacd.org</a> )
9	Cemetery Association of Oregon?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oregoncemeteries.com">http://www.oregoncemeteries.com</a> )
10	Oregon APCO-NENA?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oregonapconena.org/">http://www.oregonapconena.org/</a> )
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oregontransit.com">http://www.oregontransit.com</a> )
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.opuda.org/">http://www.opuda.org/</a> )
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oawu.net">http://www.oawu.net</a> )
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.olaweb.org">http://www.olaweb.org</a> )
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oedd.org/">http://www.oedd.org/</a> )
16	Oregon PRIMA?	<input type="checkbox"/>	?	<b>i</b> ( <a href="http://orprima.org">http://orprima.org</a> )
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		<b>i</b> ( <a href="http://www.oahhs.org/">http://www.oahhs.org/</a> )

	Check Yes if completed	Yes	Help	More Information
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 ( <a href="http://www.policechief.org">http://www.policechief.org</a> )
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 ( <a href="https://orha.wildapricot.org">https://orha.wildapricot.org</a> )

### Board Duties and Responsibilities Checklist - 2% Credit

20	Does your district have written board duties and responsibilities of officers?	<input type="checkbox"/>		
21	Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?	<input type="checkbox"/>		 ( <a href="https://oregon.public.law/statutes/ors_chapter_198">https://oregon.public.law/statutes/ors_chapter_198</a> )
22	Do you distribute a copy of Oregon Government Ethics Law to each board member?	<input type="checkbox"/>		 ( <a href="https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf">https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf</a> )
23	Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?	<input type="checkbox"/>		
24	Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?	<input type="checkbox"/>		

Check Yes if  
completed

Yes

Help

More Information

25 Does the   
frequency of  
board meetings  
comply with the  
Oregon statute  
regulating your  
type of district?

26 Do you have a   
procedure for  
election of board  
officers?

27 Does your district   
follow ORS 198  
or other  
authorizing  
statute for filling  
board vacancies?

 ([https://oregon.public.law/statutes/ors\\_198.320](https://oregon.public.law/statutes/ors_198.320))

28 Does your Board   
file the Notice of  
Registered Agent  
with the Oregon  
Secretary of State  
Archives Division  
and annually  
review the  
submitted notice  
to ensure that  
information is  
current?

 (<https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx>)

29 Does your district   
have an  
established  
Budget  
Committee? (For  
districts not  
governed by  
Oregon Budget  
Law, hold at least  
one budget work  
session.)

30 Does your district   
approve an  
annual budget?

Check Yes if  
completed

Yes Help More Information

31 Does your district   
annually review  
the board  
approved  
personnel  
policies?

32 Does your district   
have an adopted  
public meetings  
and records  
policy and have  
you trained your  
board members  
on public  
meetings and  
records laws?

33 Has your board   
engaged in a  
Board Practices  
Assessment with  
the SDAO  
Consulting  
Services  
Program?

 (<https://www.sdao.com/consulting-services-program>)

#### Board Duties and Responsibilities Policy - 2% Credit

34 Does your district   
have an adopted  
policy regarding  
board duties and  
responsibilities?

 (<https://sdaoresourcelibrary.com/download/2022-board-duties-policy/>)

#### Board Member Education Program - 2% Credit. At least two (2) members of the board have enrolled in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy:

35 SDAO Board   
Leadership  
Academy

?

 (<https://www.sdao.com/sdao-board-leadership-academy>)

36 SDAO/OFDDA   
Fire District  
Directors  
Academy  
(applicable to fire  
districts)

?

 (<https://www.sdao.com/sdao-ofdda-fire-district-directors-academy>)

SDAO-SDIS Training - 2% Credit. ALL board members must attend a training OR complete a BPA. Mark the appropriate box(es) below to indicate which were attended.



	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		<a href="https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series">i (https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series)</a>
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	<a href="https://www.sdao.com/annual-conference">i (https://www.sdao.com/annual-conference)</a>
39	OFDDA/OFCA board training sponsored by SDAO	<input type="checkbox"/>		<a href="https://www.sdao.com/trainings">i (https://www.sdao.com/trainings)</a>
40	Boardmanship 301	<input type="checkbox"/>	?	<a href="https://www.sdao.com/training-videos">i (https://www.sdao.com/training-videos)</a>
41	Boardroom Dancing	<input type="checkbox"/>	?	<a href="https://www.sdao.com/training-videos">i (https://www.sdao.com/training-videos)</a>

# ORGANIZATIONAL MANUAL

Section P  
PERSONNEL  
Procedure P-4

## ADMINISTRATIVE ASSISTANT

Non-exempt, non-represented position

### I. Job Summary:

Under the general direction of the Fire Chief, the Administrative Assistant ~~is responsible for the efficient operation of the District office, and the financial, and clerical functions of the District. Provides administrative support to the Fire Chief, Board of Directors, and District personnel. The Administrative Assistant coordinates District payroll, accounts receivable/payable, filing, creating and updating District forms and documents, preparing for meetings monthly, quarterly, and annually. Generate Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.~~

### II. Distinguishing Features of the Class:

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

- A. Assist the Staff in clerical functions.
- B. Prepares the monthly ~~and annual~~ budget reports. And coordinates annual audit.
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Ensures necessary forms dealing with city, county, state or federal government are filed in a timely manner, posts agendas and proper meeting notifications.
- E. Serves as a "confidential" employee to the Fire Chief in personnel matters.
- F. Maintains records for the District:
  - Financial.
  - Personnel.
  - Board Meetings.
  - Board Resolutions and Ordinances.
  - Civil Service Commission minutes and documents.
- G. Responsible for the District payroll, accounts receivable/payable, filing and record retention.
- H. Maintains District website and social media presence.
- I. Maintains a general ledger and fixed assets accounting system for the District, and performs other duties as required to maintain an effective and efficient office.
- J. ~~Have a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the district. Functions as part of the District Administrative Team.~~
- K. ~~It is the responsibility of the Administrative Assistant to see that members of the Board of Directors and members of the Budget Committee are notified in~~

# ORGANIZATIONAL MANUAL

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

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

~~L.M.~~ Maintains records of all personnel injuries occurring within the District; maintains current personnel roster and forwards necessary reports to the District's workers compensation carrier.

~~M.N.~~ The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions.

### III. Contact with Others:

The Administrative Assistant ~~shall will~~:

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

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

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

The Administrative Assistant ~~shall possess will~~:

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

~~The Administrative Assistant shall:~~

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

## ORGANIZATIONAL MANUAL

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

### V. ~~MINIMUM BASIC REQUIREMENTS~~ Minimum Requirements

~~Educational background shall have an emphasis in accounting, and business, supplemented with a minimum of two years in accounting or bookkeeping experience with a public safety agency.~~ The Administrative Assistant ~~shall also~~ will have computer skills commensurate with the needs of ~~the District~~ a busy office setting using equipment typical of professional office settings including multi-line phones, computer, printer, typing, and Microsoft Suite. ~~Computer Hardware and Software required by the District.~~  
High-School graduate or GED with a minimum of two years' experience working in a professional office.

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

- Oregon Driver's License (must meet District's driving standards).
- Notary Public (within 30 days of hiring) ~~Current Notary Public.~~
- First Aid/CPR (within 90 days of hiring)
-

# ORGANIZATIONAL MANUAL

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

## **VI. Preferred Qualifications**

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

## **VII. Physical Demands**

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

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public. Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

## **VIII. Work Environment**

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

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

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

## **IX. Selection Guidelines**

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and

## ORGANIZATIONAL MANUAL

interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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

DRAFT



**Philomath Fire & Rescue**  
**Request for Proposal**  
**Computer and Network Services**  
**04 October 2022**

Philomath Fire & Rescue (PFR) engaged the services of Riverstrong to assess the current state of the Computer and Network infrastructure at our places of operations. PFR currently has three stations, one with full-time staffing, and two with volunteer (as needed staffing).

## **Background**

PFR is organized as a Special District with its own budget, relying on taxes collected from the property owners in the District. PFR operates in a July-June fiscal year for budgeting purposes. We have currently budgeted some funds for contracted computer services, as well as limited budgeting for equipment. We anticipate that future needs will be done with a phased implementation over budgeted years.

The Main Street station in Philomath (Station 201) currently utilized Alyrica Networks as its ISP, with two receivers that provide fail-over in the case of main receiver failure. Station 202 in the town of Wren has CenturyLink DSL as the ISP, and Station 203 in the Inavale area also utilizes Alyrica Networks. There is currently no Wide Area Network currently deployed.

All workstations at Station 201 are currently standalone computers, with a Workgroup assigned to provide common discovery. There is a 'Server' workstation which acts only as file storage for the purposes of scanned documents from the two printers on-site. That workstation used to house all of the documents and files for the Department but was migrated over a year ago to SharePoint in the cloud. The near-term plan was to replace that workstation with a NAS for local backups and scan file storage. The two remote workstations at Stations 202 and 203 are completely autonomous. The current network is broken into two subnets, one of which contains the staff computers (limited access) and the other for mobile phone and volunteer computer access to the Internet without seeing into the other network. This was set up by Alyrica through existing routers.

The main impetus for this RFP is to turn over the day-to-day management of the current computers and network, freeing up staff from having to care for the systems. PFR has licenses with Microsoft through KAMIND for Office 365 (full licenses), Exchange only, and Visio on a limited basis.

PRF also desires to improve their security and access of the computers, networks, and files to limit any intrusion or issues with ransomware. As a Microsoft licensee, we have access to Azure/AD services – but nothing has been actually joined to the domain (except for testing purposes only). We would like to leverage our existing infrastructure and software packages as much as practical and create a phased approach to updating/upgrading software, hardware, and services to meet the future requirements.



This RFP contains the actual output from Riverstrong’s assessment and should be used as a guide to prepare a response to this RFP. This will be an iterative process until we can award the successful vendor with a contract for services that meets the needs of the District within its current budget constraints. We will work with the respondents who wish to engage in this process in terms of how much funding is available once we get a handle on what the overall costs are.

Respondents are encouraged to look at the big picture – that is, a full systems integration plan that may span multiple years of funding. We can bite off a little more of the apple over time.

### **Timeline**

Prospective vendors should notify PFR of their intention to enter into this process by 15 October 2022, with a question period open until 1 November 2022 at which time PFR would like to receive formal responses to this RFP. The RFPs will be brought before the Board of Directors in the November meeting with any clarifications back to the vendor by 20 November. Vendor will then respond with any updates or amendments by 1 December, for consideration at the December Board meeting when it is anticipated that a vendor will be selected. At that time, the vendor will supply a prospective contract for services and Gantt-chart timeline for implementation. This will be brought to the Board of Directors in January 2023 for an anticipated project start date of February 2023.

We know that there are many facets of this project that will not be completely clear at the start, and we will strive to clarify what we know – and acknowledge that we are relying on experts in the field to guide us through his process.

### **RFP Needs**

The response to this RFP should include two distinct sections:

1. A services agreement that covers the management and maintenance of the existing computers and network hardware, including update services, depot repair, and ability to maintain a reasonable up time with staff computer systems. We anticipate this to be a flat rate of X dollars per workstation/device.
2. Based on the recommendations found in the reports, create a proposal for services to implement those recommendations in priority order:

<b>Priority</b>	<b>Name</b>
<b>1</b>	Multi-Factor Authentication
<b>2</b>	Azure AD Global Administrators
<b>3</b>	Password Policy
<b>4</b>	Enforce Screen Timeouts
<b>5</b>	M365 Backups
<b>6</b>	Regular Workstation Patching Schedule

7	Device Encryption
8	Domain Join Workstations with Azure AD
9	Implement Mobile Device Management
10	Ransomware Detection
11	Uniform Antivirus with Central Management
12	DNS Filtering
13	End-of-life Workstations
14	Next-Gen Firewall
15	Disaster Recovery Plan
16	Cloud-Replicated Backup Solution

There may be a shift of priorities that are based on the vendor's plan for implementation that we are willing to discuss. We also anticipate that implementation of the priorities in this section may affect the services (positively) in the first section. That should also be noted if that is the case. (e.g., Implementation of items a, b, and c would reduce the services costs by x%.)

### **Conclusion**

We look forward to receiving your responses and creating a working relationship into the future. If there are any immediate questions or clarifications, please let us know. It should be noted that we will share all questions and answers with each respondent to help move the process forward.

Thank you for your consideration.