

PHILOMATH FIRE & RESCUE

July 11, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 1. Minutes – June 13, 2022
 2. Minutes – July 5, 2022
 3. Bills – June 2022
 4. Chief Vacation Hours
 5. Civil Service Appointment - Sage
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Combine COLA & Wage Recommendations on Board Calendar - Rodriguez
 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. Board Policies - 2nd Reading - Rodriguez
 2. Chief Review Process – Edmonds & Phillips
 3. Hoskins-Kings Valley Contract - Miller
 4. Levy Discussion - Miller
 5. Board Self-Evaluation – Corbin & Brand
 6. Strategic Plan – Miller & Rodriguez
- VII. NEW BUSINESS
 1. Standard of Coverage – Annual Review
 2. Annual Review of Board Documents for Disposal
 3. Approve Recurring Journal Entries - Rodriguez
 4. State & Approve Board meeting Days & Time - Rodriguez
 5. Election of Board Officers
 6. LT Job Description – 1st Reading
- VIII. ACTION ITEMS
- IX. NEXT MEETING – August 8, 2022
- X. ADJOURNMENT

A Fire Board member shall strive to:

Respect the rights of Fire District patrons to be heard at official meetings.

PHILOMATH FIRE & RESCUE

June 13, 2022

Budget Hearing

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Budget Hearing was called to order at 15:01 by Board President Daphne Phillips. Board members present were President Daphne Phillips, Treasurer Ken Corbin (remote), and Vice President Rick Brand (remote). Board members not present included Doug Edmonds and Joe Brier. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guests: Guests present included Siren Melissa Miller, Volunteer Dan Kearn, “HKV Resident”, Deputy Chief (DC) Chancy Ferguson, Volunteer President Andy Loudon, Union President Andrew Licon, Volunteer Vice President Jessica Olsen, Resident Volunteer (RV) Cassidy Worthington, RV Sam Schmeusser, Brad Fuqua of Philomath News, Adam Ryan Chief of Hoskins-Kings Valley (HKV), and Jay Tappen Board member of HKV.
- II. BUDGET HEARING OPEN/PUBLIC INPUT – OA Rodriguez reviewed changes made to the Budget Document, recommended by the Budget Committee, moving \$7,000 from Small Tools and Equipment to Fuel & Oil. **Treasurer Corbin motioned to approve the budget as presented. Vice President Brand seconded. Motion passed 3-0.** Vice President Brand commended the Budget Committee on their work on the budget.
- III. RESOLUTION ADOPTING BUDGET AND TAX LEVY – OA Rodriguez read the entirety of Resolution 22-01 Resolution Adopting the Budget. **President Phillips motioned to adopt resolution 22-01 as read. Vice President Brand seconded. Motion passed 3-0.**
OA Rodriguez read the entirety of Resolution 22-02 Resolution Levying Taxes. **President Philips motioned to approve Resolution 22-02 as read. Treasurer Corbin seconded. Motion passed 3-0.**
- IV. ADJOURNMENT – **Treasurer Corbin motioned to adjourn Budget Hearing. President Phillips seconded. Motion passed 3-0.** Meeting adjourned at 15:09

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – All prior members present. Meeting called to order at 15:09. Doug Edmonds arrived at 15:22.
- II. CONSENT AGENDA – OA Rodriguez reminded the Board that this is the first month using the consent agenda. She reminded the Board that they had previously recommended approving the consent agenda as a whole, with one vote, rather than approving each item individually.
 1. Minutes – May 9, 2022 – Included in Board Packet.
 2. Minutes – May 19, 2022 – Included in Board Packet.
 3. Minutes – June 1, 2022 – Included in Board Packet.
 4. Bills – May 2022 – OA Rodriguez reviewed the bills for May 2022 including expenses under 6010 – Office Supplies, 6030 – Dues & Fees, 6040 – Publications & Elections, 6215 – Prevention, and 6250 - Uniforms. She reported the total for the May 2022 bills was \$29,959.51.
 5. Chief Vacation Hours – Included in Board Packet.
 6. Civil Service Appointment – OA Rodriguez reported that Van Hunsaker is due for a term renewal on the Civil Service Commission and he would like to continue, if the Board will reappoint him.

Treasurer Corbin motioned to approve the consent agenda items as presented. President Phillips seconded adding that she thinks the consent agenda is a great idea. Motion passed 3-0.

III. PUBLIC COMMENT – OA Rodriguez read 4 questions sent in from Rory Loveland:

1. What is the staffing plan and associated budget for Wren?
2. Where will the money come from to fund the positions?
3. If Philomath is having trouble staffing volunteers (as most departments are) do you think you will be able to hire enough qualified “part time firefighters” to adequately staff the station?
4. Is there written document for auto and mutual aid to Lincoln County?

President Phillips thanked Mr. Loveland for his questions.

IV. STAFF REPORTS

1. Board Report

- Review Board Calendar – President Phillips noted that she would like Edmonds to report on the Board Calendar. OA Rodriguez noted changes to the Board calendar including the Chief Review process and “check-ins”.

2. Fire Chief – Chief Miller reviewed his included Chief’s Report.

Treasurer Corbin asked of the current Resident Volunteers (RVs), how many are entry certified. Chief Miller stated that 6 RVs are currently certified, three new RVs are onboarding, one with certifications while the other two will be certified in September. Treasurer Corbin stated that he has questions about how to staff Station 202. OA Rodriguez noted that Corbin had previously sent her an email asking about the budget for Station 202 staffing. She noted that the Fiscal Year 22-23 budget includes \$8,000.00 for “extra hire” staffing, equating to about 56 days of coverage at the current part-time rate of \$15.73. She added that Chief Miller submitted and was awarded a Staffing Grant in the amount of approximately \$32,500.00. Edmonds thanked Chief Miller for the clarity and composition of the Chief’s report.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the May 2022 Expense Reports, noting the Profit & Loss Budget versus Actual additional revenues received and the current expense totals for the Personnel, Materials & Services, and Capital Outlay funds. She reminded the Board that excess tax revenue will become part of the cash carryover for Fiscal Year 22-23 and has been calculated as part of that budget. She also noted that she reached out to the GO Bond Debt Services manager about paying off the bonded debt early and determined that this is not an option for the District for these bonds.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account. She also noted a voided check, check # 33096, which was destroyed in transit. She added that a check will be reissued for Annas Consultants to replace the one that was damaged in the mail.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon distributed paper copies of the prior Staffing For Response and Minimum Staffing Guidelines to accompany his report. He reiterated that the Volunteer Association is committed to help the organization and they are charged to support the Fire District by promoting and advocating for the volunteers. He stated that the Volunteer leadership believe that the volunteers should not be put into a position where insufficient training and abilities infringe upon the individual safety of the members. Volunteer President Loudon reviewed his report with the Board and expressed concern over not having access to financials related to Staffing Station 202. OA Rodriguez

clarified that she had advised President Loudon and Treasurer Corbin to discuss the finances of Station 202 with Chief Miller directly. Chief Miller confirmed that neither had come to him with these questions. Edmonds asked the District to consider developing a “readiness indicator” relating to Staffing Station 202. Chief Miller noted that after the meeting discussing Station 202 staffing he understood that there was an agreement on qualifications and training needed for personnel to be stationed in Wren. President Loudon noted that the addition of a qualified officer was required at that time for sufficient coverage, noting that DC Ferguson’s class was a good start, but not an end, to the personnel development. President Loudon expressed sincere concern that the District does not have policies and practices sufficient to protect the personnel to be stationed in Wren. He added concern for the current and planned structures and remodels at Station 202. President Loudon noted concern for the current “temporary structure” at Station 202 and the septic system on the property. President Loudon expressed his appreciation to Brad Fuqua for his impartiality in writing the recent article relating to the Wren Station. President Loudon quickly reviewed the attachments to his report. He reiterated that the Volunteers are focused on wanting to help the District to move forward in a focused and safe manner. Chief Miller asked what the Volunteer Association is doing to recruit volunteers in Wren. President Loudon reviewed the steps the Association has taken including Resident Volunteer recruitment, as well as using local volunteers to perform outreach to the Wren community and also to understand any barriers to volunteerism. President Loudon noted that in Fiscal Year 22-23 the Volunteer association plans to use their activity funds for recruitment messages via radio and print media. Chief Miller noted that despite President Loudon’s statements, Resident Volunteers respond on calls as qualified personnel and that two of the District’s current paid professionals were once Resident Volunteers. Volunteer Secretary Schmeusser noted that the RVs were in agreement regarding President Loudon’s statements about their qualifications to lead. President Phillips encouraged Chief Miller to work with the Volunteer Association to resolve these operational concerns. Edmonds reiterated President Loudon’s ideals; for the personnel to move forward safely and in a well-planned manner to serve the community and that all parties need to consider how the District will move forward from this current discussion. Treasurer Corbin asked about the power supply for Station 202 and Vice President Brand asked to focus on the topic at hand and to return that question once the group gets to that issue.

2. IAFF Local 4925 – Union President Licon distributed the Letter of Understanding, signed by him and Chief Miller, and read it in its entirety to the Board. He requested that the Board appoint members to act on a Labor Committee with the Union. President Licon also asked the Board to consider appointing official signers for the District, including the Board Chair and Fire Chief, as well as at least one alternative, on recommendation from the Union legal advisors. Edmonds requested Union President Licon bring a proposed motion regarding these items to the July meeting.

VI. OLD BUSINESS

1. Review Board Policies – OA Rodriguez reminded the Board about prior review of these policies. She noted that in Article VI, Sections 3 and 4, she combined the responsibilities of the Secretary & Treasurer and worked to ensure that the listed responsibilities are more reflective of the current practices. The Board asked OA Rodriguez to return the Board Policies for a 2nd reading at the July meeting.

2. Chief Review Process – President Phillips noted that the members of this group all fell unwell over the prior month and noted that little progress has been made on this. She asked to discuss this further at the July meeting, noting that she feels that this process is close to completion. Edmonds recommended reviewing the calendar again, in July, as well.
3. Hoskins-Kings Valley (HKV) Contract – Chief Miller reported that the final draft of the contract was included in the Board packet, adding that it has been pared down significantly. Chief Miller summarized that the purpose of the IGA is to help HKV improve their training by providing Chief-level support. Chief Miller noted that the contact amount includes 1/3 of the costs to support Station 202 plus 32 staff hours, as an average per month, shared between himself and DC Ferguson. Chief Miller added that he will work for one day per week from Station 202 and DC Ferguson will work another one day per week at Station 202 with part-time personnel covering the other 3 days per week. Chief Miller clarified the mutual aid agreement for Hoskins-Kings Valley, emphasizing response as personnel are available. Edmonds stated that he had questioned Chief Miller about the IGA prior to the meeting, topics relating to managing the HKV budget, hours committed to HKV, Chief Miller's focus while at Station 202 and encouraged Chief Miller to report hours at Station 202 to the Board monthly, as well as having both Boards meet at the initiation of the contract, as well as annually. Vice President Brand asked about how the automatic aid agreement relates to staffing Station 202. Chief Miller noted that the two agreements are different. Vice President Brand suggested removing "response from Station 202" from the HKV contract. Chief Miller emphasized that the response from Station 202 would be dependent upon availability. Edmonds noted that he interprets the idea to be well-intentioned adding that the contract does not need to be modified. Treasurer Corbin agreed that Station 202 staffing does not need to be included in the contract. Chief Miller reiterated that staffing Station 202 isn't just for HKV it is also for the individuals who live in Wren. Treasurer Corbin recommended striking Station 202 response from the contract. President Phillips asked if this discussion could wait until Chief Miller gives his staffing report later in the meeting. Treasurer Corbin expressed concern sending personnel out-of-district with no volunteers covering the District. Chief Miller confirmed that personnel are to respond out-of-district only if there are enough personnel to cover the District. President Loudon stated that there are times when Station 201 is left unmanned. President Loudon expressed concern regarding not having an in-district staffing policy or standard. Chief Miller clarified that the District has automatic aid with other districts to cover any staffing shortages for the Philomath Area. President Phillips expressed concern that the personnel and leadership seem to have a gap in their understanding relating to response protocol. Licon asked, as a taxpayer, why it is ok for the response to the city of Philomath to come from Corvallis, 6.2 miles away, in order to staff Philomath personnel in Wren, 7 miles away from the city center. President Phillips thanked Licon for his question. President Phillips expressed concern that there is a division between the Chief and the personnel regarding response in the Fire District. She encouraged leadership to review the practices of the department. President Phillips stated that the Philomath Fire Board will follow up with a meeting with the HKV Board before signing the proposed contract at the July meeting. Treasurer Corbin repeated that he does not believe the response to HKV and Blodgett calls has been sufficiently covered. President Loudon asked Chief Miller to provide a copy of the written staffing plan for Station 202.

The Board took a break from 17:09 to 17:15.

4. Levy Discussion – OA Rodriguez noted that the Levy Needs Breakdown by Fiscal Year is included in the Board Packet. She noted that an addition of a part-time administrative assistant was added as well as annual increases for raises and additional hours for personnel was factored in. She noted that this breakdown and adjustment takes the Levy Needs total from approximately \$8 million to about \$6.5 million. Chief Miller thanked OA Rodriguez for her work on this breakdown. Chief Miller stated that this breakdown can help the District take their needs messaging to the public. Treasurer Corbin stated that he has concerns about adding more paid personnel which he believes will negate the volunteer response. Treasurer Corbin also noted his reservations about pursuing a levy at this time, expressing concern about the current publicity relating to conflicts within the department. OA Rodriguez stated that, regardless of the timing of the levy, it is important for the District to start having this conversation with the public. Vice President Brand noted that he believes that all the personnel have the right motivations in mind which will help the District move forward. Edmonds mirrored the sentiment that all members can work together despite varying personalities and opinions.
5. Board Self-Evaluation – Moved to July.
6. Strategic Plan – Moved to July.

VII. NEW BUSINESS

1. Cost Of Living Adjustment (COLA) Recommendation – Chief Miller recommended extending a 6% COLA for the non-represented employees, effective July 1, 2022. OA Rodriguez reminded the Board that there was a wage recommendation discussion a few months back but that this is a specific motion relating to the annual COLA to align non-represented staff with Union personnel. **President Phillips motioned to adopt the 6% COLA adjustment for the Deputy Chief and Office Administrator. Edmonds seconded. Motion passed 4-0.**
2. Standard of Coverage – Moved to July.
3. Staffing Grant and Station 202 Staffing Plan– Chief Miller reported that the Fire District will receive a grant for approximately \$32,500 for up-staffing during the fire season. He added that he is soliciting applications for this opening with a prospective start date for July 1. Chief Miller stated that his intent is to add two part-time personnel to cover the District during the high-fire season adding that they can help cover staffing for station 202 as well. Edmonds noted that the grant will end in November, stating that the District will need to consider how to cover personnel after that funding has been exhausted. Chief Miller added that these part-time, summer-hires can help back-fill for personnel deployed on conflagration. Chief Miller stated that the part-time hires will be from internal postings. President Phillips asked how these personnel will supplement the Station 202 staffing. Chief Miller clarified that Station 202 will not be staffed unless there are 5 firefighters on-duty within the District, otherwise it will remain unstaffed. Treasurer Corbin clarified that this covering will include weekends and Chief Miller agreed and added that it includes any time after-hours. Chief Miller stated that a “qualified leader” would be station at 202 and that individual would have apparatus operator and EMS certification as well as DC Ferguson’s initial tactics class. Chief Miller stated that ongoing staffing, after the grant funds run out, will be furnished through extra-hire wages currently budgeted. Chief Miller added that the intention is to include a paid person staffing with a part-timer, RV or Volunteer at Station 202. Chief Miller expressed surprise that there is a misunderstanding that the Philomath area would be un-manned in order to respond to calls out-of-district. President Phillips expressed concerned about the lack of communication

between the Chief and the volunteers and encouraged Chief Miller to provide clarity about this staffing plan. President Phillips encouraged Chief Miller to work with the personnel moving forward to avoid any surprises. Chief Miller stated that his door is always open and President Loudon has not taken up his offers to connect. President Phillips added that the expectation of the Board is that all the personnel understand the plans moving forward. Edmonds noted that all parties need to be involved and work through this issue in order to move forward together. Chief Miller stated that he has gone to numerous volunteer meetings and read his report and the District Staffing plans, and has had question and answer sessions, including 8 listening sessions with the personnel, adding that the plan has not changed and has been in writing, which is why he is surprised by the confusion from the personnel. He added that there are issues relating to the volunteers going around him and straight to the Board and that this is causing complications. President Phillips stated that it is not the role of the Board to guide the Chief on how to manage the day-to-day staffing and operations. Edmonds stated that the Board members need to work together as well, and guide personnel complaints to the Chief, per the chain of command. Volunteer Vice President Olsen stated that the Volunteers are working to be as transparent as possible and are not receiving follow up from Chief Miller. President Phillips encouraged all members to work together to sort this out. Treasurer Corbin again noted concern relating to response out-of-district. Vice President Brand noted that Chief Miller's prior comments indicated that the leadership have discretion to make decisions to respond out-of-district. Edmonds encouraged Treasurer Corbin to meet with Chief Miller with his questions relating to staffing and response. DC Ferguson stated that Fire Service as a system is dependent upon mutual aid and flexibility. President Phillips stated that the Board expectation is to have this staffing issue wrapped up with resolution to be presented at the July meeting.

4. Annual Review of Board Documents for Disposal – Moved to July.
5. Juneteenth – OA Rodriguez proposed establishing Juneteenth as a recognized holiday for non-represented staff since it was included as a holiday in the recent Union contract update. **President Phillips moved to adopt Juneteenth as a holiday for non-represented personnel. Treasurer Corbin seconded.** OA Rodriguez noted that this would be the 12th paid holiday for the personnel and not a floating holiday. **Motion passed 4-0.**

VIII. ACTION ITEMS – None.

IX. NEXT MEETING – The next regularly scheduled Board Meeting will be July 11, 2022.

X. ADJOURNMENT – Meeting adjourned at 17:44.

PHILOMATH FIRE & RESCUE

July 5, 2022

Location: Philomath Fire & Rescue

Noon

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors was called to order by President Phillips at 12:03. Board members present were President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Joe Brier. Doug Edmonds was not present. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lilee Rodriguez. Guests Present: Brad Fuqua of Philomath News, Mark Wolfe of SDAO, Volunteer President Andy Loudon, Volunteer Vice President Jessica Olsen, Volunteer Secretary Stephanie Vallancey, Resident Volunteer (RV) Ryan Phan, RV Samantha Schmeusser, Lieutenant (LT) Lindsay Taylor, Part-time Firefighter Alex Schilz, and Union President Andrew Licon attended in person with 6 others attending remotely by zoom.
- II. DISCUSSION – **President Phillips motioned to adjourn the meeting to Executive Session under ORS 192.660(2)(b) To consider the dismissal or discipline of or complaints against an officer, employee, staff or agent. Vice President Brand seconded. Motion passed 4-0.** Meeting moved to Executive Session. The Board requested Mark Wolf and Brad Fuqua remain for the executive session and dismissed the other attendees.

Public Session reconvened at 13:36.

President Phillips motioned to invited SDAO to complete an HR Review of the District. Vice President Brand seconded. Brier recommended the Board identify a point of contact for that review. President Phillips offered to be the point of contact. **President Phillips motioned to invite SDAO to complete an HR Review of the District, with President Phillips acting as point of contact. Vice President Brand seconded. Motion passed 4-0.**

President Philips motioned to invite SDAO to work with Chief Miller on an Operational Review of the District. Brier seconded. Vice President Brand asked if a point person should be identified for this process as well. The Board discussed among themselves who would be available and interested to act as the point person for SDAO for the Operational Review. Vice President Brand accepted a recommendation to be the point person. **President Phillips motioned to invite SDAO to work with Chief Miller on an Operational Review of the District with a limitation on Personnel Changes to be made during the duration of the review, with Vice President Brand named as the point of contact. Brier seconded. Motion passed 4-0.**

- III. ADJOURNMENT – Meeting adjourned at 13:42.

Philomath Fire and Rescue

Transaction by Account

June 2022

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6901 · Cost of Goods Sold				
Sales ...	06/06/2022	Walk In	6 - gifts to Newell Family	42.60
Sales ...	06/30/2022	Walk In	Inventory correction 06/30/22	7.10
Sales ...	06/30/2022	Walk In	Inventory correction 06/30/22	40.88
Sales ...	06/30/2022	Walk In	Inventory correction 06/30/22	8.30
Sales ...	06/30/2022	Walk In	Inventory correction 06/30/22	64.67
Total 6901 · Cost of Goods Sold				163.55
6216 · Supplies - FA/CPR Education				
Bill	06/27/2022	OSCU 402518-73	8 FA/CPR Cards	160.00
Total 6216 · Supplies - FA/CPR Education				160.00
6091 · Tuition Reimbursement				
Bill	06/01/2022	Samantha Schmeusser	Spring 2022 Tuition Reimbursement	150.00
Bill	06/22/2022	Jacob Bergstrom	Spring 2022 Tuition Reimbursement	2,731.13
Bill	06/22/2022	Brandon Dowell	Spring 2022 Tuition Reimbursement	2,115.00
Bill	06/22/2022	Samantha Schmeusser	Spring 2022 Tuition Reimbursement	566.00
Bill	06/22/2022	Jonathan Tyra	Spring 2022 Tuition Reimbursement	2,738.64
Total 6091 · Tuition Reimbursement				8,300.77
6001 · Contracted Professional Service				
Bill	06/01/2022	OSCU 402518-72	Propane tank rental	1.00
Bill	06/01/2022	Performance Systems Integration	Annual sprinkler system and backflow i...	260.00
Bill	06/07/2022	Security Alarm Corp	Fire alarm monitoring	165.31
Bill	06/07/2022	Accuity, LLC	Auditor - progressive payment	1,000.00
Bill	06/07/2022	Kamind IT, Inc.	Microsoft 365 Support	195.84
Bill	06/13/2022	Local Government Law Group	Labor Discussions with union	759.50
Bill	06/27/2022	Good Earth Pest Company	201 - bimonthly service	71.00
Total 6001 · Contracted Professional Service				2,452.65
6010 · Office Supplies				
Bill	06/07/2022	OSCU 402518-70	Officer 3 & 4 supplies - easel pad & ma...	36.28
Bill	06/26/2022	OSCU 402518-72	hanging folders	23.49
Bill	06/27/2022	OSCU 402518-73	Laptop batteries	279.59
Bill	06/27/2022	OSCU 402518-73	wireless access port	59.96
Bill	06/28/2022	OSCU 402518-72	copy paper	35.14
Total 6010 · Office Supplies				434.46
6011 · Postage/Shipping				
Bill	06/07/2022	OSCU 402518-70	stamps and postage for large Chase c...	47.15
Bill	06/27/2022	OSCU 402518-72	tracking for large check - chase	8.95
Total 6011 · Postage/Shipping				56.10
6020 · Insurance and Bond				
Bill	06/01/2022	The Hartford	52BDDHF3498 - insurance premium	180.00
Bill	06/01/2022	Special Districts Insurance Servi...	Employee Assistance Program Services	917.28
Total 6020 · Insurance and Bond				1,097.28
6030 · Dues and Fees				
Check	06/02/2022	Intuit	Payroll fee	14.00
Bill	06/07/2022	US Postal Service	PO Box fee	312.00
Check	06/11/2022	AsiFlex	Plan admin fees	11.25
Bill	06/27/2022	OSCU 402518-70	When2Work Annual Subscription	360.00
Check	06/27/2022	PERS	admin fee	15.00
Check	06/30/2022		Service Charge	0.10
Total 6030 · Dues and Fees				712.35

Philomath Fire and Rescue
Transaction by Account
June 2022

Type	Date	Name	Memo	Amount
6040 · Publications and Elections				
Bill	06/07/2022	Midvalley Newspapers	Budget Hearing Legal Notice	626.40
Bill	06/13/2022	Midvalley Newspapers	Budget Committee Meeting x2	351.12
Total 6040 · Publications and Elections				977.52
6050 · Utilities				
Bill	06/01/2022	Pacific Power	201 - power	506.11
Bill	06/01/2022	Consumers Power Inc.	203 - power	142.08
Bill	06/01/2022	Consumers Power Inc.	Bellfountain - power	72.42
Bill	06/07/2022	City of Philomath	Fire Line - water	15.20
Bill	06/07/2022	City of Philomath	201 - water	235.35
Bill	06/07/2022	Republic Services	203 - garbage	34.21
Bill	06/07/2022	Republic Services	201 - garbage	240.65
Bill	06/07/2022	Culligan	bottled water	157.10
Bill	06/27/2022	NW Natural	201 - Natural gas	139.62
Bill	06/27/2022	Consumers Power Inc.	202 - Power	75.68
Bill	06/27/2022	Consumers Power Inc.	Priest Rd Power	64.07
Bill	06/27/2022	Consumers Power Inc.	Daisy Dr Power	30.33
Total 6050 · Utilities				1,712.82
6060 · Telephone, Pagers, Internet				
Bill	06/01/2022	Century Link	203 - phones	125.74
Bill	06/01/2022	Pioneer Telephone Cooperative	202 - phones & internet	241.02
Bill	06/01/2022	Alyrica	201 - Phones & internet	592.86
Check	06/04/2022	AT&T Mobility	ESO Tablets	40.10
Check	06/06/2022	Comcast	201 - Cable	13.21
Check	06/21/2022	Verizon	LT Phone & Tablets	312.43
Bill	06/27/2022	Century Link	203 - Phones	125.74
Total 6060 · Telephone, Pagers, Internet				1,451.10
6070 · Travel				
Bill	06/01/2022	Thomas Miller	2 hotel rooms - Chief's Conference	1,298.08
Bill	06/01/2022	Ken Corbin	Mileage to Newport for training	44.99
Bill	06/02/2022	OSCU 402518-72	lunch while traveling for OFSOA confer...	13.00
Bill	06/07/2022	Figaros Pizza	Lunch for EMS training	80.75
Bill	06/27/2022	OSCU 402518-70	sodas for RV meeting	10.20
Bill	06/27/2022	OSCU 402518-71	Dinner while at OVFA Conference	97.68
Bill	06/27/2022	OSCU 402518-71	lunch while at OVFA conference	20.66
Bill	06/27/2022	OSCU 402518-71	dinner while at OVFA Conference	42.50
Bill	06/27/2022	OSCU 402518-71	dinner at OVFA Conference	66.04
Bill	06/27/2022	OSCU 402518-71	dinner at OVFA Conference	66.04
Bill	06/27/2022	Figaros Pizza	pizzas for RV interview	80.75
Bill	06/27/2022	OSCU 402518-70	Lunch with Board member	35.40
Bill	06/27/2022	OSCU 402518-71	Hotel room at OVFA conference	382.47
Bill	06/27/2022	OSCU 402518-71	hotel expenses at OVFA conference	509.96
Bill	06/27/2022	OSCU 402518-71	hotel expense at OVFA conference	382.47
Bill	06/27/2022	Figaros Pizza	RV meeting dinner	102.75
Bill	06/28/2022	OSCU 402518-70	Chiefs meeting breakfast	40.59
Total 6070 · Travel				3,274.33
6090 · Education/Training				
Bill	06/01/2022	Bio-Med Testing	background check - Cammack, Bradford	58.00
Bill	06/02/2022	OSCU 402518-73	EMR Recert - Hindman	23.00
Bill	06/02/2022	OSCU 402518-72	Fire Officer 3 & 4 Class Food - Big Tow...	147.45
Bill	06/07/2022	Fire Protection Publications	Fire Officer 3 & 4 Books	542.50
Bill	06/07/2022	Department of Public Safety Sta...	fingerprints - Hall	46.25
Bill	06/13/2022	Lillee Rodriguez	Spring Tuition Reimbursement	490.71
Bill	06/27/2022	Petty Cash	Training Door supplies	16.50
Bill	06/27/2022	OSCU 402518-71	IFSTA Fire Protection publication	61.20
Bill	06/27/2022	OSCU 402518-70	ACLS Class	56.88
Bill	06/27/2022	OSCU 402518-72	Binders & dividers	159.23
Total 6090 · Education/Training				1,601.72

Philomath Fire and Rescue Transaction by Account June 2022

Type	Date	Name	Memo	Amount
6100 · Equipment Maintenance Agreement				
Check	06/16/2022	De Lage Landen Financial Servi...	201 - admin copier	151.00
Total 6100 · Equipment Maintenance Agreement				151.00
6110 · Equipment Rentals				
Bill	06/01/2022	Philomath Rental	wrench rental	11.11
Total 6110 · Equipment Rentals				11.11
6130 · Gas & Oil				
Bill	06/13/2022	Carson Oil	Fuel	833.81
Bill	06/27/2022	OSCU 402518-71	Fuel	35.68
Bill	06/27/2022	OSCU 402518-71	Fuel	75.00
Bill	06/27/2022	Carson Oil	Fuel	1,367.74
Bill	06/27/2022	Paula Anderson.	Fule to and from OVFA Conference	66.15
Total 6130 · Gas & Oil				2,378.38
6160 · Equipment Maintenance				
Bill	06/07/2022	TWGW, Inc. dba Philomath Napa	chainsaw spark plugs	20.72
Total 6160 · Equipment Maintenance				20.72
6161 · Vehicle Maintenance				
Bill	06/01/2022	Power Auto Center	291 - check engine light repair	502.99
Bill	06/01/2022	Valvoline LLC	291 - lube, oil and belts replacement	406.21
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	231 - hose repair	4.83
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	231 - hose repair	6.81
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	returned item	-4.83
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	231 - antifreeze	10.99
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	231 - air fittings	18.60
Bill	06/07/2022	TWGW, Inc. dba Philomath Napa	232 - lighting repair	74.96
Bill	06/07/2022	OSCU 402518-70	290 - wipers	51.98
Bill	06/27/2022	TWGW, Inc. dba Philomath Napa	de-icer	15.96
Bill	06/27/2022	OSCU 402518-72	trailer	1,985.97
Total 6161 · Vehicle Maintenance				3,074.47
6170 · Building Maint and Improvements				
Bill	06/01/2022	MPTV, Inc.	sandpaper for front sign	19.96
Bill	06/01/2022	MPTV, Inc.	epoxy and tools to repair 201 sign	19.77
Bill	06/01/2022	OSCU 402518-71	oil for 201 sign	25.20
Bill	06/01/2022	OSCU 402518-72	201 - air filters	53.99
Bill	06/07/2022	MPTV, Inc.	201 - lightbulbs	14.99
Bill	06/07/2022	MPTV, Inc.	wasp & hornet spray	6.79
Bill	06/09/2022	OSCU 402518-70	light bulbs	85.99
Total 6170 · Building Maint and Improvements				226.69
6180 · Grounds Maintenance				
Bill	06/01/2022	MPTV, Inc.	201 - sign materials	42.42
Bill	06/27/2022	Shonnard's	Backflow testing	52.00
Total 6180 · Grounds Maintenance				94.42
6200 · Supplies - Department				
Bill	06/01/2022	Walter E. Nelson Co.	wash n wax concentrate	99.75
Bill	06/01/2022	Walter E. Nelson Co.	garbage bags, toilet paper, paper towels	352.72
Bill	06/01/2022	Walter E. Nelson Co.	disinfectant wipes, toilet paper, paper t...	212.10
Bill	06/01/2022	Lillee Rodriguez	201 office candy	52.97
Bill	06/02/2022	OSCU 402518-72	Fire department coffee	79.79
Bill	06/07/2022	OSCU 402518-70	indoor flagpole	122.99
Bill	06/27/2022	OSCU 402518-70	engraving plates	26.97
Bill	06/27/2022	OSCU 402518-72	Residence Coffee	79.79
Total 6200 · Supplies - Department				1,027.08

Philomath Fire and Rescue Transaction by Account June 2022

Type	Date	Name	Memo	Amount
6210 · Supplies - Medical				
Bill	06/01/2022	Industrial Welding Supply, Inc	Oxygen	38.05
Bill	06/01/2022	Medline Industries, Inc.	gloves	108.40
Bill	06/07/2022	Medline Industries, Inc.	non-rebreather masks, iv catheters	227.06
Bill	06/07/2022	Medline Industries, Inc.	ipratropium bromide	9.56
Bill	06/07/2022	OSCU 402518-70	pediatric dosing tape	39.98
Bill	06/07/2022	Medline Industries, Inc.	albuterol, head immobilizer	75.30
Bill	06/13/2022	Medline Industries, Inc.	Ondansetron	42.22
Total 6210 · Supplies - Medical				540.57
6215 · Supplies - Prevention				
Bill	06/07/2022	Benton County	address post materials	188.00
Total 6215 · Supplies - Prevention				188.00
6240 · Supplies - Consumables				
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	tire cleaner, coolant	24.27
Bill	06/01/2022	TWGW, Inc. dba Philomath Napa	coupler	9.30
Bill	06/27/2022	OSCU 402518-72	AAA batteries	23.44
Bill	06/27/2022	OSCU 402518-70	bulbs	15.29
Total 6240 · Supplies - Consumables				72.30
6250 · Uniforms				
Bill	06/01/2022	SeaWestern	trousers	144.96
Bill	06/01/2022	Cascade Fire Equipment Co.	wildland shirts	1,316.21
Bill	06/07/2022	OSCU 402518-70	name badge and bar holder	19.19
Bill	06/07/2022	OSCU 402518-73	Station boots - Saalsaa	114.49
Bill	06/27/2022	OSCU 402518-70	cotton t-shirts for new recruits	28.16
Total 6250 · Uniforms				1,623.01
6270 · Volunteer - Activities				
Bill	06/07/2022	OSCU 402518-71	Gift Card - NAPA Auto	25.00
Bill	06/07/2022	OSCU 402518-71	Gift Card - Ixtapa	25.00
Bill	06/07/2022	OSCU 402518-71	Gift Cards - Cabelas, Subway, Home D...	119.00
Bill	06/07/2022	OSCU 402518-71	Gift Card - Vinwood	25.00
Bill	06/07/2022	OSCU 402518-70	Flag for Newell	64.99
Bill	06/27/2022	OSCU 402518-70	Volunteer Business Dinner	184.14
Bill	06/27/2022	Paula Anderson.	Drinks for Volunteers at Inavale	21.58
Bill	06/27/2022	Paula Anderson.	Drinks for Volunteers at Inavale	17.26
Total 6270 · Volunteer - Activities				481.97
6310 · Physical & Immunizations				
Bill	06/07/2022	Occupational Medicine Dept.	Physicals - Anderson, Bovbjerg, Louden	2,044.00
Total 6310 · Physical & Immunizations				2,044.00
Total 6000 · Materials and Services				34,328.37
7000 · Capital Outlay				
7150 · Capital Outlay - Vehicle				
Bill	06/13/2022	PNW Emergency Equipment	232 - Ground Monitor	2,842.71
Total 7150 · Capital Outlay - Vehicle				2,842.71
Total 7000 · Capital Outlay				2,842.71
Total Expense				37,171.08
Net Ordinary Income				-37,171.08
Net Income				-37,171.08

Tom Miller Leave Usage
July 1, 2021 through June 30, 2022

Beginning Balance as of July 1, 2021	486.91	128.5
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	Sick Leave	Vacation
July		
accrual	9	0
taken	0	0
balance	495.91	128.5

August		
accrual	9	0
taken	0	0
balance	504.91	128.5

September		
accrual	9	0
taken	0	0
balance	513.91	128.5

October		
accrual	9	0
taken	0	29
balance	522.91	99.5

	Sick Leave	Vacation
November		
accrual	9	0
taken	0	0
balance	531.91	99.5

December		
accrual	9	0
taken	0	0
balance	540.91	99.5

January		
accrual	9	0
taken	0	0
balance	549.91	99.5

February		
accrual	9	0
taken	0	0
balance	558.91	99.5

	Sick Leave	Vacation
March		
accrual	9	0
taken	0	24
balance	567.91	75.5

April		
accrual	9	0
taken	0	0
balance	576.91	195.5

May		
accrual	9	0
taken	20	8
balance	565.91	187.5

June		
accrual	9	0
taken	0	8
balance	574.91	179.5

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		Review Civil Service Minutes		Civil Service Appointment Review
Budget Preparation Begins	Wage & Benefits Recommendation - From Chief		Review Strategic Plan		COLA Recommendations - From Chief - Motion to accept
Audit Presentation - Motion to Accept Audit	Appoint Budget Officer		Chief Check-In		Review Board Docs for Disposal
Review Civil Services Minutes	Set Budget Calendar				Review Standard of Coverage
Review Strategic Plan	May Election - Remind Board Members to File				Chief Check-In
	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

July 11, 2022

1. Personnel:

- Received five applications for the Daytime Firefighter Position. They are currently being reviewed by the Civil Service Commission. Tentatively set testing day for July 27th, if any board members would like to assist.
- Daytime coverage of Station 202 began on June 22nd. Started a Gas Card Drawing for the volunteers that provide the most coverage in Wren to help achieve our coverage goals. Hired three part time firefighters for Wren Staffing, and I am interviewing two more later this month to create a Part-time Pool.
- Received notification from the board president of a vote of “no confidence” from the volunteers and Union.
- Multiple personnel taking vacations and we are thankful for the additional help that is being provided by the Oregon State Fire Marshal’s Grant to upstaff during the summer months. This money is ear marked to provide staffing at Station 202 and assist in hire of Community Volunteers when our personnel are deployed on conflagration.
- Completed OA Lillee Rodriguez, Lt. Scott Moser, and DC Chancy Ferguson’s annual reviews

2. Volunteers:

- Added one Community Volunteer
- Three Community Volunteers were processed out for non-participation and one resigned for personnel reasons, for a total of four departures.

3. Apparatus Update:

- All apparatus is in good working order

4. Equipment Update:

- Purchased a small trailer to move the lawnmower from building to building safely

5. Building Update:

- All buildings are in good working condition

6. Meetings:

- Attended HKVs Board and HKVIGA Q &A Meetings to finalize the agreement.
- Attended Executive Session

- Co-Chaired the Joint Linn-Benton Fire Defense Board Meeting. Major topic of discussion was personnel costs and lack of staffing throughout the state.

7. Good of the Order:

- Crews did an excellent job over the last few weeks with the Frolic Fire, multiple vehicle accidents, and standbys at various events.
- Thank you to FF Levi Schell for filling in as a Daytime Firefighter and bringing such a positive “can do” attitude to the District.

8. RunTracker:

- **87 calls for June:** 18 Fire (21%), 69 Medicals (79%), **2022 Calls:** 411, projected 831, we are 50% through the year. **In 2021** we ran 857 calls.
- **Mutual Aid for the month:** Monroe-2, Kings Valley- 4, Blodgett-4, Corvallis- 6, Alsea- 2, Lincoln Co.- 1, and Conflagration- 0
- **Current Personnel:** Career- 6, 3 Part time- 3, Resident Volunteers- 9, Comm. Volunteers- 39
- **Vol. Standby Participation YTD:** Event Standbys- 360 hrs., Station Standbys- 556 hrs.
- **Average Personnel per Call:** Career- 1.45, Volunteers- .6, Standby- 1.15, RVs- 2.05

Philomath Fire and Rescue
Profit & Loss by Class
 July 2021 through June 2022

	GO Bond 201...	General Fund	Building Res...	Equipment R...
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	402.84	0.00	0.00	0.00
4042 · Bond Income - Prop Tax Interest	584.17	0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes	4,566.92	0.00	0.00	0.00
4060 · Conflagration Income	0.00	334,277.78	0.00	0.00
4500 · Transfers In	0.00	0.00	0.00	0.00
4050 · Public Education Income	0.00	12,243.16	0.00	0.00
4040 · Bond Income	398,805.21	0.00	0.00	0.00
4000 · Carryover Fund Balance	40,913.00	591,464.00	182,432.00	65,696.00
4010 · Delinquent Property Taxes	0.00	14,972.60	0.00	0.00
4020 · Current Property Taxes	0.00	1,325,859.51	0.00	0.00
4025 · Interest - Property Tax	0.00	2,023.94	0.00	0.00
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	0.00	64.25	0.00	0.00
4030 · Investments - LGIP	811.83	3,231.21	743.01	267.98
4026 · Interest Income - Other	0.00	365.03	0.00	0.00
Total 4026 · Interest Income	811.83	3,660.49	743.01	267.98
4035 · Grants Income	0.00	10,000.00	0.00	0.00
4900 · Miscellaneous Income	0.00	109,221.30	0.00	0.00
Total Income	446,083.97	2,403,722.78	183,175.01	65,963.98
Gross Profit	446,083.97	2,403,722.78	183,175.01	65,963.98
Expense				
9010 · Transfers	0.00	52,100.00	0.00	0.00
5000 · Personnel Expenses				
5131 · Non-Union Overtime Wages	0.00	949.34	0.00	0.00
5422 · Oregon Transit Tax	0.00	158.40	0.00	0.00
5136 · Conflagration Wages	0.00	156,168.65	0.00	0.00
5100 · Fire Chief Wages	0.00	102,548.00	0.00	0.00
5105 · Deputy Chief Wages	0.00	74,443.00	0.00	0.00
5110 · Admin Asst Wages	0.00	51,360.00	0.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	73,800.20	0.00	0.00
5125 · Firefighter Wages	0.00	228,518.31	0.00	0.00
5130 · Overtime Wages	0.00	32,790.24	0.00	0.00
5135 · Extra Hire	0.00	6,268.83	0.00	0.00
5405 · Employers FICA	0.00	43,567.17	0.00	0.00
5410 · Employers Medicare	0.00	10,189.09	0.00	0.00
5420 · Workes Benefit Assessment	0.00	248.80	0.00	0.00
5421 · Workers Compensation	0.00	101.00	0.00	0.00
5430 · PERS - Employe	0.00	171,608.18	0.00	0.00
5431 · PERS - Pickup 6%	0.00	40,557.22	0.00	0.00
5440 · Health Insurance	0.00	113,337.94	0.00	0.00
Total 5000 · Personnel Expenses	0.00	1,106,614.37	0.00	0.00
6000 · Materials and Services				
6901 · Cost of Goods Sold	0.00	848.32	0.00	0.00
6217 · Supplies - EMR Classes	0.00	1,115.07	0.00	0.00
6216 · Supplies - FA/CPR Education	0.00	4,262.43	0.00	0.00
6091 · Tuition Reimbursement	0.00	50,316.61	0.00	0.00
6101 · Equip. Maint. Agreements - EMS	0.00	1,519.38	0.00	0.00
6001 · Contracted Professional Service	0.00	31,573.03	0.00	0.00
6010 · Office Supplies	0.00	7,472.05	0.00	0.00
6011 · Postage/Shipping	0.00	2,503.31	0.00	0.00
6020 · Insurance and Bond	0.00	42,856.28	0.00	0.00
6030 · Dues and Fees	0.00	10,782.10	0.00	0.00
6040 · Publications and Elections	0.00	2,342.56	0.00	0.00
6050 · Utilities	0.00	27,358.67	0.00	0.00
6060 · Telephone, Pagers, Internet	0.00	22,567.14	0.00	0.00
6070 · Travel	0.00	8,285.06	0.00	0.00
6080 · Conference	0.00	2,987.74	0.00	0.00
6090 · Education/Training	0.00	19,973.88	0.00	0.00
6100 · Equipment Maintenance Agreement	0.00	3,665.06	0.00	0.00

Philomath Fire and Rescue
Profit & Loss by Class
 July 2021 through June 2022

	GO Bond 201...	General Fund	Building Res...	Equipment R...
6110 · Equipment Rentals	0.00	79.09	0.00	0.00
6130 · Gas & Oil	0.00	21,713.66	0.00	0.00
6150 · Radio Maintenance	0.00	15,003.65	0.00	0.00
6160 · Equipment Maintenance	0.00	16,784.91	0.00	0.00
6161 · Vehicle Maintenance	0.00	48,006.50	0.00	0.00
6170 · Building Maint and Improvements	0.00	7,008.21	0.00	0.00
6180 · Grounds Maintenance	0.00	2,650.17	0.00	0.00
6190 · Small Tools & Equipment	0.00	1,193.23	0.00	0.00
6200 · Supplies - Department	0.00	9,114.45	0.00	0.00
6210 · Supplies - Medical	0.00	13,953.14	0.00	0.00
6215 · Supplies - Prevention	0.00	2,489.41	0.00	0.00
6220 · Supplies - Suppression	0.00	3,515.18	0.00	0.00
6240 · Supplies - Consumables	0.00	842.94	0.00	0.00
6250 · Uniforms	0.00	37,426.74	0.00	0.00
6270 · Volunteer - Activities	0.00	6,388.59	0.00	0.00
6280 · Volunteer Incentive Program	0.00	3,286.79	0.00	0.00
6300 · Volunteer - Length of Service	0.00	11,000.00	0.00	0.00
6310 · Physical & Immunizations	0.00	17,033.46	0.00	0.00
6320 · Community Involvement	0.00	1,351.88	0.00	0.00
6900 · Miscellaneous Expense	0.00	2,159.08	0.00	0.00
Total 6000 · Materials and Services	0.00	461,429.77	0.00	0.00
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7135 · Fees	382,671.09	10,631.25	0.00	0.00
Total 7130 · Capital Outlay - Bond	382,671.09	10,631.25	0.00	0.00
7150 · Capital Outlay - Vehicle	0.00	170,635.54	0.00	0.00
7020 · Dept. Equip. - Suppression	0.00	5,334.00	0.00	0.00
7030 · Capital Outlay - Medical	0.00	104,048.04	0.00	0.00
Total 7000 · Capital Outlay	382,671.09	290,648.83	0.00	0.00
Total Expense	382,671.09	1,910,792.97	0.00	0.00
Net Ordinary Income	63,412.88	492,929.81	183,175.01	65,963.98
Net Income	63,412.88	492,929.81	183,175.01	65,963.98

Philomath Fire and Rescue
Profit & Loss by Class
 July 2021 through June 2022

	Vehicle Reser...	TOTAL
Ordinary Income/Expense		
Income		
4043 · Bond Income - Bank Interest	0.00	402.84
4042 · Bond Income - Prop Tax Interest	0.00	584.17
4041 · Bond Income - Delinquent Taxes	0.00	4,566.92
4060 · Conflagration Income	0.00	334,277.78
4500 · Transfers In	52,100.00	52,100.00
4050 · Public Education Income	0.00	12,243.16
4040 · Bond Income	0.00	398,805.21
4000 · Carryover Fund Balance	74,470.00	954,975.00
4010 · Delinquent Property Taxes	0.00	14,972.60
4020 · Current Property Taxes	0.00	1,325,859.51
4025 · Interest - Property Tax	0.00	2,023.94
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	64.25
4030 · Investments - LGIP	111.21	5,165.24
4026 · Interest Income - Other	0.00	365.03
Total 4026 · Interest Income	111.21	5,594.52
4035 · Grants Income	0.00	10,000.00
4900 · Miscellaneous Income	0.00	109,221.30
Total Income	126,681.21	3,225,626.95
Gross Profit	126,681.21	3,225,626.95
Expense		
9010 · Transfers	0.00	52,100.00
5000 · Personnel Expenses		
5131 · Non-Union Overtime Wages	0.00	949.34
5422 · Oregon Transit Tax	0.00	158.40
5136 · Conflagration Wages	0.00	156,168.65
5100 · Fire Chief Wages	0.00	102,548.00
5105 · Deputy Chief Wages	0.00	74,443.00
5110 · Admin Asst Wages	0.00	51,360.00
5120 · Fire & Life Safety Officer Wage	0.00	73,800.20
5125 · Firefighter Wages	0.00	228,518.31
5130 · Overtime Wages	0.00	32,790.24
5135 · Extra Hire	0.00	6,268.83
5405 · Employers FICA	0.00	43,567.17
5410 · Employers Medicare	0.00	10,189.09
5420 · Workes Benefit Assessment	0.00	248.80
5421 · Workers Compensation	0.00	101.00
5430 · PERS - Employe	0.00	171,608.18
5431 · PERS - Pickup 6%	0.00	40,557.22
5440 · Health Insurance	0.00	113,337.94
Total 5000 · Personnel Expenses	0.00	1,106,614.37
6000 · Materials and Services		
6901 · Cost of Goods Sold	0.00	848.32
6217 · Supplies - EMR Classes	0.00	1,115.07
6216 · Supplies - FA/CPR Education	0.00	4,262.43
6091 · Tuition Reimbursement	0.00	50,316.61
6101 · Equip. Maint. Agreements - EMS	0.00	1,519.38
6001 · Contracted Professional Service	0.00	31,573.03
6010 · Office Supplies	0.00	7,472.05
6011 · Postage/Shipping	0.00	2,503.31
6020 · Insurance and Bond	0.00	42,856.28
6030 · Dues and Fees	0.00	10,782.10
6040 · Publications and Elections	0.00	2,342.56
6050 · Utilities	0.00	27,358.67
6060 · Telephone, Pagers, Internet	0.00	22,567.14
6070 · Travel	0.00	8,285.06
6080 · Conference	0.00	2,987.74
6090 · Education/Training	0.00	19,973.88
6100 · Equipment Maintenance Agreement	0.00	3,665.06

Philomath Fire and Rescue
Profit & Loss by Class
 July 2021 through June 2022

	Vehicle Reser...	TOTAL
6110 · Equipment Rentals	0.00	79.09
6130 · Gas & Oil	0.00	21,713.66
6150 · Radio Maintenance	0.00	15,003.65
6160 · Equipment Maintenance	0.00	16,784.91
6161 · Vehicle Maintenance	0.00	48,006.50
6170 · Building Maint and Improvements	0.00	7,008.21
6180 · Grounds Maintenance	0.00	2,650.17
6190 · Small Tools & Equipment	0.00	1,193.23
6200 · Supplies - Department	0.00	9,114.45
6210 · Supplies - Medical	0.00	13,953.14
6215 · Supplies - Prevention	0.00	2,489.41
6220 · Supplies - Suppression	0.00	3,515.18
6240 · Supplies - Consumables	0.00	842.94
6250 · Uniforms	0.00	37,426.74
6270 · Volunteer - Activities	0.00	6,388.59
6280 · Volunteer Incentive Program	0.00	3,286.79
6300 · Volunteer - Length of Service	0.00	11,000.00
6310 · Physical & Immunizations	0.00	17,033.46
6320 · Community Involvement	0.00	1,351.88
6900 · Miscellaneous Expense	0.00	2,159.08
Total 6000 · Materials and Services	0.00	461,429.77
7000 · Capital Outlay		
7130 · Capital Outlay - Bond		
7135 · Fees	0.00	393,302.34
Total 7130 · Capital Outlay - Bond	0.00	393,302.34
7150 · Capital Outlay - Vehicle	126,681.21	297,316.75
7020 · Dept. Equip. - Suppression	0.00	5,334.00
7030 · Capital Outlay - Medical	0.00	104,048.04
Total 7000 · Capital Outlay	126,681.21	800,001.13
Total Expense	126,681.21	2,420,145.27
Net Ordinary Income	0.00	805,481.68
Net Income	0.00	805,481.68

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

	GO Bond 2016...	GO Bond 2016...	General Fund	Building Rese...
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	0.00	-204,999.78	598,991.45	-212,064.00
1000 · Petty Cash	0.00	0.00	50.00	0.00
1050 · Local Government Investment Poo	5,938.00	264,599.00	-136,787.30	396,645.53
1060 · OSU - Savings Account	0.00	0.00	11,079.81	0.00
Total Checking/Savings	5,938.00	59,599.22	473,333.96	184,581.53
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	37,650.75	0.00
Total Accounts Receivable	0.00	0.00	37,650.75	0.00
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
Total Other Current Assets	0.00	0.00	24,814.94	0.00
Total Current Assets	5,938.00	59,599.22	535,799.65	184,581.53
TOTAL ASSETS	5,938.00	59,599.22	535,799.65	184,581.53
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	4,325.61	0.00
Total Accounts Payable	0.00	0.00	4,325.61	0.00
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	279.27	0.00
2100 · Wages Payable	0.00	0.00	28,662.99	0.00
2110 · Federal Income Tax Payable	0.00	0.00	-351.00	0.00
2120 · FICA Payable	0.00	0.00	2,398.00	0.00
2125 · Medicare Payable	0.00	0.00	561.00	0.00
2130 · State Income Tax Payable	0.00	0.00	-110.40	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	18.95	0.00
2140 · PERS Payable	0.00	0.00	13,008.66	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	50.00	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	38.15	0.00
2230 · Flexible Spending Account	0.00	0.00	944.33	0.00
2232 · Union Dues	0.00	0.00	377.53	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	43,851.47	0.00
Total Other Current Liabilities	0.00	0.00	64,182.92	0.00
Total Current Liabilities	0.00	0.00	68,508.53	0.00
Total Liabilities	0.00	0.00	68,508.53	0.00
Equity				
3010 · Fund Balance	0.00	-61,925.29	-352,244.76	-845,832.61
3200 · Unallocated Fund Balance	-299,453.00	60,183.12	655,440.58	847,239.13
Net Income	0.00	63,412.88	492,929.81	183,175.01
Total Equity	-299,453.00	61,670.71	796,125.63	184,581.53
TOTAL LIABILITIES & EQUITY	-299,453.00	61,670.71	864,634.16	184,581.53
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,834.51	0.00

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

	Equipment Re...	Vehicle Reser...	Unclassified	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-48,241.00	-72,120.49	-250.00	61,316.18
1000 · Petty Cash	0.00	0.00	0.00	50.00
1050 · Local Government Investment Poo	245,123.92	-31,642.00	0.00	743,877.15
1060 · OSU - Savings Account	0.00	0.00	327.72	11,407.53
Total Checking/Savings	196,882.92	-103,762.49	77.72	816,650.86
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	0.00	37,650.75
Total Accounts Receivable	0.00	0.00	0.00	37,650.75
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
Total Other Current Assets	0.00	0.00	0.00	24,814.94
Total Current Assets	196,882.92	-103,762.49	77.72	879,116.55
TOTAL ASSETS	196,882.92	-103,762.49	77.72	879,116.55
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	-250.00	4,075.61
Total Accounts Payable	0.00	0.00	-250.00	4,075.61
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	279.27
2100 · Wages Payable	0.00	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	0.00	-351.00
2120 · FICA Payable	0.00	0.00	0.00	2,398.00
2125 · Medicare Payable	0.00	0.00	0.00	561.00
2130 · State Income Tax Payable	0.00	0.00	0.00	-110.40
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00	18.95
2140 · PERS Payable	0.00	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	50.00
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	38.15
2230 · Flexible Spending Account	0.00	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	0.00	377.53
Total 2400 · Payroll Liabilities	0.00	0.00	0.00	43,851.47
Total Other Current Liabilities	0.00	0.00	0.00	64,182.92
Total Current Liabilities	0.00	0.00	-250.00	68,258.53
Total Liabilities	0.00	0.00	-250.00	68,258.53
Equity				
3010 · Fund Balance	-606,952.12	-335,582.41	0.00	-2,202,537.19
3200 · Unallocated Fund Balance	608,156.06	336,019.92	327.72	2,207,913.53
Net Income	65,963.98	0.00	0.00	805,481.68
Total Equity	67,167.92	437.51	327.72	810,858.02
TOTAL LIABILITIES & EQUITY	67,167.92	437.51	77.72	879,116.55
UNBALANCED CLASSES	129,715.00	-104,200.00	0.00	-0.00

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	GO Bond 2016 - Debt Services				General Fund			
	Jul '21 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '21 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest	402.84				0.00			
4042 · Bond Income - Prop Tax Interest	584.17				0.00			
4041 · Bond Income - Delinquent Taxes	4,566.92	5,000.00	-433.08	91.3%	0.00			
4060 · Conflagration Income	0.00				334,277.78	343,000.00	-8,722.22	97.5%
4500 · Transfers In	0.00				0.00			
4050 · Public Education Income	0.00				12,243.16	8,000.00	4,243.16	153.0%
4040 · Bond Income	398,805.21	391,147.00	7,658.21	102.0%	0.00			
4000 · Carryover Fund Balance	40,913.00	1,229.00	39,684.00	3,329.0%	591,464.00	558,722.00	32,742.00	105.9%
4010 · Delinquent Property Taxes	0.00				14,972.60	15,000.00	-27.40	99.8%
4020 · Current Property Taxes	0.00				1,325,859.51	1,290,000.00	35,859.51	102.8%
4025 · Interest - Property Tax	0.00				2,023.94	2,000.00	23.94	101.2%
4026 · Interest Income	811.83	130.00	681.83	624.5%	3,660.49	10,000.00	-6,339.51	36.6%
4035 · Grants Income	0.00				10,000.00	447,625.00	-437,625.00	2.2%
4900 · Miscellaneous Income	0.00				109,221.30	56,435.00	52,786.30	193.5%
Total Income	<u>446,083.97</u>	<u>397,506.00</u>	<u>48,577.97</u>	<u>112.2%</u>	<u>2,403,722.78</u>	<u>2,730,782.00</u>	<u>-327,059.22</u>	<u>88.0%</u>
Gross Profit	446,083.97	397,506.00	48,577.97	112.2%	2,403,722.78	2,730,782.00	-327,059.22	88.0%
Expense								
9010 · Transfers	0.00				52,100.00	52,100.00	0.00	100.0%
9000 · Unappropriated Ending Fund Bal	0.00	7,683.00	-7,683.00	0.0%	0.00	380,504.00	-380,504.00	0.0%
5000 · Personnel Expenses	0.00				1,106,614.37	1,148,365.00	-41,750.63	96.4%
6000 · Materials and Services	0.00				461,429.77	506,453.00	-45,023.23	91.1%
7000 · Capital Outlay	382,671.09	389,823.00	-7,151.91	98.2%	290,648.83	643,360.00	-352,711.17	45.2%
Total Expense	<u>382,671.09</u>	<u>397,506.00</u>	<u>-14,834.91</u>	<u>96.3%</u>	<u>1,910,792.97</u>	<u>2,730,782.00</u>	<u>-819,989.03</u>	<u>70.0%</u>
Net Ordinary Income	<u>63,412.88</u>	<u>0.00</u>	<u>63,412.88</u>	<u>100.0%</u>	<u>492,929.81</u>	<u>0.00</u>	<u>492,929.81</u>	<u>100.0%</u>
Net Income	<u>63,412.88</u>	<u>0.00</u>	<u>63,412.88</u>	<u>100.0%</u>	<u>492,929.81</u>	<u>0.00</u>	<u>492,929.81</u>	<u>100.0%</u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2021 through June 2022

	Building Reserve Fund				Equipment Reserve Fund			
	Jul '21 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '21 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest	0.00				0.00			
4042 · Bond Income - Prop Tax Interest	0.00				0.00			
4041 · Bond Income - Delinquent Taxes	0.00				0.00			
4060 · Conflagration Income	0.00				0.00			
4500 · Transfers In	0.00	0.00	0.00	0.0%	0.00	52,100.00	-52,100.00	0.0%
4050 · Public Education Income	0.00				0.00			
4040 · Bond Income	0.00				0.00			
4000 · Carryover Fund Balance	182,432.00	183,578.00	-1,146.00	99.4%	65,696.00	74,800.00	-9,104.00	87.8%
4010 · Delinquent Property Taxes	0.00				0.00			
4020 · Current Property Taxes	0.00				0.00			
4025 · Interest - Property Tax	0.00				0.00			
4026 · Interest Income	743.01	4,000.00	-3,256.99	18.6%	267.98	1,000.00	-732.02	26.8%
4035 · Grants Income	0.00				0.00			
4900 · Miscellaneous Income	0.00				0.00			
Total Income	<u>183,175.01</u>	<u>187,578.00</u>	<u>-4,402.99</u>	<u>97.7%</u>	<u>65,963.98</u>	<u>127,900.00</u>	<u>-61,936.02</u>	<u>51.6%</u>
Gross Profit	183,175.01	187,578.00	-4,402.99	97.7%	65,963.98	127,900.00	-61,936.02	51.6%
Expense								
9010 · Transfers	0.00	0.00	0.00	0.0%	0.00			
9000 · Unappropriated Ending Fund Bal	0.00	187,578.00	-187,578.00	0.0%	0.00	127,900.00	-127,900.00	0.0%
5000 · Personnel Expenses	0.00				0.00			
6000 · Materials and Services	0.00				0.00			
7000 · Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	<u>0.00</u>	<u>187,578.00</u>	<u>-187,578.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>127,900.00</u>	<u>-127,900.00</u>	<u>0.0%</u>
Net Ordinary Income	<u>183,175.01</u>	<u>0.00</u>	<u>183,175.01</u>	<u>100.0%</u>	<u>65,963.98</u>	<u>0.00</u>	<u>65,963.98</u>	<u>100.0%</u>
Net Income	<u><u>183,175.01</u></u>	<u><u>0.00</u></u>	<u><u>183,175.01</u></u>	<u><u>100.0%</u></u>	<u><u>65,963.98</u></u>	<u><u>0.00</u></u>	<u><u>65,963.98</u></u>	<u><u>100.0%</u></u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2021 through June 2022

	Vehicle Reserve Fund				TOTAL		
	Jul '21 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '21 - Ju...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4043 · Bond Income - Bank Interest	0.00				402.84	0.00	402.84
4042 · Bond Income - Prop Tax Interest	0.00				584.17	0.00	584.17
4041 · Bond Income - Delinquent Taxes	0.00				4,566.92	5,000.00	-433.08
4060 · Conflagration Income	0.00				334,277.78	343,000.00	-8,722.22
4500 · Transfers In	52,100.00	52,100.00	0.00	100.0%	52,100.00	104,200.00	-52,100.00
4050 · Public Education Income	0.00				12,243.16	8,000.00	4,243.16
4040 · Bond Income	0.00				398,805.21	391,147.00	7,658.21
4000 · Carryover Fund Balance	74,470.00	72,465.00	2,005.00	102.8%	954,975.00	890,794.00	64,181.00
4010 · Delinquent Property Taxes	0.00				14,972.60	15,000.00	-27.40
4020 · Current Property Taxes	0.00				1,325,859.51	1,290,000.00	35,859.51
4025 · Interest - Property Tax	0.00				2,023.94	2,000.00	23.94
4026 · Interest Income	111.21	1,000.00	-888.79	11.1%	5,594.52	16,130.00	-10,535.48
4035 · Grants Income	0.00				10,000.00	447,625.00	-437,625.00
4900 · Miscellaneous Income	0.00				109,221.30	56,435.00	52,786.30
Total Income	<u>126,681.21</u>	<u>125,565.00</u>	<u>1,116.21</u>	<u>100.9%</u>	<u>3,225,626.95</u>	<u>3,569,331.00</u>	<u>-343,704.05</u>
Gross Profit	126,681.21	125,565.00	1,116.21	100.9%	3,225,626.95	3,569,331.00	-343,704.05
Expense							
9010 · Transfers	0.00	0.00	0.00	0.0%	52,100.00	52,100.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.0%	0.00	703,665.00	-703,665.00
5000 · Personnel Expenses	0.00				1,106,614.37	1,148,365.00	-41,750.63
6000 · Materials and Services	0.00				461,429.77	506,453.00	-45,023.23
7000 · Capital Outlay	126,681.21	125,565.00	1,116.21	100.9%	800,001.13	1,158,748.00	-358,746.87
Total Expense	<u>126,681.21</u>	<u>125,565.00</u>	<u>1,116.21</u>	<u>100.9%</u>	<u>2,420,145.27</u>	<u>3,569,331.00</u>	<u>-1,149,185.73</u>
Net Ordinary Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>805,481.68</u>	<u>0.00</u>	<u>805,481.68</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>805,481.68</u>	<u>0.00</u>	<u>805,481.68</u>

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Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	<u>TOTAL</u>
	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
4043 · Bond Income - Bank Interest	100.0%
4042 · Bond Income - Prop Tax Interest	100.0%
4041 · Bond Income - Delinquent Taxes	91.3%
4060 · Conflagration Income	97.5%
4500 · Transfers In	50.0%
4050 · Public Education Income	153.0%
4040 · Bond Income	102.0%
4000 · Carryover Fund Balance	107.2%
4010 · Delinquent Property Taxes	99.8%
4020 · Current Property Taxes	102.8%
4025 · Interest - Property Tax	101.2%
4026 · Interest Income	34.7%
4035 · Grants Income	2.2%
4900 · Miscellaneous Income	193.5%
Total Income	<u>90.4%</u>
Gross Profit	90.4%
Expense	
9010 · Transfers	100.0%
9000 · Unappropriated Ending Fund Bal	0.0%
5000 · Personnel Expenses	96.4%
6000 · Materials and Services	91.1%
7000 · Capital Outlay	69.0%
Total Expense	<u>67.8%</u>
Net Ordinary Income	<u>100.0%</u>
Net Income	<u><u>100.0%</u></u>

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2022 through 06/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2022	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		250.00	X		207,409.22
06/01/2022	EFT	Colonial Life	-split-		153.40	X		207,255.82
06/01/2022	EFT	AsiFlex	2400 · Payroll Liabiliti...		325.00	X		206,930.82
06/01/2022	33114	Alyrica	2010 · Accounts Payable		592.86	X		206,337.96
06/01/2022	33115	Bio-Med Testing	2010 · Accounts Payable		58.00	X		206,279.96
06/01/2022	33116	Cascade Fire Equipm...	2010 · Accounts Payable		1,316.21	X		204,963.75
06/01/2022	33117	Century Link	2010 · Accounts Payable		125.74	X		204,838.01
06/01/2022	33118	Chase	2010 · Accounts Payable		156,050.00	X		48,788.01
06/01/2022	33119	Consumers Power Inc.	2010 · Accounts Payable		214.50	X		48,573.51
06/01/2022	33120	Industrial Welding S...	2010 · Accounts Payable		38.05	X		48,535.46
06/01/2022	33121	Ken Corbin	2010 · Accounts Payable		44.99	X		48,490.47
06/01/2022	33122	Lillee Rodriguez	2010 · Accounts Payable		52.97	X		48,437.50
06/01/2022	33123	Medline Industries, L...	2010 · Accounts Payable		108.40	X		48,329.10
06/01/2022	33124	Pacific Power	2010 · Accounts Payable		506.11	X		47,822.99
06/01/2022	33125	Performance Systems...	2010 · Accounts Payable		260.00	X		47,562.99
06/01/2022	33126	Philomath Fire Distri...	2010 · Accounts Payable		312.48			47,250.51
06/01/2022	33127	Pioneer Telephone C...	2010 · Accounts Payable		241.02	X		47,009.49
06/01/2022	33128	Power Auto Center	2010 · Accounts Payable		502.99	X		46,506.50
06/01/2022	33129	Samantha Schmeusser	2010 · Accounts Payable		150.00	X		46,356.50
06/01/2022	33130	SeaWestern	2010 · Accounts Payable		144.96	X		46,211.54
06/01/2022	33131	Special Districts Insu...	2010 · Accounts Payable		917.28	X		45,294.26
06/01/2022	33132	The Hartford	2010 · Accounts Payable		180.00	X		45,114.26
06/01/2022	33133	Thomas Miller	2010 · Accounts Payable		1,298.08	X		43,816.18
06/01/2022	33134	TWGW, Inc. dba Phi...	2010 · Accounts Payable		82.75	X		43,733.43
06/01/2022	33135	Valvoline LLC	2010 · Accounts Payable		406.21	X		43,327.22
06/01/2022	33136	Walter E. Nelson Co.	2010 · Accounts Payable		664.57	X		42,662.65
06/01/2022	33137	Philomath Rental	2010 · Accounts Payable		11.11	X		42,651.54
06/02/2022			4050 · Public Educatio...	Deposit		X	70.00	42,721.54
06/02/2022	EFT	Intuit	6000 · Materials and S...		14.00	X		42,707.54
06/02/2022	33138	OSCU 402518-73	2010 · Accounts Payable		1,072.68	X		41,634.86
06/02/2022	33139	OSCU 402518-72	2010 · Accounts Payable		2,483.42	X		39,151.44
06/02/2022	33140	OSCU 402518-71	2010 · Accounts Payable		25.20	X		39,126.24
06/03/2022			1050 · Local Governm...	Deposit		X	75,000.00	114,126.24
06/03/2022	PR 0522		-split-	Miller	6,487.27	X		107,638.97
06/03/2022	PR 0522		1015 · Citizens Bank C...	Rodriguez	3,200.24	X		104,438.73
06/03/2022	PR 0522		1015 · Citizens Bank C...	Moser	4,062.19	X		100,376.54
06/03/2022	PR 0522		1015 · Citizens Bank C...	Saalsaa	4,882.11	X		95,494.43
06/03/2022	PR 0522		1015 · Citizens Bank C...	Taylor	4,175.83	X		91,318.60
06/03/2022	PR 0522		1015 · Citizens Bank C...	Ferguson	4,890.95	X		86,427.65
06/03/2022	PR 0522		1015 · Citizens Bank C...	Licon	3,883.90	X		82,543.75

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2022 through 06/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/03/2022	PR 0522		1015 · Citizens Bank C...	Schell	606.49	X		81,937.26
06/04/2022	EFT	AT&T Mobility	6000 · Materials and S...		40.10	X		81,897.16
06/06/2022			1050 · Local Governm...	Deposit		X	215,631.25	297,528.41
06/06/2022		Walk In	4900 · Miscellaneous I...			X		297,528.41
06/06/2022	EFT	Comcast	6000 · Materials and S...		13.21	X		297,515.20
06/07/2022	EFT	PERS	-split-		14,026.32	X		283,488.88
06/07/2022	33141	MPTV, Inc.	2010 · Accounts Payable		121.40	X		283,367.48
06/07/2022	33142	OSCU 402518-70	2010 · Accounts Payable		613.62	X		282,753.86
06/08/2022	EFT	Oregon Department ...	2400 · Payroll Liabilit...		3,041.00	X		279,712.86
06/08/2022	EFT	EFTPS	-split-		11,041.52	X		268,671.34
06/10/2022			4050 · Public Educatio...	Deposit		X	65.00	268,736.34
06/10/2022	33143	Accuity, LLC	2010 · Accounts Payable		1,000.00	X		267,736.34
06/10/2022	33144	Annas Consultants Inc.	2010 · Accounts Payable		400.00	X		267,336.34
06/10/2022	33145	Benton County	2010 · Accounts Payable		188.00	X		267,148.34
06/10/2022	33146	Chase	2010 · Accounts Payable		215,631.25	X		51,517.09
06/10/2022	33147	City of Philomath	2010 · Accounts Payable		250.55	X		51,266.54
06/10/2022	33148	Culligan	2010 · Accounts Payable		157.10	X		51,109.44
06/10/2022	33149	Department of Public...	2010 · Accounts Payable		46.25	X		51,063.19
06/10/2022	33150	Figaros Pizza	2010 · Accounts Payable		80.75	X		50,982.44
06/10/2022	33151	Fire Protection Publi...	2010 · Accounts Payable		542.50	X		50,439.94
06/10/2022	33152	Kamind IT, Inc.	2010 · Accounts Payable		195.84	X		50,244.10
06/10/2022	33153	Medline Industries, I...	2010 · Accounts Payable		311.92	X		49,932.18
06/10/2022	33154	Midvalley Newspapers	2010 · Accounts Payable		626.40			49,305.78
06/10/2022	33155	MPTV, Inc.	2010 · Accounts Payable	VOID:		X		49,305.78
06/10/2022	33156	Occupational Medici...	2010 · Accounts Payable		2,044.00	X		47,261.78
06/10/2022	33157	Republic Services	2010 · Accounts Payable		274.86	X		46,986.92
06/10/2022	33158	Security Alarm Corp	2010 · Accounts Payable		165.31	X		46,821.61
06/10/2022	33159	TWGW, Inc. dba Phi...	2010 · Accounts Payable		95.68	X		46,725.93
06/10/2022	33160	US Postal Service	2010 · Accounts Payable		312.00	X		46,413.93
06/11/2022	EFT	AsiFlex	6000 · Materials and S...		11.25	X		46,402.68
06/13/2022	33161	Carson Oil	2010 · Accounts Payable		833.81	X		45,568.87
06/13/2022	33162	Lillee Rodriguez	2010 · Accounts Payable		490.71	X		45,078.16
06/13/2022	33163	Local Government L...	2010 · Accounts Payable		759.50	X		44,318.66
06/13/2022	33164	Medline Industries, I...	2010 · Accounts Payable		42.22	X		44,276.44
06/13/2022	33165	Midvalley Newspapers	2010 · Accounts Payable		351.12			43,925.32
06/13/2022	33166	PNW Emergency Eq...	2010 · Accounts Payable		2,842.71	X		41,082.61
06/15/2022	EFT	Aflac	-split-		161.07	X		40,921.54
06/16/2022	EFT	De Lage Landen Fin...	6000 · Materials and S...		151.00	X		40,770.54
06/21/2022			4050 · Public Educatio...	Deposit		X	55.00	40,825.54
06/21/2022	EFT	Verizon	6000 · Materials and S...		312.43	X		40,513.11

Philomath Fire and Rescue

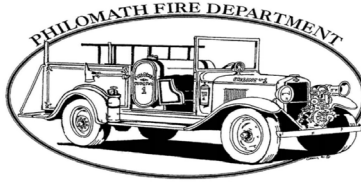
7/7/2022 3:34 PM

Register: 1015 · Citizens Bank Checking

From 06/01/2022 through 06/30/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/23/2022			4900 · Miscellaneous I...	Deposit		X	30,800.00	71,313.11
06/27/2022			-split-	Deposit		X	395.00	71,708.11
06/27/2022	EFT	PERS	6000 · Materials and S...		15.00	X		71,693.11
06/27/2022	33167	Brandon Dowell	2010 · Accounts Payable		2,115.00			69,578.11
06/27/2022	33168	Carson Oil	2010 · Accounts Payable		1,367.74			68,210.37
06/27/2022	33169	Century Link	2010 · Accounts Payable		125.74	X		68,084.63
06/27/2022	33170	Consumers Power Inc.	2010 · Accounts Payable		170.08	X		67,914.55
06/27/2022	33171	Figaros Pizza	2010 · Accounts Payable		183.50			67,731.05
06/27/2022	33172	Good Earth Pest Co...	2010 · Accounts Payable		71.00	X		67,660.05
06/27/2022	33173	Jacob Bergstrom	2010 · Accounts Payable		2,731.13			64,928.92
06/27/2022	33174	Jonathan Tyra	2010 · Accounts Payable		2,738.64	X		62,190.28
06/27/2022	33175	NW Natural	2010 · Accounts Payable		139.62			62,050.66
06/27/2022	33176	Petty Cash	2010 · Accounts Payable		16.50	X		62,034.16
06/27/2022	33177	Samantha Schmeusser	2010 · Accounts Payable		566.00	X		61,468.16
06/27/2022	33178	Shonnard's	2010 · Accounts Payable		52.00	X		61,416.16
06/27/2022	33179	Paula Anderson.	2010 · Accounts Payable		104.99			61,311.17
06/30/2022			4026 · Interest Income:...	Interest		X	5.01	61,316.18
06/30/2022		Walk In	-split-			X		61,316.18



Philomath Fire & Rescue Volunteer Association, Inc
Report to the Board of Directors

8 July 2022

Volunteer Activity

PFRVA organizes and coordinates the Inavale and Frolic events in coordination with on-duty crews.

- Inavale: PF&R participated as medical standby at the Inavale Horse Trials in late June. A total of 15 volunteers staffed for a total of 3 days.
- Frolic Fire and Clean up: Philomath Fire & Rescue respond to the rodeo fire late Sunday evening with a total of 4 paid staff and 13 volunteers. PF&R worked alongside Corvallis Fire, Monroe Fire, Adair Fire, Blodgett, and Kings Valley in both suppression efforts and district coverage. PF&R returned to the frolic grounds over the following week to assist with additional clean up from the fire, as well as hosing down of the grounds in preparation for the Philomath Frolic and Rodeo.
- Frolic: 11 volunteers staffed for a total of three days.

Recruitment and Retention

- Items planned for purchase to facilitate recruiting events:
 - Canopy
 - Waterproof brochures
 - Recruitment materials

Volunteer Status

- Recent update of list of members in good standing:
 - After Association vote
 - 16 members deemed to not be in good standing
 - 3 of the 4 Association officers
 - Email attached

Tactical Pause

- Unilaterally ended by Chief Miller.
- The Association continues to consider these points, as brought to you in the tactical pause, as significant safety issues to our members.
- At no point has the Association opposed the staffing of St 202. If the issues identified in the tactical pause were resolved, the Association would no longer have concerns in the staffing of St 202.

- In the Association response to Chief Miller’s email of 14 June 2022, we proposed the training, experience and qualifications of the non-officer led crew at St 202. As of this date, no response from Chief Miller has been received.
 - Email attached
 - Association St 202 Training recommendation attached

Suspension of Association Officers

- We are considering it retaliation for stating safety concerns to the board.
 - BOLI complaint initiated
- Recent email from Chief Miller and Association attached.

Vote of No Confidence

- The Association recognizes the gravity of the vote and is attempting to limit the impact on public perception.
- We welcome the SDAO evaluations.
- Document read at proceeding attached

Respectfully submitted,

Andrew Loudon
President

Jessica Olsen
Vice President

Jean Goul
Treasurer

Stephanie Vallancey
Secretary

RE: [EXTERNAL] Re: Votes counting

Tom Miller

To:

- Andy Louden;
- Melissa Miller <hope4life7777@gmail.com>;
- Jessica Melahn (jessica.melahn@yahoo.com);
- Jean Goul (jeangoul@peak.org);
- Stephanie Vallancey Martinson (svallancey@gmail.com);
- 'Sam Schmeusser (sschmeu@gmail.com)'

Mon 6/27/2022 12:06 PM

The following personnel are NOT in good standing with the District at this time:

Aguirre- Attendance, Barber- Att, Bernards- Att, Burkum- LOA, Combs- Att, Dornick, Goul- Att, Hindman- Att, Louden- Susp, May- Att, Olsen- Susp, O'neill- Att, Rath- Att, Rose- Att, Sagili- Att, Yates- LOA, Vaughn- Att

Let me know if you have any questions.

Thanks,

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

From: Andy Louden <andy.louden@philomathfire.com>

Sent: Monday, June 27, 2022 10:01

To: Melissa Miller <hope4life7777@gmail.com>; Jessica Melahn (jessica.melahn@yahoo.com) <jessica.melahn@yahoo.com>; Tom Miller <tom.miller@philomathfire.com>; Jean Goul (jeangoul@peak.org) <jeangoul@peak.org>; Stephanie Vallancey Martinson (svallancey@gmail.com) <svallancey@gmail.com>; 'Sam Schmeusser (sschmeu@gmail.com)' <sschmeu@gmail.com>

Subject: Re: [EXTERNAL] Re: Votes counting

Melissa

Thank you for your emails. The roster of volunteers and staff come from the Department, not the Association. The Association has not received a resignation notification from any of the members mentioned nor the department. As such, they are considered current members by the Association. Please feel free to contact me if you have further concerns.

Andy Louden.

Get [Outlook for iOS](#)

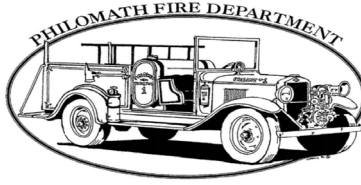
From: Melissa Miller <hope4life7777@gmail.com>
Sent: Sunday, June 26, 2022 19:47
To: Andy Louden <andy.louden@philomathfire.com>; Jessica Melahn (jessica.melahn@yahoo.com) <jessica.melahn@yahoo.com>; Tom Miller <tom.miller@philomathfire.com>
Subject: [EXTERNAL] Re: Votes counting

Correction Molly Vaughn has never stepped a foot in the door as a siren.

On Sun, Jun 26, 2022 at 7:39 PM Melissa Miller <hope4life7777@gmail.com> wrote:
Molly Vaughn and Jessica Olsen's votes do not count. They have never been active members of the Sirens. Jessica you must be a member in good standing to be able to be in the position you are in. I sent out an email explaining qualifications to be a Siren. They have continually been ignored and you said you had a medical issue. You have been able to actively serve on the volunteers association board. Molly Vaughn has never served on Philomath Fire. Those two votes should be excluded. I already sent Molly Vaughn a letter explaining she has not been active so we would be removing her.

This whole thing has 100% to do with 202. I think everyone knows that.

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 Volunteer Association, Inc

26 June 2022

We, the members of the Philomath Fire & Rescue Volunteer Association, have passed a vote of no confidence in the leadership of Philomath Fire & Rescue Chief, Thomas Miller.

We are taking this vote of no confidence in Chief Miller's ability to effectively lead this organization with an element of remorse and great disappointment. We recognize this action will result in loss of public esteem for this organization. The Association officers feel there is no other satisfactory recourse. The Association's mission is "to support our fire district by promoting and advocating for the volunteer membership of Philomath Fire & Rescue" and this vote is our attempt in doing so. This decision was not taken lightly and was done in consult with many members over the last months and with IAFF Local 4925. We are doing so to uphold our values and duty to serve the citizens of the Philomath Fire District.

It has been our desire to resolve our grievances within the organization. In attempting to do so:

- We have met with the Chief and the Board with no apparent success. We have repeatedly called for further discussions with the Chief, which has not happened.
- We participated in the Board's 360-degree review of Chief Miller due 1 February, 2022. The Board conducted eight additional in-person interviews when they recognized the severity of our grievances.
- The Board President promised changes in Chief Miller's behavior. We have not seen any change for the positive.
- We have asked the Board to bring in SDAO to evaluate the Chief and Department to obtain a non-biased professional review. This has not occurred.
- Chief Miller's behavior has worsened recently with his unilateral withdrawal from the agreed upon Safety Tactical Pause of the staffing of St 202 and the suspension of the Association President and Vice President in retaliation for the Association June report to the Board.

The Union and Volunteers believe we have suffered under Chief Miller for too long.

- **Top-down organization**

- Chief Miller appears to view personnel as subordinates that are to follow as directed, not as valuable thinking assets. He does not listen to opposing views in almost any circumstance. It does not appear that he trusts the judgement

of his subordinates and disregards their input. Chief Miller demands complete loyalty but appears to give none. He is known to retaliate against anyone who disagrees with him.

- **Lack of Teamwork:**
 - Chief Miller rarely collaborates with the members of the department, including the officers. He sometimes makes impulsive decisions and directions to the staff and volunteers that don't appear well thought-out or planned and with little to no input from others. This results in poor outcomes including confusion on implementation, unexpected consequences, and a resulting lack of buy-in by the staff and volunteers.
- **Punitive Culture**
 - Chief Miller rarely recognizes organizational responsibility for any poor outcomes. Failure is due to the individual and he has imposed discipline poorly, outside of policy. He rarely holds himself responsible for his personal behavior when correcting subordinates in a less than productive manner. His method appears to be: "their behavior made me act that way". We have seen valuable personnel forced out of the Department for issues that did not justify such actions.
- **Blaming Organization**
 - Chief Miller does not appear to recognize that poor training, policy, communication, or procedures lead to poor outcomes. He blames those who do not perform or act in a manner that Chief Miller finds acceptable, often in front of others. He is not shy of complaining to others when the "offender" is not present. Chief Miller is known to second-guess the actions of his officers and crews, even when he was not present at the time and without objectively examining the circumstances.
- **Communication**
 - Chief Miller is, in our opinion, a poor communicator. Changes are made in policy and procedures and not communicated to all members. Yet all members are held accountable to act as if they knew. Many issues have arisen due to this lack of communication, especially regarding additional response areas in Kings Valley, Blodgett, and Lincoln County. With these additional response areas, these questions remain: Who goes? What rig goes? When do we refuse the assignment?

With this vote, we are telling the Board we need a change in Philomath Fire & Rescue so that it is a just, collaborative workplace that leads motivated, well trained, respected staff and volunteers that serve our community in a manner they expect and deserve.

[EXTERNAL] Fwd: Suspension Update

JO

Jessica Olsen

To:

- Viktor Bovbjerg;
- Andy Louden

Wed 7/6/2022 10:35 AM

P-23 Siren.pdf

126 KB



Sent from my iPhone

Begin forwarded message:

From: Tom Miller <tom.miller@philomathfire.com>

Date: July 6, 2022 at 10:30:32 PDT

To: "Jessica Melahn (jessica.melahn@yahoo.com)" <jessica.melahn@yahoo.com>

Cc: Chancy Ferguson <chancy.ferguson@philomathfire.com>, Marty Theurer <marty.theurer@philomathfire.com>

Subject: Suspension Update

Jessica,

I am still in Investigative Mode when it comes to your suspension. There is no timeline when comes to investigating; I am merely trying to find out the facts and seeking guidance from others. The fire chiefs met last week and discussed your suspension and how to move forward. Per our discussion, I met with the Fire Board and Fire District's Attorney on July 5, 2022. If you wish to move things along a little quicker, you can read the below information and compare it to your behavior as of late. As an officer in this fire district, I have found that personal conduct is key to be a successful and effective leader. I am requesting that you **write a narrative** about how you have conducted yourself in a courteous, integrous, and professional manner that is reflective of Philomath Fire and Rescue since January 21st, 2022. Please return it to me by Wednesday, July 13th. **There is no length limit** on this narrative, just as long as you have felt that you have covered your response adequately. It will presented to the Disciplinary Review Board and added to the folder.

Below is an excerpt from the Volunteer Policies for your review:

9.2 PERSONAL CONDUCT

Volunteers are very much in the public eye, whether on or off duty. At all times, volunteers are expected to use good judgment and to adhere to the highest standards of professional conduct. Volunteers shall

accept responsibility for the appropriateness of their own conduct, and show personal and professional integrity at all times. Volunteers must abide by all applicable rules, policies and practices of PF&R. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors (such as theft, fighting, insubordination, falsification of records, bribery, or threats of violence) are clearly unacceptable at any time. Other conduct, such as failure to cooperate with other employees, harassing or intimidating others, or rudeness to coworkers or the public, while often more subtle, are equally inappropriate. PF&R expects all of its personnel to observe high standards of professionalism at all times, to comply with all laws applicable to PF&R, and to treat others with dignity and respect. Unsatisfactory performance, work habits, attitude, conduct, or demeanor; violation of laws, PF&R policies, practices, procedures, or guidelines; or other behavior or conduct considered inappropriate by PF&R may result in performance management or disciplinary measures up to and including termination. Volunteers of PF&R, regardless of whether their public contacts are direct or indirect, are expected to be courteous, efficient and helpful in all of their work assignments. Volunteers are expected to work cooperatively with each other, and to keep in mind that favorable impressions created by volunteers' public behavior help develop goodwill and support for PF&R services.

DEFINITIONS:

Integrity- the quality of being honest and having strong moral principles; moral uprightness

Insubordination- disobedience to authority

Conduct Unbecoming- The part of the fire service that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public. An officer is understood to have a duty to avoid dishonest acts, displays of indecency, lawlessness, dealing unfairly, indecorum, injustice, or acts of cruelty.

Also, I have attached the Siren Job Description for your review. Please provide me with documentation that you desired a Change of Classification to become a Siren two years ago. I have searched your personnel file and my emails, and found no evidence that a change of job title occurred. I would also like you show proof that you have maintained 8 hours per quarter, **performing Siren Duties**, since that date. According to my records, the only documented time you have done was 4 hours at the Cooling Center last summer and your CPR recertification. Acting as a the Vice President of the Volunteer Association is not working within a the Siren Description unfortunately.

Thank you for your inquiry and I look forward to getting this resolved as soon as possible. Please let me know if you need any further information.

Reminder, this narrative due by Wednesday July 13, 2022, either in by email or letter.

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

Suspension Update

Tom Miller

To:

- Andy Louden

Cc:

- Chancy Ferguson;
- Marty Theurer

Wed 7/6/2022 10:07 AM

Andy,

I am still in Investigative Mode when it comes to your suspension. There is no timeline when comes to investigating; I am merely trying to find out the facts and seeking guidance from others. The fire chiefs met last week and discussed your suspension and how to move forward. Per our discussion, I met with the Fire Board and Fire District's Attorney on July 5, 2022. If you wish to move things along a little quicker, you can read the below information and compare it to your behavior as of late. As an officer in this fire district, I have found that personal conduct is key to be a successful and effective leader. I am requesting that you **write a narrative** about how you have conducted yourself in a courteous, integrous, and professional manner that is reflective of Philomath Fire and Rescue since January 21st, 2022. Please return it to me by Wednesday, July 13th. **There is no length limit** on this narrative, just as long as you have felt that you have covered your response adequately. It will presented to the Disciplinary Review Board and added to the folder.

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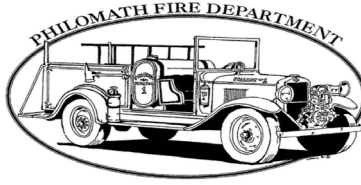
Conduct Unbecoming- The part of the fire service that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public. An officer is understood to have a duty to avoid dishonest acts, displays of indecency, lawlessness, dealing unfairly, indecorum, injustice, or acts of cruelty.

Thank you for your inquiry and I look forward to getting this resolved as soon as possible. Please let me know if you need any further information.

Reminder, this narrative due by Wednesday July 13, 2022, either in by email or letter.

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



Philomath Fire & Rescue Volunteer Association, Inc

7 July 7, 2022

Chief Miller

The Association has received your emails of 6 July 2022 regarding President Loudon and Vice President Olsen suspensions. We are responding for both President Loudon and Vice President Olsen and look forward to resolving this issue. We are including Board Vice President Brand as directed in the Board meeting of 5 July 2022.

We are unable to comply with your request for a written narrative in defense of discipline as your email of 6 July 2022 does not state a charge against President Loudon or Vice President Olsen. Your email of 21 June 2022 regarding their suspensions stated, "I am investigating your involvement at last week's Board Meeting and your continued resistance to provide coverage to Station 202." This leads us to believe the suspensions to be the result of the Association's Board report on 13 June 2022 in which we stated our safety concerns regarding the staffing of St 202 with non-officer crew leaders.

In your 6 July 2022 email you also stated, "The fire chiefs met last week and discussed your suspension and how to move forward. Per our discussion, I met with the Fire Board and Fire District's Attorney on July 5, 2022". Your statement seems to imply consensus of support for the charges and suspension of President Loudon and Vice President Olsen from the Department chief officers, the Board of Directors, and the district's counsel, yet President Loudon and Vice President Olsen have not been informed of said charges.

Your 6 July 2022 email also addresses events and actions (e.g. Siren status and activities) which are not at all related to this issue, pre-date the current stated reason for suspension, were not raised at the time they occurred, and have not been addressed in any way through department actions, and therefore we feel they not pertinent to the issue at hand.

The Association must make clear their elected officers are obligated to represent the members to you and the Board, and to act in the members best interest, especially in the case of safety. These suspensions appear to be in direct response to the Association's concerns over the safety of our personnel as put forth in the tactical pause: the training, experience, and qualifications of those assigned; the lack of policies and procedures

regarding the staffing and response from St 202; and the logistical support of those assigned including safe sleeping quarters.

The Association is unclear on:

1. What are the Charges against President Loudon and Vice President Olsen;
2. What disciplinary actions are under consideration? The Department volunteer personnel policy explicitly advocates progressive discipline, does not specify suspension as a disciplinary action, and states that disciplinary action can include:
 - a. Verbal counseling;
 - b. Written counseling or warning, with or without a work plan or last chance agreement;
 - c. Demotion; and
 - d. Discharge

It should be noted suspension is not a discipline option given in the volunteer personnel policy as it is in the personnel policy for employees.

3. What is the process for review and resolution of this matter? Department policies say only that the Fire Chief will conduct a review and make disciplinary decisions, specifically in the cases of potential demotion or dismissal. In your note of 6 July 2022, a "Disciplinary Review Board" is mentioned, but we have no knowledge of such a group or its membership or role in the process.

The Association and its officers act in the members' stay. They have acted in a polite, business-like manner in their dealing with you and the Board and with great regard to the public image of the department. We do not believe disciplining officers for adhering to their roles and presenting information that does not support the proposed actions of the Department is helpful in maintaining a just, effective, and committed organization.

Viktor Bovbjerg
Representative

Andrew Loudon
President

Jessica Olsen
Vice President

Jean Goul
Treasurer

Stephany Vallancey
Secretary

202 Coverage

Tom Miller

To:

- Andy Loudon;
- Jessica Melahn (jessica.melahn@yahoo.com)

Cc:

- Chancy Ferguson;
- Lillie Rodriguez

Tue 6/14/2022 8:32 PM

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 Lillie'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

Re: 202 Coverage

AL

Andy Louden

To:

- Tom Miller

Cc:

- Chancy Ferguson;
- Lilee Rodriguez;
- Jessica Melahn (jessica.melahn@yahoo.com)

+3 others

Sat 6/18/2022 4:33 PM

Letter to Chief : Crew leader requirements.docx

370 KB



Chief Miller

Please find attached the Associations response to your email.

We look forward to meeting with you to further discuss the issue.

Andy

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)



Philomath Professional Firefighters

IAFF 4925

1035 Main Street
Philomath, OR 97370
541.360.0030

July 2022 Board of Directors Report

1. The Union requests the Board consider the following motions:
 - Motion to develop a Labor-Management Committee consisting of the Fire Chief, two Union members, and one Board member to consider matters relating to labor negotiations.
 - Motion to designate the Fire Chief and Board President as signers for Memos Of Understanding, contracts, and other labor-related documents.



PHILOMATH FIRE & RESCUE

BOARD OF DIRECTORS

POLICIES AND PROCEDURES

**PHILOMATH FIRE & RESCUE
BOARD POLICY & PROCEDURES**

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BOARD POLICY & PROCEDURES**

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PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

ARTICLE I - PURPOSE OF THE FIRE DISTRICT

Philomath Fire & Rescue, hereafter referred to as the District, is established in accordance with the laws of the State of Oregon, in order of priority:

1. Fire protection services within the boundaries of the District.
2. Emergency medical and rescue service within the boundaries of the District.
3. Emergency services to out-of-district organizations according to cooperative mutual aid agreements and automatic aid agreements.
4. Emergency services out-of-district requested by public organizations and public authorities.

ARTICLE II - PURPOSE OF DISTRICT POLICY

Board policy provides for and assumes the businesslike operation of the District.

Board policy is not meant to be all inclusive of the District rules, nor is the policy meant to negate federal, state or local laws.

Board policy is developed with input from members of the District and adopted by the Board of Directors.

The District will base its policies, procedures and regulations on the best available information and input from affected parties. Except when deemed inadvisable by the Board of Directors, due to emergency or other circumstances warranting or requiring immediate action, any proposed adoption, amendment or repeal of a policy will be introduced for discussion at one meeting, but not acted upon until the following or a subsequent meeting. The proposed action will be included in the notice of the meeting posted in accordance with the Public Meeting Law.

Board policy will be reviewed annually at a regular meeting of the Board of Directors.

ARTICLE III - ORGANIZATION AND METHOD OF ORGANIZATION

SECTION 1. District Organization

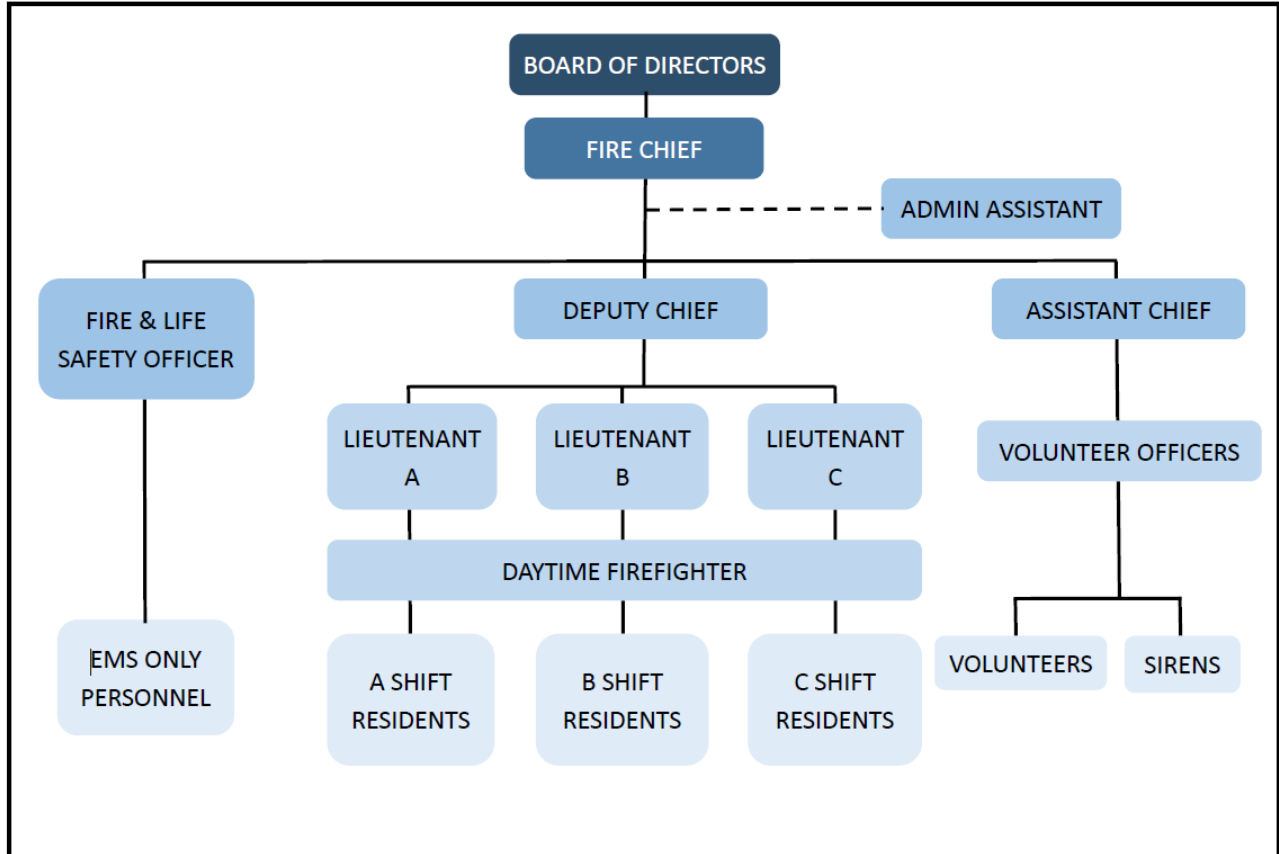
The agency will be organized as follows:

1. Board of Directors
2. Fire Chief
3. Assistant Chief
4. Paid Personnel and Volunteer Officers
5. Volunteers

See the below organizational chart:

PHILOMATH FIRE & RESCUE
BOARD POLICY & PROCEDURES

ORGANIZATIONAL CHART



SECTION 2. Method of Organizing:

- A. Board members will be elected at large, by position number, by electors of the District. (ORS 478.221(2b))
- B. Vacancies will be filled on the Board pursuant to article IV, section 4.
- C. The Board of Directors will hire the Fire Chief. (ORS 478.260)
- D. The Fire Chief, with Board approval, will hire all other employees.
- E. The Fire Chief will select and appoint volunteer officers with input from volunteers and staff.
- F. The Fire Chief will select and appoint all volunteers.

ARTICLE IV - QUALIFICATIONS AND AUTHORITY OF BOARD MEMBERS

SECTION 1. Elector or Property Owner:

A District Board member will be an elector or property owner within the District, per ORS 478.050.

SECTION 2. Employees and Volunteers:

As of September 4, 2003, no District employee or volunteer can serve on the District Board of Directors, per ORS 478.050 and District ORD. 103 passed in accordance with ORS 478.050.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

SECTION 3. Elections:

The five District Board members are legally elected to four-year terms. Elections are held in odd-numbered years, with two positions filled at one election and three positions filled at the next election.

SECTION 4. Vacancies:

In the event of a vacancy on the District Board of Directors, the Board will advertise the position as vacant and allow reasonable time for all interested persons to submit a letter of interest for the position. At the first regular scheduled District Board meeting after notice has been given and sufficient time for letters of interest to be reviewed, the Board will appoint a member from those individuals who submitted letters of interest. The top three applicants will be interviewed by the Board of Directors. Applicants will meet qualifications set by ORS 478.050 and District Board policy.

The period of service of a person appointed under this section will expire on June 30 following the next regular County election, at which time a successor is elected. The successor will be elected to serve the remainder of the term for which appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor will be elected to a full term. In either case the successor will take office July 1 following the election. (ORS 198.320 (1) (2))

SECTION 5. Actions as Board Member:

No individual Board Member may speak for or on behalf of the Board of Directors, except as authorized to do so by official action as recorded in the official minutes, guidelines or policies of the District. All official actions of the Board must be taken by public vote. The Board will not be bound by any actions or statements on the part of any individual Board member, past or present.

SECTION 6. Board Positions:

- A. At the regular scheduled meeting in July the Board will elect for a one-year term members for the following positions. President
- B. Vice President
- C. Secretary
- D. Treasurer

The same Board Member may serve as both Secretary and Treasurer.

ARTICLE V - RESPONSIBILITIES OF THE BOARD MEMBERS

SECTION 1. Board as Policymakers:

The Board is responsible for policymaking, not administration.

SECTION 2. Board and Funding:

In anticipating and budgeting for District expenditures, the Board will allocate funds necessary to select, outfit, train, and maintain the best possible emergency services force, including personnel, apparatus and equipment. The Board will review financial reports and monthly expenditures. The time, place and manner of such reviews will be determined by subsequent Board resolution.

SECTION 3. Board Responsibilities

Board responsibilities include, but not limited to, the following:

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

- A. Abide by, and become familiar with, all laws and policies governing the operation of the District.
- B. Approve all policies for the District and review as needed.
- C. Approve and review contracts and purchases for the District in accordance with the Fiscal Management Policy.
- D. Adopt ordinances and pass resolutions.
- E. Adopt an annual budget in accordance with ORS 294.
- F. Require reports by the Fire Chief concerning the conditions, performance and needs of the District.
- G. Keep abreast of the needs of the District by evaluation of the total program, consultation with advisory groups and District employees.
- H. Approve job descriptions.
- I. Approve wages and benefits for employees.

SECTION 4. Planning:

It is the responsibility of the Board of Directors to keep abreast of all ongoing or anticipated planning processes, activities and functions of organizations or parties inside or bordering the District boundaries, which may affect the District in its operations or planning. Board members may be required to attend certain meetings with, or in lieu of, the Liaison Officer in order to obtain pertinent information. The District will develop and maintain a long-range plan concurrent with other planning organizations with a minimum of a five-year range.

SECTION 5. Ethics:

Board members act as representatives of the citizens of the District. Therefore, Board members will adhere to the highest ethical standards in the conduct of District business as set forth in ORS Chapter 244.

Section 6. Etiquette

The general board etiquette sets the stage for the Board of Directors to establish mutual trust and respect for each other and for the process of governance. Board members are encouraged to focus on problem solving and are encouraged to bring both concerns and solutions to the table. All board members should develop and respect a culture of collegiality. It is healthy for board members to disagree, challenge each other and offer alternative solutions to problems. However, bullying, disrespect, or belittling will not be tolerated. All board members, and guests of board meetings, are encouraged to abide by the following courtesies:

- 1. Good timekeeping is essential for the meeting to run as it should.
- 2. Do not use electronic devices for any other purpose than for referencing meeting items or recording an audio record of the meeting.
- 3. Refrain from interrupting other members as they speak and when it is your turn to contribute to the discourse, speak clearly and succinctly.
- 4. Do not try to chat with other members secretly. This includes whispers and notes.
- 5. You should not attempt to undermine other members with body language, looks, etc.
- 6. Prepare fully by reading and digesting the board packet. Bring relevant questions and possible solutions to the challenge at hand.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

7. Ensure you know what you will be voting on and have a clear idea of the issues.
8. Remain focused on the agenda items. Deviations from the agenda can cause the meeting to run long on time.
9. Declare conflicts of interest or potential conflicts of interest as they come up in conversation.
10. Treat everyone with respect, even if you disagree with their point.
11. Accept that the full board is responsible for the board's resolutions. All board members must support and uphold board decisions after the board has made a decision, even if they voted against them. Diversity and independence are important to the decision-making process, but once a decision has been made it should be supported by the entire board.

SECTION 6. Attendance:

In order to effectively carry out their duties, Board members must regularly attend Board meetings, and be adequately prepared and informed. Advance notice of absences is recommended. Members are encouraged to attend conferences and other training programs as the Board may authorize.

SECTION 7. Proxy Voting:

Board members may not assign a proxy vote but may submit written comments on any agenda items if absent.

ARTICLE VI - DUTIES of PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER

SECTION 1. Duties of the President:

- A. The President will preside at meetings of the Board of Directors.
- B. The President will consult with the Fire Chief regarding the agenda and preparation of each Board meeting.
- C. The President will have the same right as other members of the Board, to discuss and vote on questions before the Board.
- D. The President will sign official District documents on behalf of the Board when authorized to do so by a majority of the Board and, after the Board, at an open meeting, has approved that document.
- E. The President will create and appoint special committees subject to approval by the Board.
- F. The President will have the authority to sign checks for the District.

SECTION 2. Duties of the Vice President:

- A. In the absence of the President, the Vice President will have the powers and duties of the President.
- B. The Vice President will have such other powers and duties as approved by a majority vote of the Board.
- C. The Vice President will have the authority to sign checks for the District.

SECTION 4. Duties of the Secretary/Treasurer:

- A. Participate in the invoice review process.
- B. Have advanced access to and review the District's annual audit prior to submission to the board.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

- C. Act as a back-up to the financial workings of the District in the absence of qualified administrative personnel including send, or cause to have sent, copies of the audit to state or local agencies requiring its submission.
- D.
- E. The Secretary/Treasurer will have the authority to sign checks for the District.

SECTION 5. Duties of other Board members:

- A. In the absence of the President and Vice-President, someone other than the Secretary/Treasurer will preside over Board meetings with powers and duties of the President.
- B. Board members will have the authority to sign checks for the District.

ARTICLE VII - MEETINGS AND AGENDA

SECTION 1. Regular Meetings:

Regularly scheduled Board meetings will be held monthly, at the time and location posted. All meetings of the Board of Directors and of Board appointed committees of the District will comply with the Oregon Public Meeting Law (ORS 192.610 to 192.690). Members may meet remotely using technology as needed and are encouraged to communicate this need to the Office Administrator at least 2 weeks in advance. Public comment will be received at the Board meeting and should pertain to agenda items. While the public is encouraged to give comment in the board meetings, it is recognized that the meeting is the business of the Board.

SECTION 2. Agenda:

The agenda of meetings of the Board of Directors of the District will be published in accordance with ORS 192.640.

Recommended agenda for meeting:

- A. Roll Call.
- B. Approval of Previous Minutes.
- C. Financial Report.
- D. Visitors.
- E. Staff Reports – President, Chief, Secretary, Treasurer.
- F. Representative Reports – Volunteers, Union Representative
- G. Unfinished Business.
- H. New Business.
- I. Adjournment.

SECTION 3. Special Meetings:

A Special Meeting may be called by the President or any three Board members at any time, with at least 24 hours' notice. The required 24-hour Special Meeting notice will be given to the public as outlined in section 2 of this article and the news media, if they have requested meeting notification, as per ORS 192.640 (3). Notice will give a reason for the special meeting, and no business will be transacted other than the posted purpose or purposes for the Special Meeting.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

SECTION 4. Emergency Meetings:

Emergency Meetings may be called by the President or any three Board members. An Emergency Meeting may be called with less than 24-hour notice. The President or Board members calling the meeting will recite the reason at the beginning of the Emergency Meeting and the minutes for the meeting will describe the emergency justifying less than 24-hour notice.

An emergency exists when there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District, such as a specific physical threat to District property, which would be substantially increased if the Board were to delay in order to give 24-hour notice before conducting the meeting. An Emergency Meeting is to be held only in rare and extreme situations. The convenience of Board members is not grounds for calling an Emergency Meeting.

When calling an Emergency Meeting, every effort should be made to notify the public and news media, as appropriate to the circumstance.

Only business related directly to the emergency will be conducted at the Emergency Meeting (ORS 192.640 (3)).

SECTION 5. Executive Session:

- A. Notice. Notice of Executive Session will be provided in accordance with Article VII Section 2, or under Article VII Section 4.
- B. Voting. The Board will not make any final decisions while in Executive Session. This policy, however, will not prohibit full discussion of Board members' views during Executive Session.
- C. Announcement. The President or other presiding officer will announce the statutory authority for the Executive Session before going into closed session. Once the Executive Session has been convened, the President will direct any representatives of the news media who are present not to report certain specified information from the Executive Session. The extent of the non-disclosure requirement will be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the Executive Session. Board members, staff and other persons present will not discuss or disclose Executive Session proceedings outside of the Executive Session without prior authorization of the Board as a whole.
- D. Purposes. Executive Sessions will only be held for the following purposes:
 1. Employment of Personnel ORS 192.660(1)(a).
 2. Discipline of Public Officers and Employees ORS 192.660(1)(b).
 3. Consultation with Labor Negotiator ORS 192.660(1)(d).
 4. Real Property Transactions ORS 192.660(1)(e)
 5. Exempt Records ORS 192.660(1)(f).
 6. Litigation/Consultation with Legal Consul ORS 192.660(1)(h).
 7. Performance Evaluations ORS 192.660(1)(i).
 8. Labor Negotiations ORS 192.660(2).

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

SECTION 6. Meetings:

The Board of Directors is composed of five members, whereby all meetings will require the presence of a Board quorum, which is three, and all votes will require a majority of the total Board, which is at least three. If only three members are present, a unanimous vote will be required to take final action.

SECTION 7. Voting at Board Meetings:

- A. Abstention: A Board member may explain for the record, when voting on an issue, a statement indicating either the reason for their vote or abstention.
- B. Conflict of Interest: Board members must publicly declare a potential or actual conflict of interest prior to discussion, recommendation, vote or other official action on an issue and explain the nature of any potential or actual conflict of interest. The declaration and the nature of the conflict will be recorded in the minutes per ORS Chapter 244
 - Potential Conflict of Interest:
With a potential conflict of interest, a Board member may participate in the action once the declaration has been made.
 - Actual Conflict of Interest:
With an actual conflict of interest, a Board member must refrain from taking any official action on the issue. If the Board member's vote is necessary for the Board to achieve a quorum, the Board member may vote, but may not discuss or debate the issue.
- C. Votes will be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

SECTION 8. Minutes of Meetings:

Public Meetings:

The Board will keep written minutes of all of its public meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings will include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document at the meeting.
6. Written minutes of public meetings will be made available to the public within a reasonable time after the meeting in accordance with ORS 192.650(1).

Executive Sessions:

Minutes of Executive Sessions will be kept separately from minutes of public meetings. Minutes of Executive Session may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an Executive Session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2)

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

SECTION 9. Robert's Rules of Order:

Robert's Rules of Order will govern the conduct and parliamentary proceedings of the meetings, unless otherwise provided for in Board Policy and/or rules consistent with the laws of the State of Oregon.

ARTICLE VIII - OUTSIDE DISTRICT OPERATIONS

Refer to Organizational Manual, Section O, Operating Guidelines, Procedure O-13 – Staffing for Response.

ARTICLE IX - FEES FOR OBTAINING PUBLIC RECORDS

Refer to Organizational Manual, Section C, General Administration, Procedure C-13 – Policy on Fees For Obtaining Public Records.

ARTICLE X - REIMBURSEMENT GUIDELINES

SECTION 1. Training Reimbursements:

The Fire Chief will authorize schooling, training and conferences, including related expenses for employees and volunteers.

SECTION 2. Travel Reimbursements:

The Board of Directors, by majority vote, will authorize travel and other expenses for the Fire Chief and Board members.

SECTION 3. Reimbursement Expectations:

All Board members, employees and volunteers can reasonably expect to receive reimbursement for authorized travel, lodging, meals, registration, tuition and other related expenses for schooling, training, conferences and meetings representing the District as per the Organizational Manual, Section C, General Administration, Procedure C-5 Reimbursement for Training.

SECTION 5. Reimbursements for Guests:

Any Board member, employee or volunteer who is accompanied by a spouse or guest will pay any excess costs of registration, lodging or meals, attributable to their spouse or guest.

SECTION 6. Exercise Good Judgement:

Board members, District employees and volunteers are expected to use good judgement regarding the expenditure of District funds for travel expenses.

ARTICLE XI - PURCHASING

Refer to Operational Guidelines, Section C, General Administration, Procedure C-8 – Financial Management Policy (Attachment D).

ARTICLE XII - RECOGNITION

The Board of Directors may recognize any member of the District and any civilian personnel who has performed any act of outstanding service on behalf of the District or rendered a

**PHILOMATH FIRE & RESCUE
BOARD POLICY & PROCEDURES**

life-saving service to any citizen, any District personnel who perform in an exemplary manner in the achievement of higher levels of education or skills. Any retiring Board member who has performed appropriate service to the District may also be recognized.

ARTICLE XIII - GENERAL PROVISIONS

SECTION 1. Repeal:

All previously adopted rules; regulations, policies or standard operating guidelines in conflict with this policy are hereby repealed.

SECTION 2. Nondiscrimination:

Pursuant to the District's nondiscrimination and harassment policy, no provision of this policy is intended as discrimination against any individual on the basis of any protected class as defined by the State of Oregon or the Federal Government.

SECTION 3. Severability:

If any part, term or clause of this policy is, or becomes, in conflict with any law, the validity of the remaining provisions and clauses will not be affected and the policy will remain in force as if it did not contain the particular part, term or clause in conflict with law.

Board President Signature _____

Board Member Signature _____

**PHILOMATH FIRE & RESCUE/HOSKINS-KINGS VALLEY RFPD
INTERGOVERNMENTAL AGREEMENT**

Philomath Fire & Rescue, a special district of the State of Oregon, and Hoskins-Kings Valley RFPD, jointly referred to as PARTIES, mutually agree to the following:

All notifications necessary under this contract shall be addressed to:

Philomath Fire & Rescue
Attn: Fire Chief
P.O. Box 247
Philomath, OR 97370
541-360-0030

Hoskins-Kings Valley RFPD
Attn: Fire Chief
P.O. Box 116
Philomath, OR 97370
541-929-2111

1. TERM: The PARTIES agree that this intergovernmental agreement is entered into pursuant to ORS 190.020 and 190.080. It is the intent of the PARTIES that this agreement be effective as of the date it is fully executed and that it continues until June 30, 2023.
2. SCOPE: PARTIES are entering into this Intergovernmental Agreement for the purpose of providing improved service to West Benton County and Southern Polk County.
3. Philomath Fire & Rescue agrees to:
 - 3.1. Provide two-person response from Station 202 as defined in the Automatic Aid Agreement
 - 3.2. Conduct monthly building and apparatus inspections of HKVRFPD Fire Station 501
 - 3.3. Coordinate with the HKVRFPD Fire Chief for repairs or deficiencies of building and apparatus
 - 3.4. Provide Wednesday Night In-house Fire Training per HKVRFPD's Training Schedule
 - 3.5. Provide Monthly EMS Training at Philomath Fire Station 201
 - 3.6. Extend to HKVRFPD invitation to participate in any Fire Training at Philomath Fire & Rescue
 - 3.7. Create a zero balance, written budget for HKVRFPD and submit it to their board for approval
 - 3.8. Provide Part-time Paid Fire Chief Services up to 32 hours a month.
4. Hoskins-Kings Valley RFPD agrees to:
 - 4.1. Allow the Philomath Fire Chief to create an annual budget that is acceptable to the board
 - 4.2. Provide the Philomath Fire Chief an office space to work in Station 501
 - 4.3. Pay a contract rate of \$23,000 per annum, for up to 32 hours per month, towards the wages of Philomath Fire and Rescue's Fire Chief and Deputy Fire Chief for supervision and training of HKVRFPD personnel.
 - 4.4. Work towards improving firefighting abilities and response standards set forth by National Fire Protection Association 1001.
5. PARTIES agree to:
 - 5.1. Separately purchase and maintain buildings, equipment, and apparatus.
 - 5.2. Provide their own personnel, insurance, personal protective equipment, and uniforms.
 - 5.3. Maintain their own bills within their own budgets.
 - 5.4. Allow the other PARTY to borrow one another's equipment and apparatus if available to protect their respective districts.
 - 5.5. That the continued failure by either PARTY to meet the requirements established herein shall be just cause for termination of this Agreement and any remaining funds will be refunded and any equipment must be returned.

5.6. Both Board of Directors will meet annually to discuss this agreement and recommend amendments to the Fire Chiefs.

6. DISPUTE RESOLUTION: Any dispute between the PARTIES arising from the terms or implementation of the Agreement, or any claim by any PARTY for the breach or enforcement of the Agreement, shall be submitted in writing to both fire boards for resolution. Both boards shall meet in good faith to resolve the dispute before pursuing mediation or arbitration. If the dispute cannot be resolved internally, then mediation can be considered. If mediation is unsuccessful, then the case can be taken to binding arbitration. In the event of demand for arbitration, the PARTIES shall agree upon arbitration or, if no agreement is reached within ten days of the demand, each PARTY shall select an arbitrator and the two arbitrators shall select a third. If the issue involves a technical decision, the third arbitrator shall have suitable technical qualification to provide a well-informed decision with the cost of the third arbitrator. The arbitrators, by majority vote, shall have full authority to establish procedures, rule on evidence and objections and render an enforceable decision, and shall be subject to the terms of ORS 36.325.
7. ANNUAL BOARD RENEWAL: Any PARTY may withdraw from the Agency upon providing written notice to the designated Chair of the Board not later than May 30 of any year for withdrawal effective July 1 of the following calendar year; and This IGA may be dissolved upon mutual agreement of all PARTIES. No amendment may be made of this section lengthening the time required for notice of intent to withdraw except upon unanimous approval of both PARTIES.

Dated this day of

Philomath Fire & Rescue

Hoskins-Kings Valley RFPD

Tom Miller, Fire Chief

Adam Ryan, Fire Chief

Approved as to form:

Approved as to form:

Philomath Fire & Rescue Board Pres.

Hoskins-Kings Valley RFPD Board Pres.



Philomath Fire & Rescue District Strategic Plan



Mission

The men and women of this department are dedicated to:

The preservation of property, through the extinguishment and prevention of fires; The protection and care of human life through education and treatment; The development of character through commitment and teamwork.

Vision

Philomath Fire & Rescue serves the emergency needs of a diverse community, providing state-of-the-art fire and medical emergency response services. The District has a strong volunteer base and active involvement in community affairs pertaining to public safety. We maintain the highest safety standards for our personnel and the community.

Guiding Principles

The following guiding principles are considered for each of the Themes, Action Items and Goals of this Strategic Plan.

- Future Focus – Looking ahead 1, 2, and 5 years
- Effective Use of Resources
- People First – Responsible to the community members and personnel of the District
- Fiscal Integrity and Accountability – Responsible to the community and the constituents of the District
- Balanced – The needs of the various programs are well-balanced and cooperative, including multiple perspectives, and working towards and overall cohesion.

The District Strategic Plan contains the following themes:

- Fire & Life Safety
- Community Partnership
- Fiscal Responsibility
- People

Plan Design/Definition of Terms

The design of this strategic plan is intended to be uncomplicated, accessible, and readable for all of the members of Philomath Fire & Rescue as well as the community we serve. As you review the plan, keep in mind how the following terms are used:

Themes: High-level concepts to guide the District:

Objective: Categories of focus:

GOALS: what we are working toward: specific, attainable ideas.

Action items: how we plan to get there: These are actionable steps to be undertaken by the personnel to achieve the corresponding goal. These steps will include the timeline for completion anticipated for the item, metrics for evaluating the success of the action, and the department/role/individual responsible for coordinating the action.

Funding source: How the District plans to pay for the item if funds are required.

Timeline/Tracking: What progress has been made and when does the personnel need to take the next step?

The Strategic Plan timeline has color associations to give the reader a quick, visual understanding of how various projects are progressing. The colors used, red, yellow, green, blue, and white, signify the following:

White – Items identified in timeline have not been initiated, no steps have been taken towards the identified action/goal.

Blue – Items identified have been completed.

Green – Items identified have been initiated and are progressing as anticipated.

Yellow – Items identified have been initiated but have been delayed, reason noted.

Red – Items have been delayed or sidelined with no foreseeable progress to be made short of some significant outside force, funding, or change. Cause for delay or cessation will be noted.

Appendix of Changes: Historical notation of completed or discontinued Goals and Action Items.

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I. Theme: Fire & Life Safety

A. Objective: Prevention

GOAL 1: Increase Service to West Benton County

Action Item 1: Remodel Station 202

Metrics for evaluating “success”:

Responsibility:

Funding Source: Building Reserve Fund, General Fund, Levy

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken	\$120,000 set aside in budget for pole barn								

Action Item 2: Hire Personnel to Staff Station 202

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source: General Fund & OSFM Staffing Grant

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken	\$8,000 budgeted for Extra Hire to Cover Station 202	Staffing Grant Applied for \$35,000 Grant Awarded	Staffing Grant awarded \$30,800 – 3 part-time new hires						

GOAL 2: Medical Rescue with Extrication Equipment for Station 202

Action Item 1: Purchase Apparatus and furnish with extrication equipment

Timeline:

Metrics for evaluating “success”:

Responsibility:

Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 3: Purchase Water Tender for Station 202

Action Item 2:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 4: Purchase Type I Engine for Station 202

Action Item 1: Purchase "New 232"

Metrics for evaluating "success":

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:						
	Q1 2021	Q2 2021	Q 3 2021	Q4 2021	Q1 2022	Q2 2022
Action Taken	Evaluate Apparatus Replacement Plan for Purchase	Discuss cost with vendors		Resolution 21-04 Signed for purchase of "New 232"	"New 232" arrived, sent for decals, radios, etc.	"New 232" put in service

GOAL 5: Increase Service to East Benton County

Action Item 1: Identify Location for Station 204

Metrics for evaluating "success":

Responsibility:

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item 2: Construct Station 204

Metrics for evaluating "success":

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item 3: Purchase Apparatus for Station 204

Timeline:

Metrics for evaluating “success”:

Responsibility:

Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

B. Objective: Suppression

GOAL 1: Continue Turnout Replacement Program to ensure personnel have appropriate PPE. Purchase Replacements As Needed.

Action Item 1: Annually Clean and Inspect Turnouts for Functionality and/or Replacement

Metrics for evaluating “success”: Personnel are responding in turnout attire that will function appropriately for protection of the member.

Responsibility:

Uniforms

Funding Source:

Operating Budget

Timeline/Tracking:									
	Q2 2022	Q2 2023	Q2 2024	Q2 2025	Q2 2026	Q2 2027	Q2 2028	Q2 2029	Q2 2030
Action Taken	Turnouts inspected, cleaned								

GOAL 2: Establish Drone Program

Action Item: Evaluate Operational Need for Drone Technology

Metrics for evaluating “success”: Sufficient knowledge that the District is maximizing their use of technology relating to the use of drones.

Responsibility: Deputy Chief/Fire Chief

Funding Source: Grants?

Timeline/Tracking:						
Action Taken	Evaluate Operational Need for Drone Program	Determine options for training	Budget for training for drone operations and drone purchase	Send minimum of 1 member to drone training	Get Bid for Drones (RFP?)	Purchase drone(s)

GOAL 3: Increase After-Hours Leadership Presence in District.

Action Item:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

C. Objective: Life & Safety Medical

GOAL 1: Purchase Extrication Tools for Engine 233.

Action Item:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

D. Objective: Response

GOAL 1: Increase After-Hours Response From Paid Personnel by increasing Part-time Pool.

Action Item 1:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item 2:

Metrics for evaluating “success”:

Responsibility:

Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 2: Consistently House 2 Residents at each of the Substations, 202 & 203

Action Item 1:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual: Fire Chief

Funding Source: RV Tuition Reimbursement Program, Building Reserves, 6050 – Utilities, 6200 - Supplies

Timeline/Tracking:									
	Q2 2020	Q2 2021	Q 3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023
Action Taken	Recruit to fill upcoming RV vacancies. Test RVs at Station 202.	Recruit to fill upcoming RV vacancies.	Move 2 RVs to Station 203 for full-time residence		Rotate RVs positioned at Station 203	Recruit to fill upcoming RV vacancies.			

GOAL 3: Purchase New Apparatus: 291, 293, 263, 231, 233, 224, 242.

Action Item:

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 4: Provide 2 Paid Personnel (Lieutenant, Firefighter) 24 Hours Per Day

Action Item 1: Develop funding campaign for a Local Option Levy for the ballot in May 2023

Metrics for evaluating “success”: Successfully pass Local Option Levy that includes funding for additional firefighting personnel.

Responsibility: Department/Role/Individual:

Funding Source: Local Option Levy

Timeline/Tracking:							
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023

Action Taken	Look into Levy Options	Establish Levy Timeline	Determine Levy Needs. Communicate needs to public.	Resolution for Levy on Ballot – May 2023	Submit ballot language for levy. Budget for Levy.	May 2023 Levy Vote.	If Levy not passed, implement contingencies
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II. Theme: Community Partnership

A. Objective: Education

GOAL 1: Continue Community Medical Classes.

Action Item: Retain and Recruit Qualified Instructors

Metrics for evaluating “success”:

Responsibility: Fire & Life Safety Officer

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Advertise Classes Via Newsletter, Website, & Facebook

Metrics for evaluating “success”:

Responsibility: Fire & Life Safety Officer & Office Administrator

Funding Source: General Fund – 6010 & 6011

Timeline/Tracking:						
	2019	2020	2021	Q2 2022	Q3 2022	Q4 2022
Action Taken	FA/CPR Classes advertised in Winter & Summer Newsletters & on website	FA/CPR Class advertised in Spring Newsletter & website.	FA/CPR Class advertised on Winter and Fall newsletters & online.	FA/CPR class advertised on Winter newsletter & online.	Advertise classes in Fall newsletter & new online/email newsletter.	Advertise classes only in digital newsletter.

B. Objective: Bridge Program

GOAL 1: Develop Bridge Program Partnering with Community Members & Property Owners

Action Item 1: Establish cost-sharing program with property owners

Metrics for evaluating “success”:

Responsibility: Fire & Life Safety Officer

Funding Source: Grant

Timeline/Tracking:									
Action Taken	Evaluate cost of bridge program	Establish Budget for Bridge Program	Secure Grant for Bridge Program		Meet with property owners to discuss requirements				

C. Objective: Customer Service

GOAL 1: Develop District Disaster Plan

Action Item 1: Meet with City/County/Emergency Management

Metrics for evaluating “success”:

Responsibility: Fire Chief

Funding Source:

Timeline/Tracking:									
Action Taken	Meet with City Manager to Evaluate City Disaster Plan	Meet with County Emergency Manager	Work with District personnel to develop disaster plan		Create disaster plan	Submit to Board for Review	Plan approved by Board		

III. Theme: Fiscal Responsibility

A. Objective Capital Maintenance

GOAL 1: Ensure the District Has Reliable Apparatus and Equipment for Emergency Response

Action Item 1: Develop Apparatus Replacement Plan

Metrics for evaluating “success”:

Responsibility: Apparatus Committee & Fire Chief

Funding Source: GO Bonds & Local Option Levies

Timeline/Tracking:									
	Q3 2021	Q1 2022	2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken	Develop Apparatus Replacement Plan (ARP)	Incorporate ARP into budget	Perform annual service to safeguard longevity of apparatus	Evaluate NFPA Recommendations versus actual use. Develop Equipment Replacement Plan (ERP)	Determine budgeted maintenance needs				

GOAL 2: Evaluate District Facilities for Repairs & Replacements

Action Item 1: Develop Timeline for Expected Building Construction/Large Repairs or Expansions

Metrics for evaluating “success”:

Responsibility: Apparatus Committee & Fire Chief

Funding Source: GO Bonds & Local Option Levies

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item 1: Replace hose tower roof at Station 201

Metrics for evaluating “success”:

Responsibility: Deputy Chief

Funding Source: None Needed

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken	Request Bids for repair/replacement.	Plan for budget expenditure	Work with roof warranty company.						

GOAL 4: Repair Concrete Patch at Station 201

Action Item 1: Repair/replace concrete patch at 201

Metrics for evaluating “success”:

Responsibility: Deputy Chief

Funding Source:

Timeline/Tracking:									
	Q2 2022	Q3 2022							
Action Taken	Request bids for work	Partner with City for Repairs Complete Repairs							

B. Objective: Budget Accountability

GOAL 1: Operate Within the Limited Budget of the District

Action Item 1: Participate in Master Planning by the City of Philomath to Anticipate Population Growth

Metrics for evaluating “success”:

Responsibility: Fire & Life Safety Officer

Funding Source: None Needed

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item 2: Work with Union Members to Ensure Personnel Expenses Do Not Outpace Tax Revenue

Metrics for evaluating “success”:

Responsibility: Fire Chief

Funding Source:

Timeline/Tracking:									
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	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item 3: Evaluate options for minimizing expenses and/or increasing revenues

Metrics for evaluating “success”:

Responsibility: Fire Chief & Paid Staff

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 2: Increase funding in order to meet the needs of the Community

Action Item: Begin Campaign for Local Option Levy to Supplement District Budget

Metrics for evaluating “success”:

Responsibility: Fire Chief & Paid Staff

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Contract Services with Kings Valley RFPD

Metrics for evaluating “success”:

Responsibility: Fire Chief & Paid Staff

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

C. Objective: Information Technology

GOAL 1: Implement a robust cybersecurity program.

Action Item: Develop RFP and Solicit Bids for Cybersecurity contract.

Metrics for evaluating “success”: Complete and publish RFP.

Responsibility: Fire & Life Safety Captain Saalsaa

Funding Source: None needed.

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Evaluate and select cybersecurity company from the received bids

Metrics for evaluating “success”: Construct committee for evaluation, review RFPs and identify top candidate and runners-up

Responsibility: Fire & Life Safety Captain Saalsaa

Funding Source: None needed.

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Contract with cybersecurity company for coverage of the District.

Metrics for evaluating “success”: Board-signed contract with cybersecurity company with initial implementation.

Responsibility: Board

Funding Source: Operational Budget

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

D. Objective: Levies & Bonds

GOAL 1: Develop Funding Strategy For Apparatus, Buildings, and Personnel

Action Item: Develop Population & Revenue Projections Compared to Personnel and Operational Expenses

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Title and description of action item #2 for Goal #1 of Fiscal Responsibility: Levies & Bonds

Metrics for evaluating “success”:
 Responsibility: Department/Role/Individual
 Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

E. Objective: Savings/Reserves

GOAL 1: Develop Goals for Reserves Funding

Action Item: Establish Equipment Replacement Plan (SCBA Replacement, Heart Monitor Savings)

Timeline:
 Metrics for evaluating “success”:
 Responsibility: Department/Role/Individual
 Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

F. Objective: New Revenue Sources

GOAL 1: Establish Alternative Revenues to Mitigate Program Expenses

Action Item: Establish Cost-Sharing Program for Bridge Inspections

Metrics for evaluating “success”:
 Responsibility: Department/Role/Individual
 Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			

Action Taken									
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Action Item: Establish System Development Charges (SDCs) for Fire District

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

IV. Theme: People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item: Secure Funding for the Purchase of the Training Facility

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source: Grant/Levy

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Remove/Destroy Current Training Facility Located a Station 201.

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Action Item: Groundwork for New Training Facility

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 2: Idea to work towards improving People: Training.

Action Item: Title and description of action item #1 for Goal #2 of People: Training

Metrics for evaluating "success":

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

B. Objective: Teamwork

GOAL 1: Find Balance Between Paid and Volunteer Personnel

Action Item:

Metrics for evaluating "success":

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

GOAL 2: Work With Blodgett-Summit and Hoskins-Kings Valley Departments to Improve West Benton Response

Action Item:

Metrics for evaluating "success":

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
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	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

C. Objective: Retention

GOAL 1: Improve Living Quarters of Station 203 – Add Laundry Facilities & Update Furnishings

Action Item: Develop Plans for construction

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
Action Taken	Determine needs for facility livability	Develop plans for construction	RFP for construction bids	Budget for construction work	Begin construction	Finish construction	Purchase goods to furnish residence		

GOAL 2: Perform Annual Evaluations for All Personnel

Action Item: Train Leadership Personnel on Annual Evaluation Documentation & Process

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
Action Taken									

GOAL 3: Ensure Resident Volunteer Retention Program stays competitive.

Action Item: Track tuition rates at OSU and reimbursement rates of neighboring districts to ensure our retention program is competitive.

Metrics for evaluating “success”:

Responsibility: Administration

Funding Source: Operating Budget

Timeline/Tracking:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			

Action Taken									
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GOAL 4: Remodel Living Quarters and Office Space at Station 202

Action Item: Develop Plans for Construction

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q2 2022								
Action Taken	Budget For 202 Station remodel project	Determine needs for Station 202 residence	Develop construction plans for Station 202	Identify fund sources for project	RFP for construction bid	Begin construction work	Finalize construction work	Purchase appliances and items to furnish residence & office	

D. Objective: Recruitment

GOAL 1:

Action Item: Title and description of action item #1 for Goal #1 of People: Recruitment

Metrics for evaluating “success”:

Responsibility: Department/Role/Individual

Funding Source:

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

Appendix of Changes:

THIS PLAN IS INTENDED TO PROMOTE THE BEST POSSIBLE MANAGEMENT OF PUBLIC RESOURCES.

You are welcome to keep this copy if it is useful to you.

If you no longer need this copy, you are encouraged to return it

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Philomath Fire & Rescue

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STANDARD OF COVERAGE



Philomath Fire & Rescue

REVISED 2021

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Executive Summary

The Philomath Fire & Rescue District (District) first adopted a Standard of Coverage for Emergency Response (SOC) in 2013. Since the initial adoption of the SOC, the District has faced challenges with measuring the ability of the organization to meet its adopted planned performance measures and targets. These challenges are being addressed in this updated plan along with other organizational improvements discussed later in the report.

Improvements in data collection have enhanced the District's ability to measure performance against the planned performance measures. The District has worked with the Insurance Services Organization and the Oregon State Fire Marshal's Office to create a custom report of incident data specific to our SOC. This report allows staff to quickly analyze performance against adopted standards. Other significant changes in the plan include changes in response area and staffing.

We have also recognized wildland fires and earthquakes as our biggest threats. Our community risk was identified by using the Benton County Community Wildfire Protection Plan. This matrix identifies how wildfires are the greatest risk facing the community. The District is working closely with community partners to improve community resiliency to natural hazards including preparation for potential impacts resulting from a Cascadia Subduction Zone earthquake. The "hardening" of Station 201, with help from the Business Oregon Grant in 2016, was one step the District took toward mitigating this hazard.

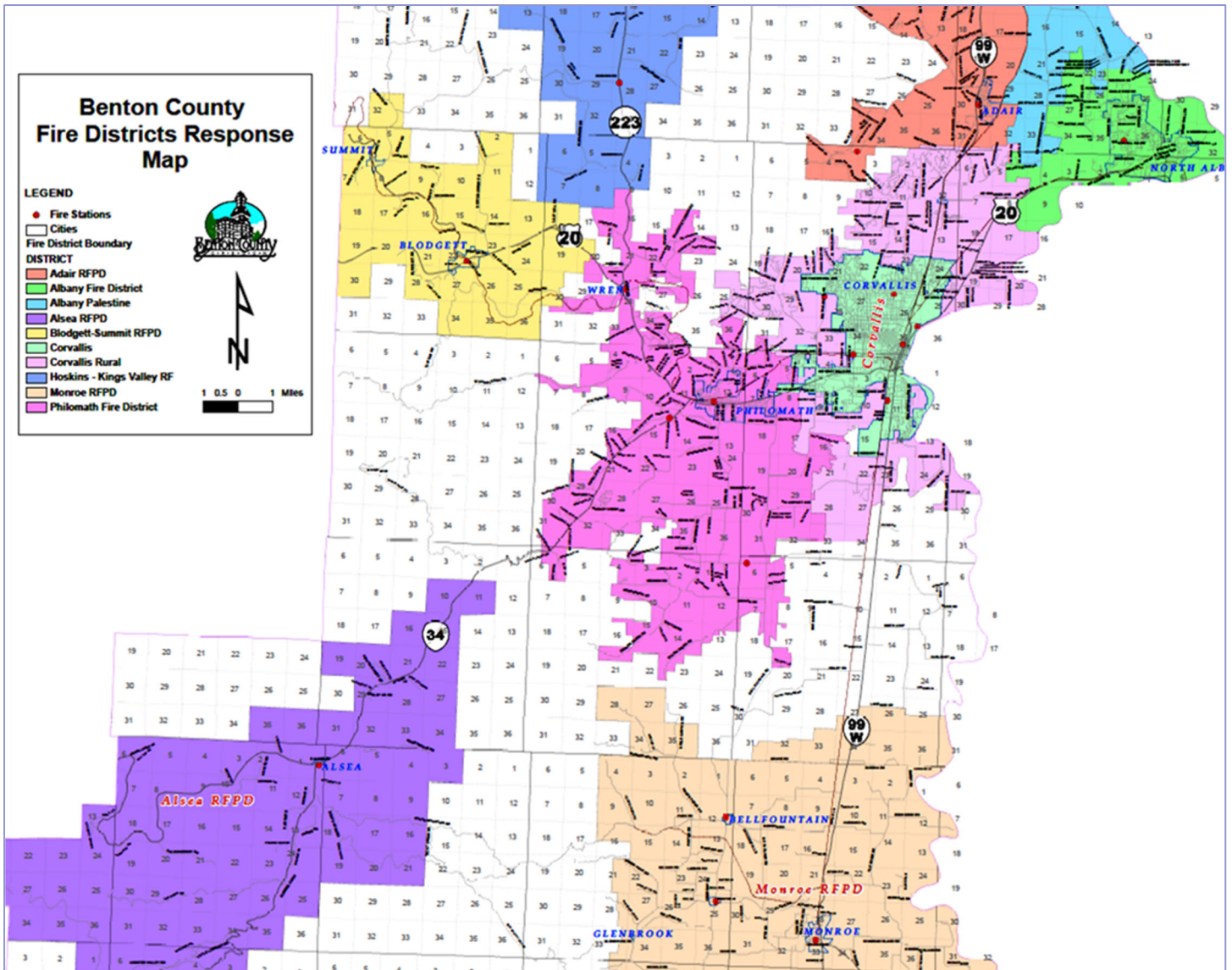
The Minimum Staffing Plan includes data regarding staffing, performance, and emergency response expectations. This information is the benchmark that the agency uses to measure its performance. The District measures performance on three different types of incidents: structure fires, wildland fires and emergency medical incidents. The District further analyzes performance within three primary response zones: urban areas (within the city limits), rural areas, and remote areas, (areas not urban or rural).

The District continues to provide an exceptional level of service for its citizens. This SOC provides measurable goals for performance that the Board of Directors has determined to be the minimum level of service for the community.

Introduction

Philomath Fire & Rescue is a Special District organized under ORS Chapter 478. The former City of Philomath Fire Department and the Philomath Rural Fire Protection District consolidated as agencies under ORS 198.727 in 1985. In 2002, the name of Philomath Rural Fire Protection District #4 was changed from a numbered District to a named District, Philomath Fire & Rescue.

An elected five-member Board of Directors governs Philomath Fire & Rescue. Board members are either residents or own property within the District boundaries. The Board of Directors meets regularly on the first Monday of most months at 3:00 PM, with exceptions for months with holidays on Monday, subject to quorum availability.



The District covers 58 square miles and has a population of more than 10,000 residents. A larger map of the Fire District can be found on the District's website here: <https://www.philomathfire.com/philomath-fire-rescue-fire-district-map>.

The District provides services from three manned stations.

- Response to medical emergencies as a non-transporting quick-response team
- Response to fire and hazardous-materials emergencies as a primary agency
- Fire and accident prevention through public education, code enforcement, and community involvement

The District responds to a variety of calls.

While it is mostly assumed that the Fire Department responds primarily to fire-related calls only about 20 to 25% of calls relate to fire concerns. Most of the emergency calls for the Fire District relate to medical emergencies.

Common Fire Incidents:

Structural fires	Illegal burns
Alarm activations	Burn complaints
Wildland Urban Interface firefighting	Nuisance fires
Mutual aid to other fire and rescue services	Mutual aid to other fire and rescue services

Common Medical Incidents:

Sick Person (variety of illness)	Falls / Lift Assists
Cardiac Arrest	Stroke
Motor Vehicle Crashes	Chest Pain
Assisting Law Enforcement	Breathing Problems

Paid staff and volunteers train for and provide multiple services other than fire and EMS response, including:

- Heavy extrication for motor-vehicle crashes
- Safety and prevention education to the public
- Fire investigation
- Fire-code enforcement
- Water rescue from the bank and rope rescue at medium to low angles
- Initial response to incidents involving hazardous materials, excluding cleanup.

Overview

Philomath Fire & Rescue is a combination paid/volunteer Rural Fire District with three stations located within the boundaries of the District, in the heart of the beautiful Willamette Valley, which is southwest of Portland, Oregon.

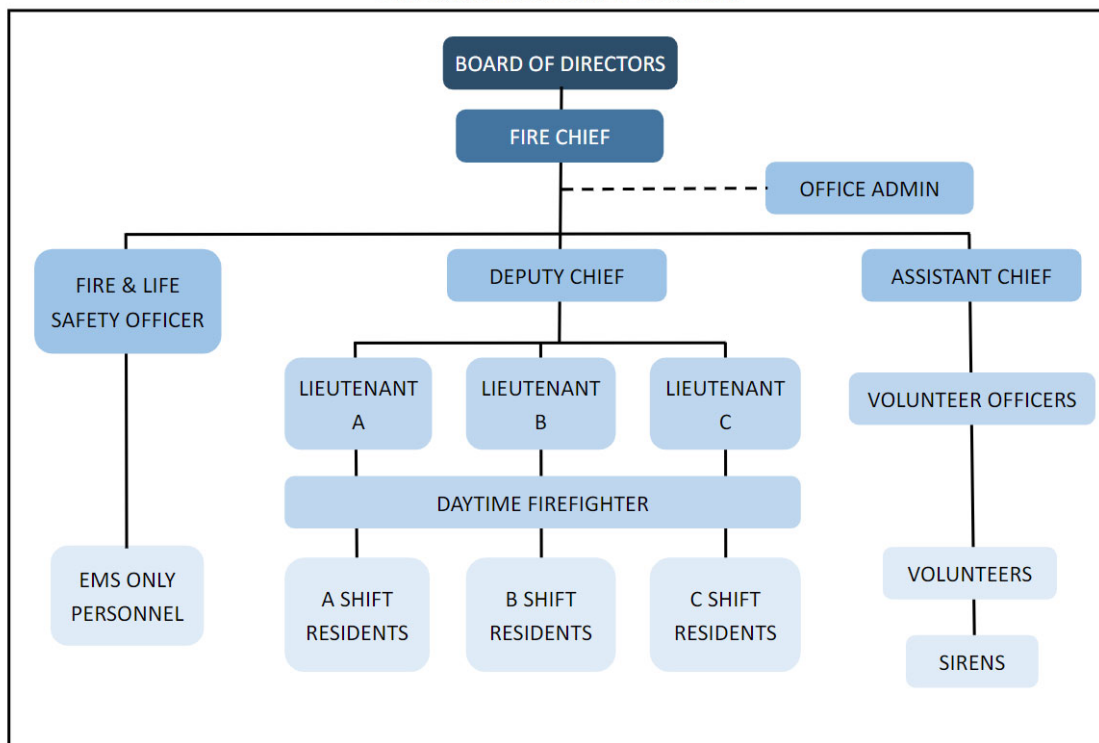
The geographical terrain of the district consists of the valley along which the Marys River flows. The east end of the District is primarily wildland/urban interface, while the west side is rugged, mountainous timberland. In addition to structure fires, medical calls, and motor vehicle accidents, we also respond to wildland fires, logging accidents, and water rescues. Much of the rural District is without hydrants, which adds additional response considerations. Further, the department responds with the Benton County Task Force providing county and statewide mutual aid including automatic aid agreements with neighboring fire Districts. In the last few years, Philomath Fire & Rescue has also responded to multiple wildfire emergencies in the State of California dispatched by the State of Oregon.



Personnel

Philomath Fire & Rescue has two full-time lieutenants and one full-time Captain, in rotation, that provide emergency services 24 hours a day, seven days a week. Philomath Fire & Rescue also has a Fire Chief, Deputy Fire Chief, Fire & Life Safety Officer, and a Daytime Firefighter that are regularly scheduled to work from 8:00 am to 5:00 pm, Monday through Friday. These positions are supported by six Resident Volunteers who reside at the main station, two Resident Volunteers at Station 202, and two Resident Volunteers at Station 203. Philomath Fire & Rescue also has, on average, 30 volunteers that respond to emergency calls 24 hours a day, seven days a week. Philomath Fire & Rescue is, by definition, a combination emergency service organization.

PHILOMATH FIRE & RESCUE ORGANIZATIONAL CHART



Legal Jurisdiction

Philomath Fire & Rescue's service area consists of the three-square miles of the incorporated City of Philomath and 55 square miles of unincorporated rural Benton County. The total city and rural protection areas is equal to 58 square miles, with a population of approximately 10,000 people.

Budget

The budget for Philomath Fire & Rescue is derived from a permanent tax rate of \$1.5080 per \$1000 assessed value of improved property located within the District. Grants, bonds, and operating levies are other sources of funding, though these are inconsistent and highly competitive.

In Fiscal Year 2021 – 2022 the Operating Budget for the District is \$2,147,278 for the General Fund and \$389,823 for the GO Bond Debt Services Fund. In 2016, the District was awarded a \$3.5 million 10-year bond. Fiscal Year 2021 – 2022 is the 4th year of the bond repayment. At the start of the fiscal year, July 1, 2021, \$2,409,762 is outstanding on the repayment of the GO Bond.

Community Impact

In 2020, the District personnel interacted with more than 2,100 members of our community through emergency response, community outreach and education. The personnel proactively work with community members on Community Risk Reduction. Included in this program is site evaluation for remodels and new construction to help property owners comply with County requirements for access of emergency vehicles and water supply. Personnel also work with community members in the Wildland Urban Interface on wildfire preparedness, including the west-most neighborhood of Wren, who was recognized nationally as an NFPA FireWise USA Program Community (along with Pioneer Village). The District also provides regular First Aid/CPR/AED classes, fire extinguisher training classes, Bloodborne Pathogens training, defensible space programs, and bridge and access programs which seeks to educate owners on the regular checkup of the certification of loads for emergency apparatus access.

Mission, Goals, Objectives

Mission Statement

The men and women of Philomath Fire & Rescue are dedicated to the preservation of property through the prevention and suppression of fire; the protection and care of human life through education, rescue, and treatment; and the development of character through commitment and teamwork.

General Goals and Objectives

Administration

1. Provide vision and leadership for the District.
2. Manage fiscal and capital resources in a responsible manner.
3. Adhere to District policies and procedures.
4. Maintain a highly qualified paid and volunteer staff.
5. Review and update the District's Master Plan in accordance with needs of the community served.
6. Maintain an up-to-date Deployment Standard.

Personnel

1. Add additional employees as workload and call volume dictate, within fiscal constraints.
2. Maintain a competitive wage and benefit package for paid employees, generally equivalent to similar-sized districts and factoring in considerations associated with geographic location, local costs of living, and funding.
3. Review and supervise paid and volunteer staff in accordance with laws of the State of Oregon and general standards of special service districts.

Volunteers

1. Continuously provide and recruit volunteers for all three stations
2. Identify areas where volunteer benefits can be improved and implement innovations for recruitment, retention, skills, and position satisfaction as appropriate.

Building and Land

1. Manage buildings and lands of the District as public resources.
2. Continue to improve facilities in accordance with needs of the community served and within fiscal constraints.
3. Maintain a reserve fund for facility improvement.

Fire and Rescue Equipment and Apparatus

1. Manage District equipment and apparatus as public resources.
2. Maintain and improve equipment and apparatus in accordance with needs of the community served and fiscal constraints.
3. Maintain a reserve fund for apparatus maintenance and replacement.

Fire and Rescue Services

1. Respond to incidents to the best ability of the District.
2. Teach citizens to be aware of fire and other hazardous risks and how to minimize exposure.
3. Provide training opportunities for paid and volunteer staff.
4. Recruit, train, and maintain a staff of volunteers and paid employees capable of responding to a variety of incident types.

Emergency Medical Services

1. Respond to incidents to the best ability of the District.
2. Teach first aid and cardio-pulmonary resuscitation to citizens.
3. Train volunteer responders to be, at a minimum, providers of basic life-support health care.
4. Provide training opportunities for emergency medical responders and emergency medical technicians.
5. Provide new equipment as needs and technology dictate.
6. Continuously provide and recruit community volunteers capable of providing emergency response.

Facilities

The District operates out of one main station, Station 201 located at 1035 Main Street, and two substations, Station 202 located at 34925 Wren Rd, and Station 203 located at 25700 Llewellyn Rd, Corvallis.

Philomath Fire & Rescue

Standard of Coverage 2021

Station 201

1035 Main Street Philomath, OR

Station 201 is the main station and houses the majority of the apparatus, including the 2018 Aerial Engine. Response from Station 201 covers the City of Philomath as well as the rural areas surrounding.



Station 202

34925 Wren Rd Philomath, OR

Station 202 houses a Type III Interface Engine and Type III Brush Rig. These vehicles are capable of responding to medical and fire calls, both in the city and in the Wildland Urban Interface. A Response SUV is housed at 202 as well, used for medical response in the rural areas to the west of Philomath.



Station 203

25700 Llewellyn Rd Corvallis, OR

Station 203 houses a Type I Engine and a Type I Tender, as well as a Pick-up Truck for fire response. These vehicles are geared toward response in rural areas and are also helpful for response to areas in the Wildland Urban Interface. Station 203 houses up to two Resident Volunteers for quicker response to the southern part of our Fire District.



The District has five remote water sites. They are placed in the following locations:

1. the intersection of Decker and Bellfountain roads
2. on Joseph Lane
3. on Priest Road
4. at Wren Hill Estates
5. at the end of Daisy Drive

The District relies on hydrants to supply a pressurized water system within the city limits.

The District also responds to calls for emergency medical service in unprotected areas of Benton County that are within 5 miles of the District's boundary, as well as to the top of Mary's Peak.

Philomath Fire & Rescue

Standard of Coverage 2021

Resources

Station 201 at 1035 Main Street Apparatus



224 - 2016 Northstar/Ford F350 Ambulance



291 - 2007 Chevy Tahoe Staff Car



231 - 2016 Pierce/Saber Type 1 Engine



290 - 2017 Ford Explorer Staff Car



241 - 2007 BME/Kenworth 3,000-gal Water Tender



293 - 2010 Ford Crew Cab Staff Car



251 - 2018 Pierce/Enforcer 75 Foot Aerial



294 - 2017 Ford Explorer Staff Car

Philomath Fire & Rescue



Air Trailer - Cascade System, filling station and extra bottles

Standard of Coverage 2021



Mass-Casualty Incident Trailer



261- 2017 Ford F550 Brush Truck

Station 202 at 34925 Wren Road Apparatus



232 - 2016 Pierce/International Type 1 Engine



221 - 2017 KME/Ford F450 Rescue



265 - 1990 BME/International Type 4 Engine

Station 203 at 25700 Llewellyn Road Apparatus



233 - 2008 BME/International Type 1 Engine



263- 2007 Ford F450 Brush Truck

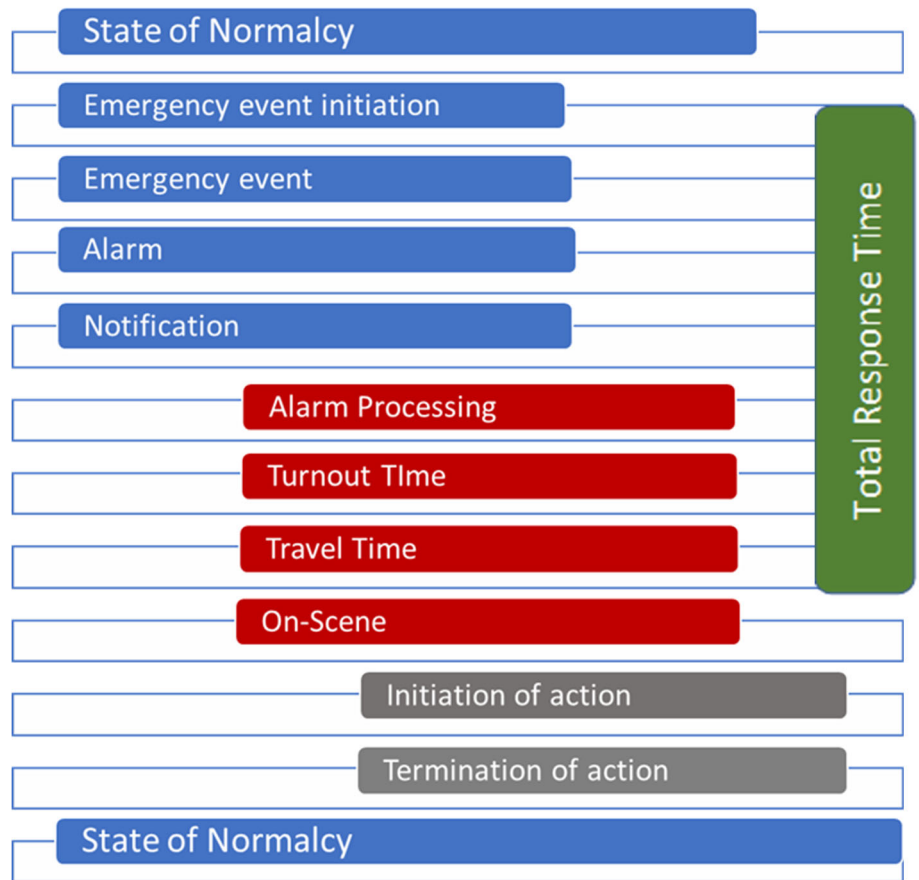


244 - 2007 BME-Kenworth 3,000-gallon Water Tender

Cascade of Events:

The cascade of events is the sum of the individual elements of time beginning with a state of normalcy and continuing until normalcy is once again returned through the mitigation of the event. The elements of time that are important to the ultimate outcome of a structure fire or a critical medical emergency begin with the initiation of the event. For example, the first on-set of chest pain begins the biological and scientific time clock for heart damage irrespective of when 911 is notified. Similarly, a fire may begin and burn undetected for a period of time before the fire department is notified. The emergency response system does not have control over the time interval for manual recognition or the choice to request assistance.

Therefore, the Fire District utilizes quantifiable hard data points to measure and manage system performance. These elements include alarm processing, turnout time, travel time, and time spent on scene. An example of the Cascade of Events and the elements of performance utilized by the District is below.



ISO Summary

Insurance Services Office is the principal provider of insurance underwriting, rating, and statistical information to the property and casualty insurance industry in the United States. ISO collects information about a community's public fire protection and analyzes the data using its Fire Suppression Rating Schedule which quantifies the community's fire suppression resources. Fire departments are evaluated on communications, water supply, personnel, training, and equipment. ISO then assigns a public protection classification (PPC) based on those resources, from Class 1 to Class 10, Class 1 represents the best public protection.

The formulas homeowner's insurance companies use to determine their insurance rates are complex and constantly changing. But all other things being equal, a lower PPC score for your area may translate to a lower homeowner's insurance premium, as it means your home is at a lower risk for serious fire damage. Home insurance companies may offer lower rates if you have a lower ISO rating.

However, how your rating impacts your homeowner's insurance premium varies by insurer, and it's often only one of many factors it considers with regards to fire safety. For example, some companies will ask about your home's proximity to a fire station or fire hydrant, as well as whether you have a fire alarm or sprinkler system.

Also, some insurers do not use ISO's score to set homeowners' premiums at all. Instead, they use their own metrics based on factors like historical fire data.

The relationship between ISO PPC and insurance rates is complex. Based on experience and evaluation, the cost benefit of improving the District's ISO PPC rating is in the best interest of the District and its patrons. The District is currently (Summer 2019) under evaluation by ISO PPC and is awaiting the results. Those results will be made public as soon as they are released.

The full ISO report can be found on our website: <https://www.philomathfire.com/insurance-services-office-iso-information>.

Agency Partners

The District relies on a variety of partners to fulfill its mission. They include:

- Corvallis Fire Department provides ambulance transport, technical rescue, confined-space rescue, and water-rescue services.
- Benton County Search and Rescue, under the auspices of the County Sheriff, provides search-and-rescue services.
- The State of Oregon, through the Linn Benton HazMat Region 5 Team, provides any hazardous-materials response beyond the District's capabilities.
- Corvallis Fire and Monroe Fire provide automatic aid for structure fires under established agreements.
- Fire agencies in Benton, Linn, and Polk counties also provide general mutual aid for a variety of calls.
- Oregon Department of Forestry responds to wildland fires in the District.

District Risk Assessment/Hazard Analysis/Topographic Characteristics

The Federal Emergency Management Agency (FEMA) defines mitigation as *"any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event."* The Benton County Natural Hazards Mitigation Plan was developed to reduce future loss of life and damage to property resulting from natural hazards.

By developing and maintaining an approved Natural Hazards Mitigation Plan we also stay compliant with State and Federal law and remain eligible to apply for pre-and post-disaster funding.

It is impossible to predict exactly when natural hazards events will occur, or the extent to which they will affect the community. But with careful planning and collaboration among public agencies, private sector organizations, and community members, it is possible to minimize the losses that can result from natural hazards.

In July 2016, the Board of Commissioners formally adopted the Natural Hazards Mitigation Plan. In October 2020, a progress report on the implementation of the plan was developed. Both are listed in "Support Documents" on the Benton County Natural Hazards Mitigation site:

<https://www.co.benton.or.us/sheriff/page/natural-hazards-mitigation-plan-nhmp>

Development and Population Growth

The number of units listed below is based on 3,745 tax accounts recorded by the Benton County Tax Assessors Office for the District. Associated population estimates are based on 2.98 persons per household as figured by the Census Bureau in 2000.

Number	Type	Estimated Population
2650	Single-family dwelling	7,897 persons
85	Multi-family (231 dwellings)	755 persons
12	Multi-family Apartments (489 dwellings)	1457 persons
650	Mobile homes	1,937 persons
26	Assembly (Churches, Restaurants, etc.)	
137	Business/Mercantile	
36	Industrial	
5	Storage	

Urban Growth Boundary and Impact:

The Process of forecasting future development changes in the city limits requires periodic conversations with the city. Based on needs, the economy, and development, the land annexed from the UGB into the city can happen at any time.

Commercial or industrial development being planned:

Lepman (RV park, Self-Storage, Flex business park - N 19th to Main St area of old mill site)

Corvallis Clinic (Main St)

Northernwood (Alyrica campus on N 19th St)

Business and Medical Park on Main St

Housing developments being planned or under construction:

Mill Crossing (under construction)

Newton Creek (under construction)

Pippa Ln (under construction)

Habitat Housing (under construction)

Fawn Meadows (under construction)

Wren Hills Estates – Phase III (on-going)

19th and Chapel Triplex townhomes (planned – four triplex townhomes – 12 units)

Forest Meadows MHP Expansion (planned – 64 sites)

Response Performance Statistics

The District's average response time, from the time a call is received until District personnel are leaving a station, has dropped from a high of 5.02 minutes in 2010 (before 24-hour shifts were implemented in 2017) to 1.64 minutes in 2020. In the same time period, our call volume rose from 551 calls to 769 calls.

CONSIDERATIONS:

In this guideline, the term Officer refers to the designated Duty Officer or their designee.

Safety- Personnel safety is a core value at Philomath Fire & Rescue and is the Officers' priority when making decisions.

Risk Management- Life safety of our patrons and citizens in the greater community are the highest priority. We will compromise other considerations when necessary to affect a timely, appropriate response when a life is at risk.

District Needs- We will do what we can to honor all automatic aid and mutual aid agreements while ensuring that the citizens who fund our operations are covered.

Location of Call- The Fire District, our EMS response area and our automatic aid/mutual aid area is geographically diverse. The location of the call should be considered when committing resources.

Training, Experience, and Ability of Responders- Consider the training and experience of personnel as well as the current capabilities of personnel.

Available Resources- Officers should be aware of the status of District apparatus and personnel. Staff will notify Officers and District personnel of staffing changes. Officers should also consider the availability of mutual aid apparatus when making response decisions.

Communications- It is important for the officers to be aware of changes in the District's response capabilities. It is the responsibility of the officer to know what the day-to-day status of apparatus is by utilizing the information provided. Officers may request additional reporting to ensure that information is properly and completely passed along. Officers are also responsible for communicating pertinent changes that occur during their shift to all relevant personnel, including Chief Officers and staff.

Risk Assessment Relating to Staffing

Personnel Resource Components

Variables in standard response associated with staffing:

Station 201:

Evening and weekend volunteer response is within acceptable limits. Weekday volunteer response is generally low. Many volunteers work 8:00 AM to 5:00 PM and are either too far away to respond or have challenges leaving work to respond.

Station 201 has four paid personnel on duty from 8:00 am to 5:00 pm Monday through Friday in addition to one paid firefighter on a 24-hour shift and one volunteer resident. Vacations are scheduled to maintain a minimum staffing of two personnel on duty. Schedules for time off associated with major holidays are arranged to maintain a minimum staffing of two personnel. Station 201 responds to all calls within the District.

Station 202:

Evening, weekend, and weekday volunteer response is slower than weekday response due to the lack of volunteers in this geographical area. Station 202 does have two Resident Volunteers that respond after-hours. Station 201 also responds into this area to augment the response.

Station 203:

Evening, weekend, and weekday volunteer response is slow due to the lack of volunteers in this geographical area. Station 201 responds to all calls in this area. Station 203 does not have paid personnel.

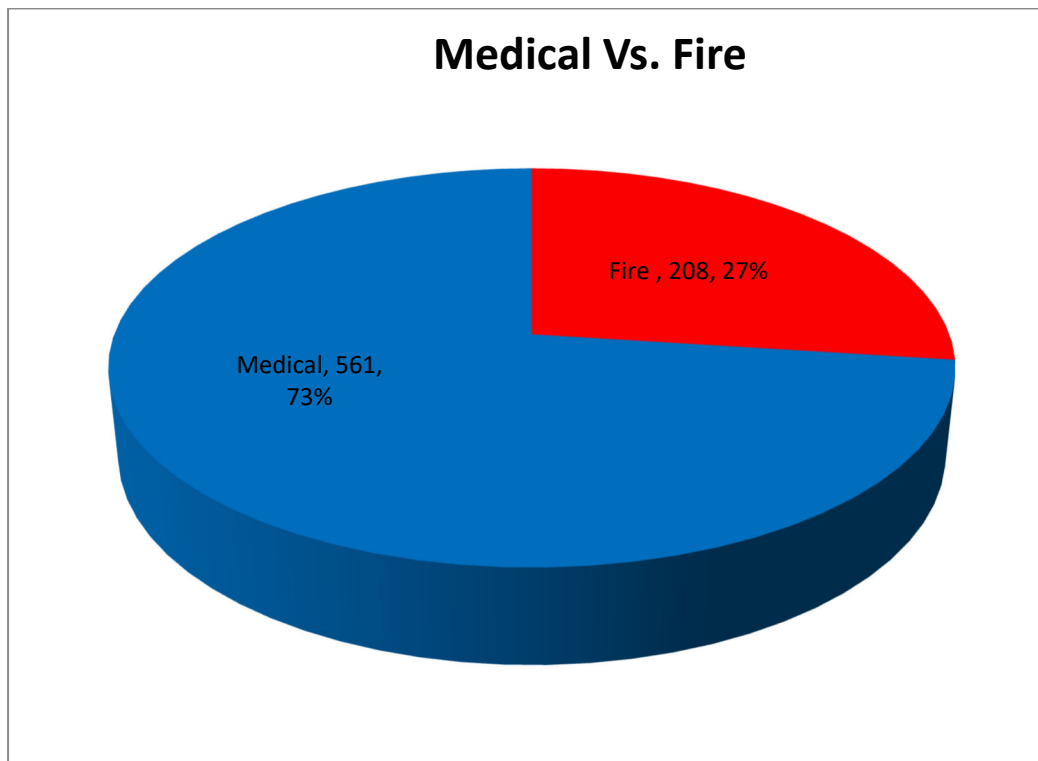
Automatic Aid Agreements

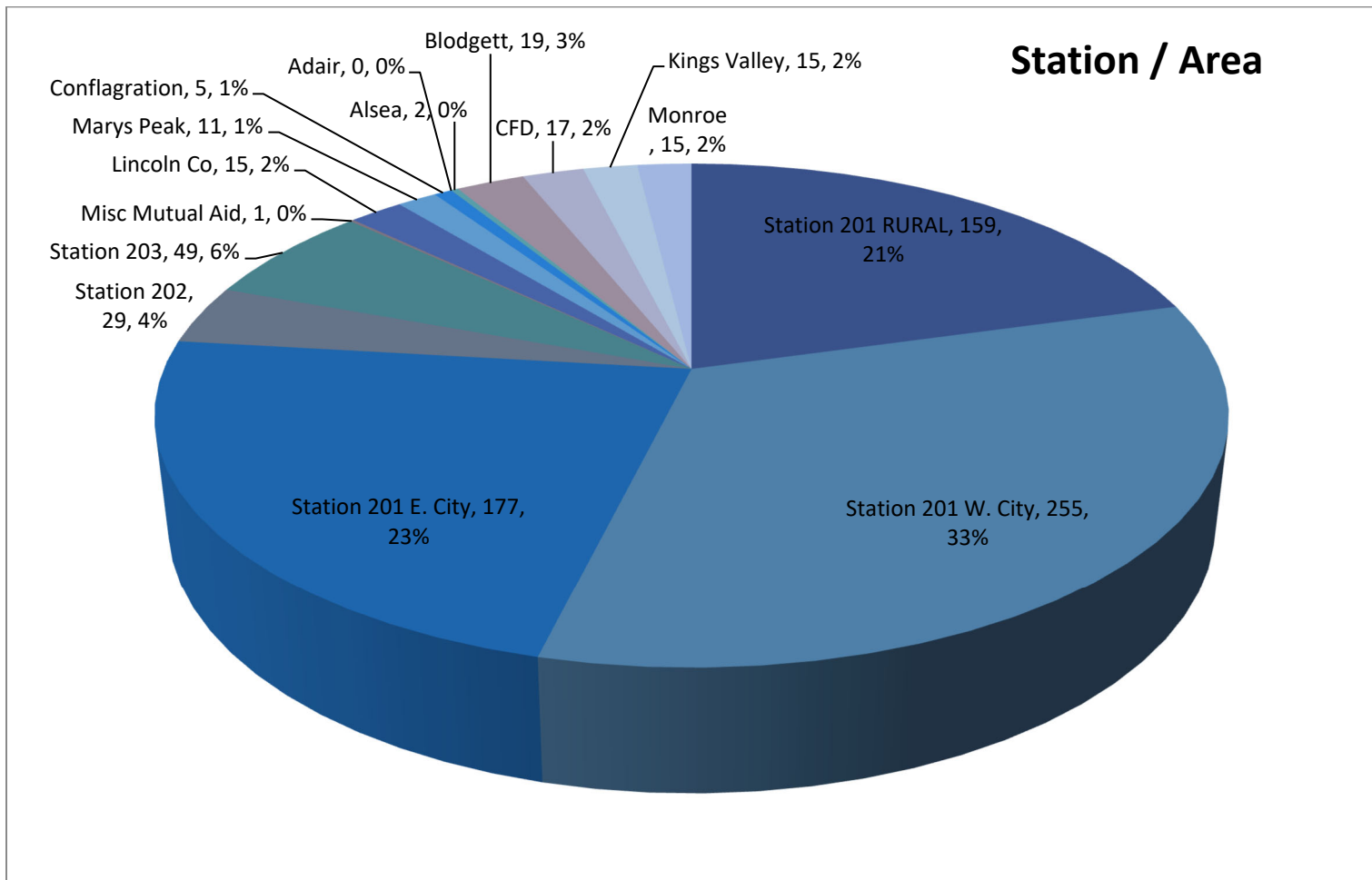
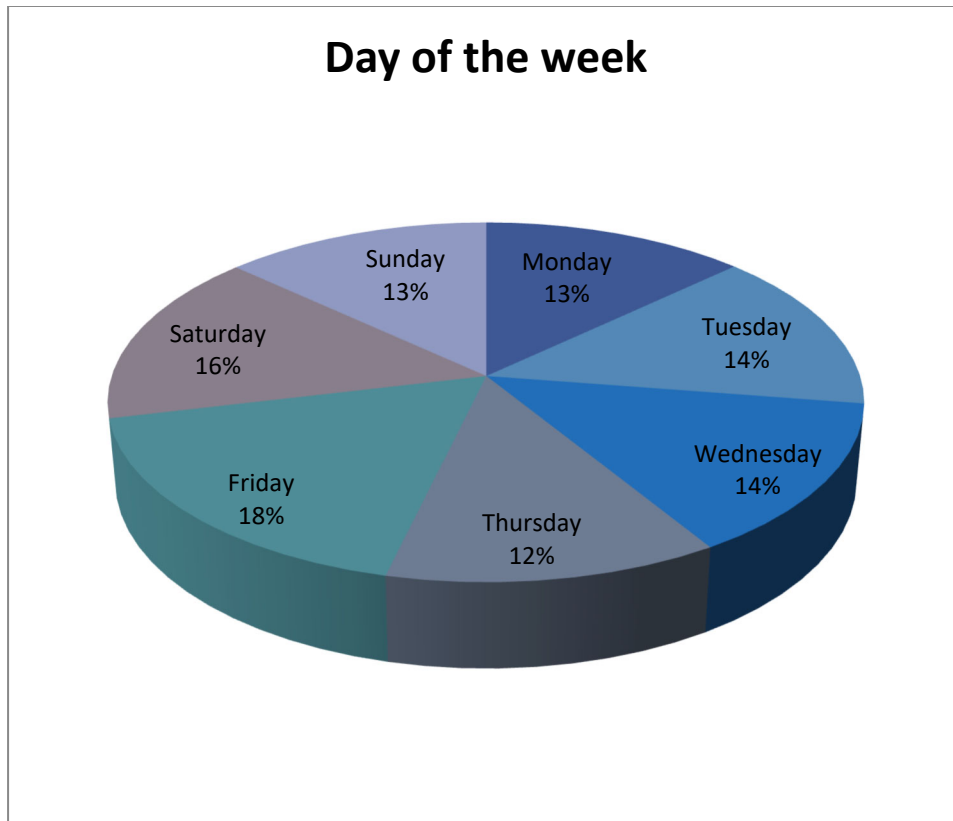
To compensate for the variables that can occur in volunteer staffing, the District has entered into automatic-aid agreements for response on all first-alarm structure fires with the service areas of the Corvallis Fire Department and the Monroe Rural Fire Protection District. These agreements provide for response by an engine company from each agency on all first-alarm structure fires in the City of Philomath. These agreements also provide for response of a water tender from the City of Corvallis Fire Department and a water tender from the Monroe Fire Department for all first-alarm structure fires that occur in the rural areas of the District.

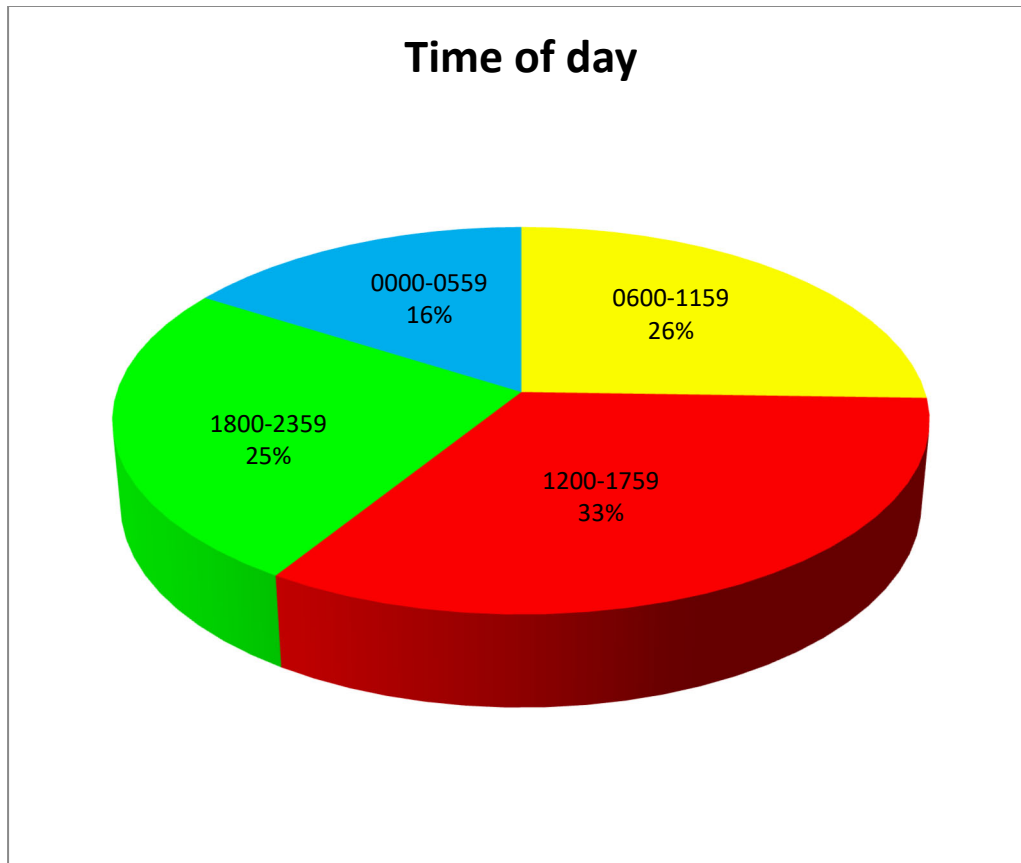
Mutual-Aid Agreements

The District has mutual-aid agreements with all fire protection agencies in Benton, Linn, and Polk counties for response to natural or man-made disasters.

Incident charts (2006-2020)





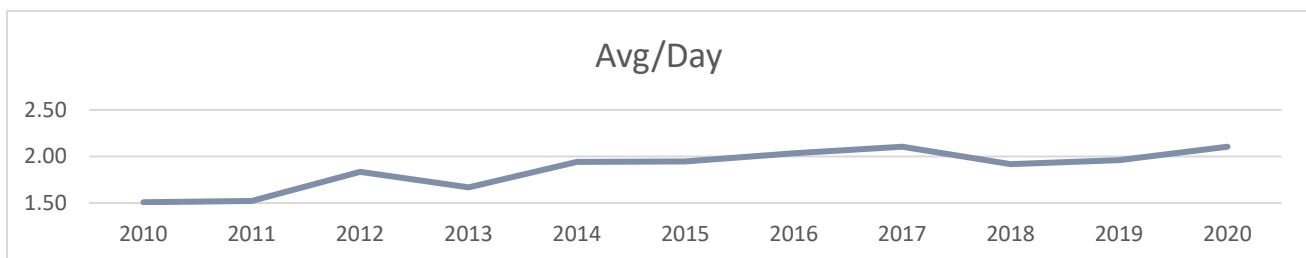


Probability Analysis

There are many different methods for conducting a probability analysis. It is important that the method selected is appropriate for the community and the agency involved. For the purposes of developing the District’s Deployment Standard, the method of average calls per day is used.

The following information references calls for service over the last ten years and establishes a calls-per-day average.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Medical	414	451	540	464	533	551	602	588	511	549	561
Fire	137	105	130	145	176	160	141	181	189	167	208
Total	551	556	670	609	709	711	743	769	700	716	769
Avg/Day	1.51	1.52	1.83	1.67	1.94	1.95	2.03	2.11	1.92	1.96	2.11



Minimum Staffing / Apparatus Level In District Staffing For Mutual & Automatic Aid

Requests for Mutual/Auto aid shall be at the discretion of the officer in charge. Apparatus responding from Station 201 should be replaced by a move-up from a sub-substation as soon as possible.

Staffing Definitions (These are minimums)

Ladder Company:

- 1- Fire Officer
- 1- Aerial Operator
- 1- Entry Cleared Firefighter

Engine Company:

- 1- Fire Officer
- 1- Pumper Operator
- 1- Entry Cleared Firefighter

Tender Company: Tender Operator (and Tender Aide if available.)

Brush Truck Crew: 1- Wildland Firefighter and 1- Brush Truck Operator

Rescue Squad: 1- EMT or higher and 1- Apparatus Operator

Ambulance/Medic: 1- EMT-Advanced or higher and 1- EMT/Apparatus Operation

Duty Officer: 1 Lieutenant or above in a staff vehicle

Conflagration Response:

Philomath Fire and Rescue will make every effort to assist the State of Oregon with conflagrations if possible. We will send following apparatus on state deployments providing that District Coverage can still be met, and proper staffing can be attained:

- 1- Taskforce/Strike Team Leader
- 1- Brush Truck Crew or Tender Company
- 1- Engine Crew

Automatic Aid with Structural Fire Protection Agencies:

Corvallis:

- 1- Ladder Company

Monroe RFPD, Blodgett-Summit VFD, and Hoskins-Kings Valley VFD:

- 1- Duty Officer
- 1- Engine Company

We will also send one Tender, with Tender Operator, to BSVFD and HKVVFD with proper staffing.

Mutual Aid with Structural Fire Protection Agencies:

All fire apparatus shall have an Officer, Operator, and one Entry Cleared Firefighter to respond. Personnel taking specialized equipment out of District must be trained in its use.

Mutual Aid with ODF in Structurally Unprotected Areas:

Philomath Fire and Rescue responds to fire calls in these areas per request if the District's coverage needs will be met. Property owners will be billed for apparatus, personnel, and standby coverage at the current state rate for the extinguishment of the fire.

MVA Extrication Response Out-of-District in Structurally Unprotected Areas:

- 1- Duty Officer
- 1- Extrication Apparatus (251 or 231)

Mass Casualty Incident Out of District in Structurally Unprotected Areas:

- 1- Duty Officer
- 1- Rescue Squad

Fire Chief Summary and Recommendations

While great improvements have been made since adoption of the original Standard of Coverage in 2013, there are still opportunities for improvement of service delivery and data collection. During the update and review of the Standard of Coverage document District staff identified the following recommendations to further enhance service delivery.

Emergency Response:

1. Benton County Voters passed the 911 Service District Tax in 2019. Currently, calls for service are processed through the Corvallis Rural Communication Center; yet radio communications remain spotty at best throughout the District and create challenges for firefighters in the field. A non-biased radio study needs to be performed in the county and known weak spots need to be addressed. Also, monitored, countywide tactical channels need to be established to protect personnel.
2. Increased development within the District and surrounding areas may impact response reliability in the future. Benchmarks for response reliability should be established and monitored for compliance. Increasing emergency calls may necessitate the addition of peak activity staffing.
3. The District has three operational fire stations with two of the stations served by volunteers and the main station on Main Street (Station 201) served by a combination of career and volunteer staffing. Career staff from Station 201 respond to all incidents regardless of station response area. Response data for each station service area should be evaluated independently to provide feedback to volunteer personnel as well as to monitor regional needs and response trends.
4. The District works closely with neighboring agencies to provide a “closest-resource” response to emergency incidents. District staff should continue to enhance coordinated service within the region particularly Blodgett-Summit RFPD and Hoskins-Kings Valley RFPD. Additionally, staff should monitor mutual aid received and provided as part of its data reporting.
5. Maintenance of volunteer staffing and response reliability should be a priority for Stations 202 and 203.
6. The District should evaluate the failure to meet response requirements for rural wildfire responses and develop a mitigation plan to improve performance.

Preparedness:

1. The District should enhance local resilience to natural disasters with a focus on wildfire, flooding, weather, and earthquakes. The District should support local and regional efforts to enhance development and building codes which improve community resilience.
2. The District should train a cadre of personnel to perform building inspections to meet the needs of our growing business community.
3. The District shall evaluate emergency response data to identify opportunities to reduce community risk and prevent injuries.
4. The District should work with other local stakeholders to establish expanded medical care options for the community.

Training:

1. The District should ensure career and volunteer staff receive the necessary training to perform the essential functions of their job and are prepared for advancement. Volunteer training should provide opportunities for volunteers to become apparatus operators and officers within the organization. Classes should be offered at least biennially.
2. The training trailer needs to be replaced with a live fire training tower. The District should execute the established Master Plan and monitor its progress.

Summary

The Standard of Coverage identifies key areas of performance the District can measure using available data and analytics. More importantly, the document establishes the level of service the District will provide residents. Performance benchmarks are evaluated at least annually to determine compliance with adopted standards. Recommendations within the plan will be incorporated in District goals and strategic plans. The District would like to recognize all of the members of the organization who work tirelessly to provide exceptional services to our community.

Recurring Journal Entries for
Philomath Fire & Rescue
Fiscal Year 2022-2023

The following is a list of ongoing payments entered as journal entries on a monthly basis. The Philomath Fire & Rescue Board of Directors recognizes these ongoing journal entries for Philomath Fire & Rescue as suggested by the auditors. All invoices, as well as a monthly summary of the general journal entries, are reviewed by Chief Tom Miller and the Board Treasurer/Secretary.

Payroll:

- IRS – EFT Transfer of monthly payroll taxes.
- PERS – EFT Transfer of PERS monthly contributions.
- Intuit – EFT monthly payroll and processing fee.
- ASIFlex – EFT monthly contributions for Flexible Spending withholdings and monthly service charge.
- Oregon Savings Plan – EFT for employee contributions/withholdings.
- Supplemental Insurance – EFT for employee-elected contributions (i.e. Aflac, Colonial Life)
- State of Oregon – EFT monthly payroll taxes, garnishments, quarterly state tax, and quarterly transit tax payments.

Other:

- LGIP – EFT from Local Government Investment Pool to District’s checking account, as needed for paying bills.
- Adobe – Autopay with administrative visa for subscription.
- Microsoft – Autopay with administrative visa for subscription.
- Verizon – Autopay for monthly cellular service for apparatus tablets & duty phone.
- Comcast – Autopay for monthly cable service for Station 201.
- AT&T – Autopay for ESO tablets wireless access.
- De Lage Landen – Autopay for administrative copier lease

Board Member

Board Member

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.

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- 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)

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- 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.

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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.